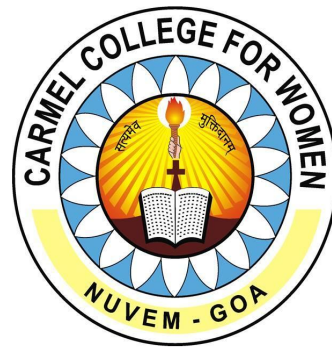


CARMEL COLLEGE OF ARTS, SCIENCE AND COMMERCE FOR WOMEN

Nuven, Salcete, Goa.



MASTER PLAN 2026

Draft Outline of Carmel College, Master Plan 2026 in response to achieve set goals of A+ (NAAC Grading) and Top 50 Colleges in India (NIRF Rankings).

- 1 Introduction
- 2 Campus Plan
- 3 Academic Plan
- 4 New Initiatives

Introduction

Education is believed to be transformational. The modern system of schooling was implemented in the 1830s. Almost 192 years have passed since then. Yet, we find ourselves asking the same question over and over again: ‘how far has the education system come?’

We are a country where almost 350 million people are illiterate. Education is a fundamental right of every Indian child, yet, poverty forces them into a life of servitude at a very early age. Economic disparity, gender discrimination, caste discrimination and technological barriers are some of the biggest roadblocks in our goal towards 100% literacy.

We see these issues also exist in a community like ours. Yes, the literacy rate in Goa is high compared to the national average, however, literacy alone does not account for employability. In this increasingly fast-paced, competitive world, the spotlight is on higher education and specialisation.

Many of our students are first-generation learners dealing with issues like poverty and a lack of family support when it comes to pursuing higher education. Our goal is to facilitate their entry into higher education by providing a supportive, collaborative, hands-on learning environment.

This master plan is an exercise in long-term planning dedicated to supporting the vision and mission of our institution, while also suggesting strategies and plans that could take our institution one step closer to the national benchmarks. The thrust areas of this master plan will focus on strategies to ramp up the physical infrastructure of the campus, boost research and innovation, and bolster the use of technology in the teaching-learning process to maximum effect.

Vision

Holistic education of youth through education amidst a changing, challenging and developing society.

Mission

To educate youth for altruistic leadership by integrating academic excellence and human ethics.

Process of the Master Plan

1. A detailed analysis report cum presentation from each NAAC criterion with difficulties faced, shortfall of score and areas of improvement was requested.
2. A detailed analysis with suggestions from NIRF committee as per the ranking criterion and as per the National Level Workshop was requested.
3. A meeting with the IQAC was held to discuss different issues and areas and scope of improvement.
4. A meeting with the local managing committee was conducted to discuss the vision of the institution. Suggestions from the above meeting too, were discussed, wherein more inputs were taken.
5. A team of the members analysed all the reports and suggestions which were submitted and drew a practically approachable master plan.
6. The master plan along with annexures was then presented to the principal of the college for approval and pursual.

Campus Plan

1. Establishment of Innovation and Incubation Center.
2. Proposal of automation of recording usage of facilities (IN / OUT) for Auditorium and Sports Complex. Auditorium to have an additional log book for record purpose only by the teacher.
3. Make a provision for a different girl's common room.
4. Airport type chair sitting arrangements in the Lobby (below admin block) and near cooperative store.
5. Increase in brightness of corridors by installing new led lights.
6. Installation of TV in lobby near cooperative store and PG block.
7. A new washroom for men behind the cooperative store.
8. Provision of surveillance monitoring with the security at the gate.
9. Improvement and expansion of sitting area for canteen.
10. Tarring of roads.
11. Installation of cleanliness awareness boards.
12. Modernizing all the computer laboratories.
13. A new look auditorium.
14. Professional Recording Facilities.
15. Change of entry (door) for NCC and NSS rooms.
16. Building of Ramps in the following manner and college policy for differently abled (to achieve 80% coverage of disable friendly campus)
 - a) Minor slope from Basketball Court to the Arts/Commerce Block
 - b) Slope from Co-operative Store to Chemistry Dept.
 - c) Ramp from Vermi-culture area to staff canteen
 - d) Ramp from side entrance to physics dept. near washroom side
 - e) Ramp in Physics block where the stairs are near the water cooler
 - f) Ramp at approach to auditorium
 - g) Ramp between UGCR 7 and UGCR8
 - h) Ramp from co-operative store lobby to under admin block
 - i) Ramp from lobby to Botany Department
 - j) Ramp in Zoology Department

