

Minutes of the IQAC meeting held on 19th January 2023 from 10:30a.m onwards in the IQAC room, Carmel College, Goa.

Members Present:

Dr. Sr. Maria Lizanne A.C., Sr. Shanti Cardoso, Ms. Sajani Dcosta, Dr. Brian Mendonça, Ms. Lynette Fortes, Sr. Janet Velho, Dr. Michelle Fernandes, Ms. Vinita D'Sa, Ms. Meena Verdes, Ms. Ciena Godinho and Ms. Swena Vaz (student representative). The outside members of IQAC were absent.

Proceedings:

The minutes started with a prayer by the Principal Dr. Sr. Lizanne Maria A.C. The minutes of the meeting held on 16th June, 2022 were read and were proposed to be passed by Dr. Brian Mendonca and seconded by Ms. Lynette Fortes respectively.

Review of events

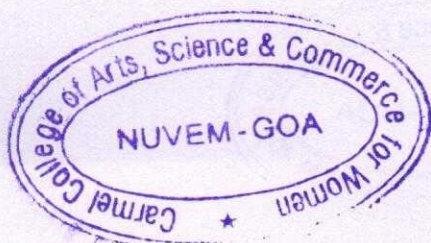
Ms. Sajani Dcosta informed the members that the future plans of the IQAC committee of 2021-22, for the academic year 2022-2023, were being implemented by the present committee.

The Master plan 'VISION 2026' was drafted and mailed to all the departments. The IQAC also had a formal meeting with the staff members to get their suggestions and to explain to them the five year plan keeping in mind the NAAC, NEP and NIRF ranking. Templates were prepared and made available for easy processing and documentation for the following - Activity form, Mentor form, Template for Attendance for guest lectures and workshops/seminars and E-certificates for any programmes or events organized.

Ms. Sajani D'Costa also informed the members that based on the suggestions by the NAAC Peer team; the IQAC took the initiative to make arrangements for buses to ply from Margao and Vasco to the campus. We met the students and Ms. Vinita D'Sa took the initiative to try and arrange a bus from Vasco. A letter requesting for the same was sent to the transport minister, Mr. Mauvin Godinho. She is still following it up. Two bus owners who ply from Margao were contacted and they readily agreed to bring our students to the campus every morning. At the beginning of the year regular announcements giving the information of the bus names and their timings were made on the intercom and also displayed on the LED screen for a week.

Best Practices-

As a second best practice, the forum unanimously agreed to organize a collection drive of E-waste of the college and its employees once in two months and see to its disposal through an authorized agency. Announcement would be made in college and the community would be informed by word of mouth about the days on which e-waste collection would take place. Dr Brian Mendonca opined his concern about the dangers of keeping E-waste for a longer duration in the campus. So it was decided that last Thursday and Friday of the month would be ideal to



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have the collection drive and Global E-waste Management Systems with whom we have a tie-up would be contacted to collect the E-waste on Saturday. The Principal Dr. Sr. Lizanne Maria A.C. informed the members that the E-waste would be stored in a designated place near the security cabin as it would be convenient for the people from the community to bring their E-waste.

College Policy for the Differently - abled

Dr. Sr. Lizanne Maria A.C. informed the members that the manual of the college policies would be revised and the Policy Against Sexual Harassment of Women at Work Place and the Policy for the Differently - abled would be included in the college policy manual. She also informed that the policy against sexual harassment would be included in the college diary from the next academic year as per the requirement of IC.

AOB

Sr. Janet informed the members that the Commerce department will be organizing a 30 hour bridge course for management and accounts students separately. The students would be identified based on their performance in class and exam results.

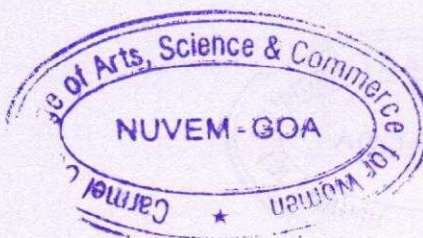
With regard to the college canteen, Ms. Lynette Fortes expressed that nothing is available before 10.00am and there are delays in providing lunch. It is only available after 1:30pm. The members also opined that his rates kept changing from time to time. The manager, Sr. Shanti Cardoso A.C. requested the members to find out and inform her if they know anyone who would be willing to take up the canteen contract.

Ms. Sajani D'Costa asked the members to suggest a quality initiative which the IQAC can organize this semester. Ms. Lynette Fortes and Ms. Vinita D'Sa suggested that we have a career guidance camp for both the incoming students i.e. the 10th and 12th class students and the TY students. Ms Lynette Fortes suggested that we conduct an aptitude test for the Higher Secondary School students in the vicinity and we could also have a presentation, promoting our college by our faculty. The members suggested that we have this activity somewhere between 10th and 15th February as the students would be busy with exams after that. The Higher Secondary Schools that are identified for the same are: Holy Rosary Convent High School, Presentation Convent High School, Mae Dos Pobres High School and Basilio Andrade Higher Secondary School.

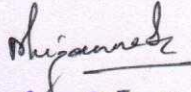
The meeting ended at 11:30 pm.

ACTION TAKEN REPORT

1. **The Master plan 'VISION 2026'**-Departments encouraged to implement the master plan though the activities planned each year by the departments.



2. **Best Practices-** The environment protection club given the responsibility to conduct e-waste collection drive.
3. **College Policy Manual** -A committee formed to revise the college policy manual
4. **Promotion of courses offered-** The faculty requested to promote the courses offered.


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