

The following was the agenda for the meeting:

1. To discuss the plan "Vision 2021"
2. MSc in Food Technology
3. Carmel Family Reunion
4. Future Plans-Generating Funds
5. A.O.B

The minutes of the meeting of the Internal Quality Assurance Cell held on 10th October 2016 in the Principals room from 9:30a.m. onwards.

1. Vision 2021

In the previous meeting there was a suggestion by Sr Lydia and Sr Doris that we have a campus map and name our blocks, alleys and paths. It was decided to put up a bigger map of our campus and at a height as the existing one does not catch the attention of those who pass by. It was also decided to name the blocks according to the flora and fauna pertaining to our campus. The members requested the Principal to make a committee to look into this matter.

The Principal informed the members that a movement register for teaching staff will be maintained in the office but before availing of this facility the teachers will have to get the permission from her to go out of the college premises.

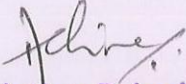
The Principal informed the members that the MOU between Carmel College and Chowgule College was signed on 30th September at a ceremony in Chowgule College. It was decided by them that a separate agreement would be entered into by both colleges whenever they take up projects. Basically they were looking at exchange of staff expertise and using of facilities of both the colleges.

One of our agenda in the vision is increasing the number of students especially in the commerce stream. The principal informed the members that we had got the NOC for one more section in Commerce. It was suggested by the members that preferential admission be given to Carmel Higher secondary students who achieve 50% in the 12th commerce exams and 60% for students coming from other Higher Secondary's.

Ms Roxana Singh suggested that we have a bridge course in economics and accounts during holidays for the vocational students who seek admission in the commerce stream. Dr Srinivas Godugu suggested that we give a questionnaire to the students to know how many are willing to join the college section. Dr Aldina Gomes suggested that when we go to meet the Carmel Higher secondary two of our college students accompany the teachers to speak to them as they will create a better impact. The manager Sr Marie Christi informed that the PTA of higher secondary was to be held on 26th November. The members suggested that we could interact with the parents of students in the commerce stream on that day.

The IQAC decided that a team of teachers visit various higher secondaries in the vicinity and make a presentation to them with regard to the courses and facilities offered by the college.

The members agreed that each department should conduct at least one certificate course in affiliation with a recognised institute. The proceeds of such courses should be shared between the


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departments and the college in the ratio 60:40 after deducting the expenses incurred. Similarly consultancy fees received by teachers should be shared between them and college in the ratio 60:40 only if it exceeds above Rs5000/- .The members suggested the teachers in charge of criterion 3 of NAAC would keep a track of the same.

Mr Audhoot Satardekar informed the members that representative of NSDC, National Skill Development Corporation had approached him with a number of certificate courses which they have to offer and want to conduct in our college.

The Principal informed the members that SAP was a course which was demanded in the market and we should encourage our students to attend the course. It was suggested by members that students be given a choice between EGNOSI , SAP and such other courses conducted by college and make it compulsory for them to choose one course. Dr Aldina Gomes suggested that the Interactive sessions of such courses could be held in June /July for the TY students. She also suggested that we have a feed back mechanism for such courses. It was also suggested that the Principal depute two teachers to attend such courses each year so that we know the benefits the students are gaining from such courses.

The members unanimously decided that the HOD's will have to see to it that all the teachers present or publish at least one paper each year.

The members reminded the Principal that the permanent staff and departments need to be given an official id for official correspondence.

It was also decided that every department will have to hold at least one national and international seminar/conference in the next five years.

2. Msc in Food technology:

The principal informed the members that the DHE had given us the NOC to start the course and we will have to get students for it. The members suggested that teachers in charge of criterion 1 for NAAC work out a plan to market the course.

3. Carmel Family Day:

The Principal informed the members about the plan the students had for the Carmel Family day to be held at THE VILLAGE on 18th Jan 2017. She said that the students were trying for sponsors and they had already spoken to the caterer.

4. Future plans:Funds

Dr Efrem D'Sa suggested that it is necessary to register the Carmel society as a non profit organisation so that we can approach alumni to make donations and at the same time they can take advantage of income tax benefits under sec80G.

The principal informed the members that the college was sanctioned an amount of RS3crores under the Goa state urban development authority scheme (G SUDA) for renovating our football ground and to construct an indoor stadium for badminton and a gymnasium, the construction of which would start at the earliest.

Some of the members of IQAC suggested that we build up our corpus fund with contribution of Rs50000/- from all permanent staff. This suggestion was to be put across by the IQAC members at the staff meeting to be held on 19th October 2016.

Ms Sunita Pereira informed the members that till the academic year 2015-16 Rs50/- of the library deposit was retained as Carmel Ex fund. It was stopped this year as university guidelines specified the deposit to be taken. It was suggested by members that when the TY students come to collect their Sem VI marks sheet the office should collect Rs100 from them as registration fees for Carmel Ex along with their telephone numbers and email ids.

5. AOB:

When Mr Audhoot Satardekar enquired about the Environment Audit the principal informed that the concerned authorities were charging a very high fee. It was suggested that we do our own audit and make necessary changes like replace the existing bulbs with LED whenever they are to be replaced and start a collection centre for E-waste.

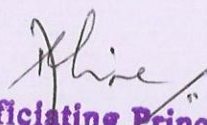
To encourage students to take part in co-curricular and extracurricular activities it was suggested that we have houses for the students and they represent their house instead of class whenever they take part in certain activities and collect points for their house. They would be given the names of houses they belong to at the time of admission in the first year and they will remain in the same house till they pass out.

The members suggested that the principal have a secretary to answer all the calls and make appointments. The principal informed that there would be a parallel line in the office and the office staff incharge would transfer the call to her only when required.

Ms Roxana Singh informed that the students have been given free Wifi facility for the last 3 to 4 years and suggested that we charge a fee of Rs/-250 from next academic year and give them proper Wifi facility.

Action Plan report:

1. Green channel introduced for admissions where students with 60% get direct admission in the college.
2. The second division for BCom commenced.
3. MSc food technology to be introduced in the year 2017-2018. All the formalities and procedures required to commence initiated. Promotion for the course to be done through advertisement on newspaper or word of mouth.
4. Carmel family Day held successfully. It's a student's initiative. Sponsors were collected by them and all were made responsible to sell entry tickets.
5. Each department to conduct an activity to increase the strength of students in the college.
6. Each department to conduct activity in order to maintain a rapport with their alumni.
7. Permanent Staff to contribute Rs25000 each towards Corpus fund.


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