Academic Plan

A. Guidelines to HOD / In-charge of Departments

1. All HOD's / In-charge of departments are requested to send an official email to the faculty at the beginning of the semester listing out the courses (Workload) allotted to them.
2. All HOD's / In-charge of departments are requested to send an official email to the examination committee with the list of paper setters and the list of paper evaluators (regular / repeat examination) allocated respectively. The examination committee will in return send the official list of paper setters and evaluators to the faculty official email id.

The above has been recommended as a proof of documentation for the purpose of CAS

B. Guidelines for Departments / Committees

1. All Departments / committees of the college to conduct their activities for an academic year as per allocation below:

Note: A department / committees can carry out more number than that allocated, but the bare minimum is mentioned below:

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** The below mentioned numbers in brackets [e.g. (2)] denotes the number of activities to be carried out under the respective head, while the alpha numeric [e.g. C7] denotes the criterion / metric number.

Department of Commerce	Add-on / Certificate Course – 30 hours (1) Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● Jul 24th – Income Tax Day ● Any other Functioning MOU – (1) - 1 programme to be organised Career Orientation – (2) <ul style="list-style-type: none"> ● Banking – All Students ● Subject Specific Consultancy – (1) Extension Activities – (1) Major / minor Project – (1) Publications UGC Care List – (2)	C1 C7 C3 C5 C3 C3 C3 C3
Department of English	Add-on / Certificate Course – 30 hours (1) Language and Communication (1) - Max students - zero hour - Formal Communication Commemorate days of national / international importance (1) <ul style="list-style-type: none"> ● Apr 02nd /Apr 23rd - International Children's Book Day/World Book Day ● Mar 21st - World Poetry Day ● Any other Functioning MOU – (1) - 2 programmes to be organised Career Orientation – (2) <ul style="list-style-type: none"> ● Subject Specific Consultancy – (1) (e.g. Proof reading, translations) Extension Activities – (1) Publications UGC Care List – (2)	C1 C5 C7 C3 C5 C3 C3 C3
Department of Konkani	Certificate Course – 30 hours (1) Soft Skills (1) - Max students - zero hour Commemorate days of national / international importance (3) <ul style="list-style-type: none"> ● Apr 9th - World Konkani Day ● Mar 21st - World Poetry Day ● Jan 16th – Opinion Poll Day Career Orientation – (1) <ul style="list-style-type: none"> ● Subject Specific Consultancy – (1) (e.g. Proof reading, translations) Publications UGC Care List – (1)	C1 C5 C7 C5 C3 C3
Department of Hindi	Certificate Course – 30 hours (1) Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● Sept 14th – Hindi Diwas 	C1 C7

