

MINUTES OF THE NAAC ATTRIBUTE COORDINATORS AND CO-COORDINATORS MEETING

Date: 9th April 2026

Time: 11.30 p.m.

Venue: Auditorium, Carmel College of Arts, Science and Commerce for Women, Nuvem, Goa.

The NAAC attribute coordinators and co-coordinators meeting was held on the 9th April 2026 at 11.30 pm. The agenda for the meeting was as follows: -

1. To discuss the method and process of creating formats for collecting relevant data.
2. To devise a plan of action to streamline documentation management and data collection.
3. To plan for the academic year 2026–2027.
4. A.O.B.

These are the minutes of NAAC attribute coordinators and co-coordinators that was held on 9th April 2026 at 11.30 pm, in the auditorium. Notice and agenda were circulated via email on 8th April 2026. Points arising from the minutes:

1. NAAC Documentation Format

A discussion was held regarding the merits of collecting proofs for NAAC accreditation — specifically whether to follow the old criterion-based format or the newly recommended format based on 10 attributes, given that the new format has not yet been formally implemented by NAAC.

After deliberation, the Principal, Dr. Aldina Braganza, ruled that faculty members shall collect proofs according to the new attribute-based format, as it has been officially recommended. Accordingly, all information for the Academic Year 2025–2026 is to be collected and organised under the new format.

2. Deadline for Submission of Proofs

Faculty members have been given a deadline of 20th April 2026 to submit all proofs of activities conducted during the academic year. The proofs must be:



- Duly signed and scanned.
- Uploaded to the Carmel Diaries Google Drive.

Following the submission deadline, Attribute Coordinators will review the Carmel Diaries drive and segregate the uploaded files based on the information required by each respective criterion/attribute.

3. Format for Reports and Competitions — Academic Year 2026–2027

It was decided that the existing format for reports and competitions shall be retained for the forthcoming Academic Year 2026–2027.

4. Collection of information form the Departments

Ms. Sajani D'Costa reiterated that departments must continue to send information to the Carmel Diaries email as previously required. In addition to this, each Attribute Coordinator shall individually collect information from their respective departments as per the specific requirements of their attribute.

5. Departmental Activity Plan — Academic Year 2025–2026

Before the close of the Academic Year 2025–2026, each department is required to submit a plan of activities to be conducted to the Principal by 15th April 2026.

The plan should be aligned with the new NAAC attributes so that the college can maximise its score. Activities that are not relevant to the NAAC requirements need not be included, ensuring optimal utilisation of time and resources.

The meeting concluded at 1:00 p.m.