

**The minutes of the meeting of the Internal Quality Assurance Cell held on 13<sup>th</sup> December 2018 in the Principals office from 10:30 p.m. onwards.**

The meeting commenced with a short prayer by Dr Sr Lizanne A.C.

The minutes of the meeting held on 16<sup>th</sup> October 2018 were read out and proposed and seconded by Ms Cheryl Alvares and Dr Sr Lizanne A.C. respectively.

**Code of conduct:** Sr Lizanne informed the members that the management had a meeting with regard to the code of conduct and the framing of it was still in process

**Plagiarism policy:** Dr Aldina Braganza read out the two clauses that the college students needed to follow with regard to plagiarism and the members unanimously agreed to it.

**IPR policy and copy rights:** All the members agreed with the objectives of the policy prepared by Ms Sharvari Prabhudesai but the members suggested that they have a separate meeting with all the faculty members for framing the clauses.

**Green management:**

**Dustbins:** Advocate Francis D'souza informed the members that he would be arranging for the dustbins and wanted the exact requirement. It was decided to procure 8 sets of 4 dustbins each—Blue for paper, Green for plastic, Black for Wet waste and Red for Glass. They would be placed in the following areas- Admin Block, Canteen, Botany block, Chemistry block, Commerce Block, Co-operative, Library, under the trees near the parking area.

**Plastics:** The members insisted that we ban plastics in the college especially in the canteen ( cups and straws) and also not allow the students to use plastic when they have canteens.

**Solar Panels:** Advocate Francis D'souza informed the members that the feasibility report to be presented to the concerned authorities would be ready by January. He also informed that the authorities have already identified the place to put up the solar panels.

**Incinerators:** The principal informed that the pipe for the smoke and fumes was extended and there would be no problem.

**AOB:**

Ms Sajani D'Costa informed that the teachers were paid only for the question paper used for the exams and not the unused one, though two sets were submitted to the office for each semester. It was suggested that the office inform the teachers when the question paper is not used for exams as it would be difficult for teachers to keep a track.

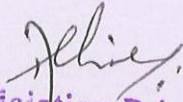
Ms Sajani D'Costa inquired if it was required to submit an answer key along with the question paper as some faculty had made the suggestion.

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



**Action Plan:**

- IPR policy to include the clauses on plagiarism and discussed at the staff meeting
- 6 sets of dustbins procured and placed at the designated locations.
- Straws banned in canteen
- The college would require 40 solar panels and the total cost would be Rs800,000.
- The teachers to be paid for both the question papers .

  
**Officiating Principal**  
**Caravel College of Arts, Science &**  
**Commerce for Women**  
**Nayam-Goa**