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	<ul style="list-style-type: none"> Any other Career Orientation – (1)	C5
	<ul style="list-style-type: none"> Subject Specific Extension Activities – (1)	C3
	Consultancy – (1) (e.g. Proof reading, translations)	C3
	Publications UGC Care List – (1)	C3
Department of Political Science	Certificate Course – 30 hours (1)	C1
	Commemorate days of national / international importance (2) <ul style="list-style-type: none"> Jun 20th - World Refugee Day Dec 10th - Human Rights Day 	C7
	Career Orientation – (1) <ul style="list-style-type: none"> Subject Specific 	C5
	Extension Activities – (1)	C3
	Publications UGC Care List – (1)	C3
Department of History	Certificate Course – 30 hours (1)	C1
	Commemorate days of national / international importance (3) <ul style="list-style-type: none"> Oct 2nd - Gandhi Jayanti Jun 18th - Goa Revolution Day Any other 	C7
	Career Orientation – (1) <ul style="list-style-type: none"> Subject Specific 	C5
	Extension Activities – (1)	C3
	Publications UGC Care List – (1)	C3
Department of Psychology	Certificate Course – 30 hours (1)	C1
	Soft Skills (1) - Max students - zero hour - Creative thinking, teamwork	C5
	Commemorate days of national / international importance (1) <ul style="list-style-type: none"> Oct 10th – World Mental Health Day 	C7
	Functioning MOU – (1) - 2 programmes to be organised	C3
	Career Orientation – (1) <ul style="list-style-type: none"> Subject Specific 	C5
	Consultancy – (1)	C3
	Extension Activities – (1)	C3
	Major / minor Project – (1)	C3
Publications UGC Care List – (2)	C3	
Department of Economics	Certificate Course – 30 hours (1)	C1
	Commemorate days of national / international importance (1) <ul style="list-style-type: none"> Oct 20th – World Statistics Day 	C7
	Functioning MOU – (1) - 2 programmes to be organised	C3
	Career Orientation – (1) <ul style="list-style-type: none"> Subject Specific 	C5
	Extension Activities – (1)	C3
	Major / minor Project – (1)	C3
	Publications UGC Care List – (1)	C3

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<p>Department of Botany</p>	<p>Add-on / Certificate Course – 30 hours (1) Life Skills (1) - Max students - zero hour - Green Management / Health Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● Apr 22nd – Earth Day ● Jul 1st to 7th – Van Mahotsava Functioning MOU – (1) - 2 programmes to be organised Career Orientation – (2) <ul style="list-style-type: none"> ● Floriculture / Landscaping - All Students ● Subject Specific Extension Activities – (1) Major / minor Project – (1) Publications UGC Care List – (2)</p>	<p>C1 C5 C7 C3 C5 C3 C3 C3</p>
<p>Department of Mathematics</p>	<p>Add-on / Certificate Course – 30 hours (1) Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● Dec 22nd – National Mathematics Day ● Any other Career Orientation – (1) <ul style="list-style-type: none"> ● Subject Specific Consultancy – (1) Publications UGC Care List – (1) Workshop / Seminars – (2) Research Methodology OR Intellectual Property Rights (IPR) OR Entrepreneurship</p>	<p>C1 C7 C5 C3 C3 C3</p>
<p>Department of Chemistry</p>	<p>Certificate Course – 30 hours (1) Commemorate days of national / international importance (3) <ul style="list-style-type: none"> ● Feb 11th – International Day of Women and Girls in Science ● Oct 23rd – Mole Day ● 28th Feb - National Science Day Functioning MOU – (1) - 2 programmes to be organised Career Orientation – (1) Other – Subject Specific Extension Activities – (1) Major / minor Project – (1) Publications UGC Care List – (2) Workshop / Seminars – (1) <ul style="list-style-type: none"> ● Research Methodology OR Intellectual Property Rights (IPR) OR Entrepreneurship </p>	<p>C1 C7 C3 C5 C3 C3 C3 C3</p>
<p>Department of Physics</p>	<p>Add-on / Certificate Course – 30 hours (1) Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● 28th Feb - National Science Day ● Any other Functioning MOU – (1) - 2 programmes to be organised</p>	<p>C1 C7 C3</p>

