

**The minutes of the meeting of the Internal Quality Assurance Cell held on 8<sup>th</sup> July 2017 in the IQAC Room from 12:30 p.m. onwards.**

Our provincial Sr Nirmalini A.C was present for the meeting. She read out Sr Doris and Sr Lydia's report of their visit to our college in September 2016. Based on their recommendations the following was discussed.

**Beautification of campus-** Sr Nirmalini informed the members that Dr Sr Lizanne and her had met the architect to design the arch near the gate with our college and higher secondary name on it. A hoarding with the courses offered had to be displayed near the entry gate. She also informed that the aerial view of our college will be taken to get a clear idea of the layout of the college. She also requested the members to suggest a place to display the map of our college and a location for a bust of Dona Thelma who had donated the land and for Mother Veronica, founder of the Apostolic Carmel Congregation.

**Hostel:** She informed the members that hostel needed to be upgraded in terms of facilities to be provided to the students. Ms Roxana Singh commented that if the hostel provides basic facilities like plug points in rooms, laundry facility and so on more students would join the hostel.

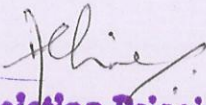
**Funds:** Sr Nirmalini recommended that we get in touch with alumni to have fund raising programmes like fetes, Carmel Family Day. She informed that the CA had mentioned that income tax authorities were planning to stop registration of institutions under 80G in the near future but nevertheless she had asked him to apply.

**Intake of students:** Sr Nirmalini suggested to the members that in order to bridge the gap between the College and Carmel higher secondary, the teaching staff of college could be invited as guest lecturers in the higher secondary. She also suggested that we should not distinguish between the regular and vocational students. She suggested an open day for the college where the students from different higher secondary's visit our college and can be taken around the campus to show the facilities provided.

**Library:** Sr Nirmalini requested the members to give their suggestion on how to upgrade the library. The teachers suggested improvement in the infrastructure with regard to seating arrangement, colours used. They felt that a reader friendly environment needs to be created in the library. There should be access to computers with wifi facilities as students require it for their projects /assignments. The library needs to be made digital for easy access to books.

**IQAC:** Sr Nirmalini recommended that the Principal should have meetings with the departments and IQAC before any staff meeting.

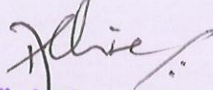
**Classrooms:** Sr Nirmalini informed the members that she had already spoken to the architect regarding conversion of a part of the land to be used construction of building in the future.

  
**Officiating Principal**  
Carmel College of Arts, Science &  
Commerce for Women  
Nayem-Gor



**Action taken report:**

1. Location for the bust of Dona Thelma identified and installed.
2. The college faculty of some of the departments engaged a few lectures in the Carmel Higher Secondary. This is an on-going process.
3. Library automated. Students can avail of Wifi facility in the library. Computers also kept in the library for students to browse.
4. Staff meeting to be held on 17<sup>th</sup> of every month. If 17<sup>th</sup> is a holiday then staff meeting to be held on 16<sup>th</sup> or 18<sup>th</sup> of the month.

  
**Officiating Principal**  
Carmel College of Arts, Science &  
Commerce for Women  
Navem-Goa



## **Action Plan**

**Vision 2021 was chalked out under the guidance and in consultation with Dr Sr Doris A.C., Ex Principal of sister institution Patna Women's College.**

The principal, in a faculty meeting, informed the teachers to conduct activities based on the vision for the next five years. She mentioned that we needed to strengthen our alumni data base and rapport. She also read out the new mission statement along with the strategies to achieve the same.

**To discuss the suggestions given by Sr Doris A.C. On NAAC recommendations.**

Principal informed the HODs to ensure that every member of the faculty either presents/publishes at least one paper every academic year. The faculty was requested to give information with regard to their contribution to research in the form of paper presentations, publications, doctorates, book published, awards received from their year of joining. Departments also had to provide information on the seminars, conferences, workshops, certificate courses held. Formats for the above information were mailed to the HOD's.

### **Up-gradation of Library.**

The following has been installed in the library

- Library management automation software system-LIBSYS
- 4 computers
- 1 UPS

### **Professional IDs for permanent faculty**

College email ids were provided to every faculty member so that they may discontinue the use of personal email ids for all official communication.

### **RUSA Expenditure.**

It was decided to spend Rs 40,00,000 towards equipment and Rs 60,00,000 on repairs and maintenance. Tenders were floated for orders above Rs3,00,000.

The items bought under equipment are-

A.Cs for the Hall ,Furniture for office, staff room and departments, LCDs for each classrooms, Desk tops, printers, Speakers, Laptops, White boards, Smart board, Spectometer Prism, Digital Multimeter, Octwald Viscometer, Microscope, UPS.

**Future plans-generating funds for the institution:** The movie Sophiya was screened on 27<sup>th</sup> September 2017 at Ravindra Bhavan. The response was very good.



**Beautification in and around the campus/entrance gate:** 4 different panels with mission statement, vision, core values and strategies have been displayed along the driveway. More panels will be displayed near donor Dona Thelma's Monument. The campus outlay map and the display board near the college are in process of being readied for public display.

**Dona Thelma's Memorial Monument:** The monument has been installed.

**Intake of students:** The college teachers of Commerce department have engaged lectures at the Carmel Higher Secondary.