

**Minutes of the NIRF meeting  
2 February 2022  
Carmel College, Nuvem, Goa**

A meeting of the NIRF committee with the IQAC coordinator and criterion coordinators of the current year (2021-22) was held in the IQAC room of Carmel College, Nuvem, Goa on 2 February 2022 at 9.30 a.m.

Those present included:

- Dr. Sr. Maria Lizanne A.C., Officiating Principal and Chairperson
- Dr. Michelle Fernandes, NIRF Coordinator
- Dr. Brian Mendonça, IQAC coordinator
- Ms. Louise Ann Sequeira
- Ms. Roxana Singh
- Dr. Glenis Mendonca
- Ms. Sneha Naik
- Mr. Mrunal Parsekar
- Dr. Anson Albuquerque
- Mr. Jeffrey Viegas
- Dr. Manjunath Nayak
- Ms. Virroy Dias

**PROCEEDINGS**

Dr. Sr. Maria Lizanne A.C. began with a prayer. She said that this meeting is being held to clarify our ideas before the meeting with the local managing committee to present the initiatives for the next five years.

Sister then invited Dr. Brian Mendonca and Dr. Michelle Fernandes to brief the staff about the IQAC and NIRF meetings which were held recently. Sister expressed her wish that Carmel should figure in NIRF rankings.

Dr. Brian Mendonca informed that the IQAC meeting agreed on the following points:

1. Initiatives for the forthcoming semester (AY 2021-22) need to be in sync with the four foci listed in the Vision 2020, viz. 1. E-resources 2. Language skills 3. Food and fitness 4. Life skills.
2. Criterion coordinators need to do a SWOT analysis\* of their criterion to provide a road map as to where the college can leverage its capabilities.
3. IQAC needs to plan Vision document 2026.
4. HoDs should suggest one activity per year.

Speaking for the NIRF team Dr. Anson Albuquerque observed that NIRF relies solely on quantitative data. Our activities should be aligned within its framework. He said many activities were repetitive. We should create a control document for every activity specifying nature, objectives, outcomes and viability of every course that is floated. Jeffrey pointed out that it should also declare under which criteria it could be placed This document could be shared with the IQAC for whetting. Student feedback would also need to be taken.

Dr. Anson Albuquerque said that a scholarship programme could be started. It could be an outreach programme to help needy students.

Mr. Jeffrey Viegas said that there were no grievances recorded by the grievances / Unfair Means Committee. It suggested that disputes were resolved amicably. However, there should be a mechanism to record this process. A grievance policy could be the answer.

*Maria Lizanne A.C.*  
**Officiating Principal**  
Carmel College of Arts, Science &  
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Mr. Jeffrey Viegas said that students' progress one should be observed from Class 12 to TY – so one can quantify improvement. At entry level a test of English needs to be given. Roxana said that tests – on the lines of UGAT (Undergraduate Aptitude Test) - should be followed for 25 years.

Dr. Anson Albuquerque said that because PG programs are offered, the perception of the college is that of a university college, not a UG college. PG and UG must be integrated. The college handbook must reflect this. Mr. Jeffrey Viegas said that students and staff should be allowed to use equipment of PG departments. He also said that the college cannot claim credit for students who clear NET/SET after graduating and joining university. Training by GU-ART is not accepted by NAAC.

Dr. Anson Albuquerque was of the opinion that certificate courses should be for all. Dr. Sr. Maria Lizanne A.C wanted to know what was happening during the sports period. Sister was informed that the sports period was not factored in the timetable due to the pandemic said all should be free at that time. The new timetable can factor in remedial teaching. PG and UG can join the courses.

Dr. Manjunath Nayak said that faculty can register as research guides with Goa University for NIRF ranking. He said that we need to have functional MoUs with various institutions. The interface between CII and women entrepreneurs needs to be followed-up. Faculty and student exchange programmes need to be considered. Mr. Jeffrey Viegas said an MoU with YWCA be inked. He also mooted the idea of an appraisal system for departments.

Finally the group felt that the college needs to retrospect on how many targets of Vision 2020 have been achieved.

The group came up with the following suggestions:

1. More PG departments should be started.
2. There should be remedial coaching for slow learners.
3. Ramp up PR for the college for inclusion in NIRF.
4. Develop a control document for proposed activities.
5. Start innovation cells to incubate ideas with seed capital.
6. Best practices for teachers can be encouraged and collated.

### **Action Taken**

- Institutional development plan generated.
- Synergy between IQAC and NIRF was nurtured.
- Media handles of the college were scaled up to share information about college events.
- Control documents like activity proposal form were created.
- Staff were asked to share ideas for best practices.
- More interaction between UG and PG departments was initiated through participation in staff meetings and activities.

*Maria Lizanne*  
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