

**The minutes of the meeting of the Internal Quality Assurance Cell held on 19<sup>th</sup> March 2020 in the IQAC room from 10:30 p.m. onwards.**

The meeting commenced with a short prayer by Sr Matilda Madtha A.C.

The minutes of the meeting held on 26<sup>th</sup> September 2019 were read out and proposed and seconded by Ms Sunita Pereira and Sr Lizanne A.C. respectively.

Ms Sajani Dcosta informed the members that since the Validity of the NAAC grade ends on 28<sup>th</sup> march 2021, the SSR has to be sent by September end 2020 . The IIQA would be sent by end of July 2020.

It was decided to draft the policies of the college for various aspects.

The information for SSR had to be kept ready by March 31<sup>st</sup> 2020.

Sign Boards to be put up at strategic points around the campus.

The feedback reports of the college received from students, parents, alumni and employers to be analysed and action taken.

The feedback of the curriculum by teachers and students also to be analysed and action taken.

#### **Action Taken Report:**

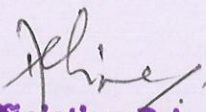
The soft copy of SSR with qualitative and quantitative information and proofs to be kept ready by criterion committees .Co-ordinators for the same appointed..

The information for AQAR also to be submitted by mail by criterion committees.

All the policies uploaded on the college website.

A committee formed to look into the putting up of signboards at strategic points around the campus.

The curriculum feedback reports analysis and action to be taken discussed by the respective departments.

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