

The following was the agenda for the meeting:

- 1. Vision 2021**
- 2. Online admissions**
- 3. Choice Based Credit System**
- 4. Future Plans-Generating Funds**
- 5. A.O.B**

The minutes of the meeting of the Internal Quality Assurance Cell held on 28th April 2017 in the Principals room from 10:30a.m. onwards.

Vision 2021

The Botany and Zoology department were put in charge of naming the blocks, paths and alleys as the names had to be connected with the flora and fauna of the college. The Principal requested Mr Agnel Dias, Ms Sajani D'Costa and Dr Sr Lisann A.C. to be in charge of designing the banner for the courses offered in our college which needed to be put up at the earliest. The members suggested that a write up and an Advertisement on the courses offered and the list of award winners at the Sem-V and Sem VI BA, BCom BSc exams should appear in the local newspaper. The principal informed the members that the Post Graduation faculty had visited various colleges to promote their course.

The Principal informed that all the HOD's would see that the teaching staff present or publish at least one paper each year.

Each department had to conduct a certificate course affiliated to a recognised institution/body and one national or international conference within the next five years.

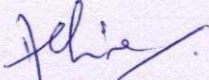
Mr Audhoot Satardekar mentioned that since National Skill Development Corporation had not got back to him he was speaking with MSME to conduct a certificate course for our students.

Dr Aldina Gomes suggested that the activities we conduct for students should be more academic oriented where students learn to present/publish papers which in turn encourages research among the students.

The principal informed that the SAP course is made compulsory for the SY students and HR crest for the FY and TY's. Dr Aldina Gomes suggested that the third year students be given an option to choose between HR Crest and a course floated by any of the departments. She also informed that there was a skill based component in the CBCS and each departments would be conducting their own courses as part of work load So to conduct compulsory courses by the institution would not be feasible.

Online admissions:

Mr Olavo Gama inquired why the link for online admissions was not opening. Ms Sunita Perriera replied that it was due to some technical error and the bank was trying to solve the issue. She also suggested


Officiating Principal
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that henceforth there should be a committee for online admissions and the process should be tested one week before the admission process actually begins.

Ms Cheryl Alvares suggested that 50% should be the cut off marks for a student seeking admission in a BSc course as the cut off percentage for any entrance exam or admission in professional colleges was 50%.

Mr Audhoot Satardekar suggested that we offer more fee payment options like Demand Draft, NEFT and RTGS. Presently the college had only online payment options through Credit Card, Debit Card and Net banking.

Choice Based Credit System

The following would be the class timings from the academic year 2017-18

1st lecture-8:15-9:15

2nd lecture- 9:15-10:15

Recess-10:15-10:30

4th lecture-10:30-11:30

5th lecture-11:30 -12:30

6th lecture-12:30-1:30

Lunch break-1:30-2:00

7th lecture-2:00-3:00

8th lecture-3:00-4:00

Future plans-Generating funds

The Principal informed the members that the procedure to register the Carmel society as a non profit organisation was in process and would be completed before we reopen in June.

The members unanimously decided that all the permanent teaching staff members will have to contribute Rs50000/- towards corpus fund. This will be informed to the other staff members at the staff meeting. The amount will be deducted from the salary. The staff members can contribute in one or two instalments. The teachers could take advantage of income tax benefits under sec80G.

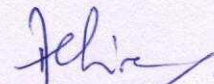
AOB

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. Mr Olavo, Mr Agnelo Dias and Dr. Sr Lizann A.C. were given the responsibility.

The Principal informed that Jio wifi was installed and the students could avail of this facility free of charge.

Action taken Report:

1. To advertise for our courses offered the teachers visited the higher secondary's in the vicinity of the college.
2. The beautification process commenced. A committee was set up for the same.
3. A committee comprising of teachers and office staff to help in the online admission of students. The rules and the admission process displayed in the college.



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