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	Career Orientation – (1) <ul style="list-style-type: none"> ● Subject Specific Extension Activities – (1) Major / minor Project – (1) Publications UGC Care List – (2) Workshop / Seminars – (1) Research Methodology OR Intellectual Property Rights (IPR) OR Entrepreneurship	C5 C3 C3 C3 C3
Department of Zoology	Add-on / Certificate Course – 30 hours (1) Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● Mar 3rd – World Wildlife Day ● Jul 29th – National Tiger Day Functioning MOU – (1) - 2 programmes to be organised Career Orientation – (1) <ul style="list-style-type: none"> ● Subject Specific Consultancy – (1) Extension Activities – (1) Major / minor Project – (1) Publications UGC Care List – (2)	C1 C7 C3 C5 C3 C3 C3 C3
Department of Physical Education	Commemorate days of national / international importance (3) <ul style="list-style-type: none"> ● 29th August - National Sports Day Life Skills (3) - Max students - zero hour - Yoga / Physical Fitness / Health Extension Activities – (2) Sports Tournaments – (8) (Maximize students participation)	C7 C3 C4
PG Department of Arts	Add-on / Certificate Course – 30 hours (1) Soft Skills (1) - Max students - zero hour Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● Sept 10th - World Suicide Prevention Day ● Dec 1st - World Aids Day Career Orientation – (1) <ul style="list-style-type: none"> ● Subject Specific Extension Activities – (1) Major / minor Project – (1) Publications UGC Care List – (2)	C1 C5 C7 C5 C3 C3 C3
PG Department of Commerce	Add-on / Certificate Course – 30 hours (1) Commemorate days of national / international importance (2) <ul style="list-style-type: none"> ● Jul 24th – Income Tax Day ● Any other Career Orientation – (2) <ul style="list-style-type: none"> ● Subject Specific Extension Activities – (1) Publications UGC Care List – (2)	C1 C7 C5 C3 C3

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PG Department of Food Technology	Add-on / Certificate Course – 30 hours (1)	C1
	Commemorate days of national / international importance (2)	C7
	<ul style="list-style-type: none"> ● Oct. 16th – World Food Day ● Any other 	
	Functioning MOU – (1) - 2 programmes to be organised	C3
	Career Orientation – (2)	C5
	<ul style="list-style-type: none"> ● Subject Specific 	
	Consultancy – (1)	C3
Information Technology	Extension Activities – (1)	C3
	Major / minor Project – (1)	C3
	Publications UGC Care List – (2)	C3
	Add-on / Certificate Course – 30 hours (1)	C1
	ICT Skills - cyber security / Digital Transformation (2) - All students	C5
	Extension Activities – (1)	C3
Library	Skill Based Course – (1)	C5
	Commemorate days of national / international importance (1)	C7
	<ul style="list-style-type: none"> ● August 12th - National Librarian's Day 	
College	Extension Activities – (1)	C3
	Outreach Programme – (2)	C5
	Add-on / Certificate Course – 30 hours (1) Value Education	C1
	<ul style="list-style-type: none"> ● Aug 15th - Independence Day ● Jan 26th - Republic Day ● Dec 19th – Goa Liberation Day 	C7
	As decided by the principal As per directives from DHE	
Placement Cell	Workshop / Seminars – (2)	C5
	<ul style="list-style-type: none"> ● CV / Resume / Applications – All Students 	
Innovation Cell	Workshop / Seminars – (4) Research Methodology OR Intellectual Property Rights (IPR) OR Entrepreneurship	C3

- Cells/Committee not mentioned in the above list shall carry out duties and activities as required by college/university/DHE guidelines.

Guidelines/ Parameters for conducting Add-on / Certificate Courses

1. The Add-on/Certificate Course envisaged is to provide opportunity for hands-on training.
2. Any department or committee can conduct the Add-on/certificate course.
3. The duration of the course is to be minimum 30 hours.

4. Add-on/Certificate course to be made eligible for all streams with maximum participation unless very stream specific.
5. Check the practicality of floating the course for at least 3 years.
6. A well-designed syllabus to be drafted.
7. Decide upon resource person and collect CV of resource person.
8. Design a brochure.
9. Fill activity proposal form (online) and obtain permission.
10. Brochure to be submitted to IT/PR cell for announcement.
(publicrelations@carmelcollegegoa.org)
11. Conduct activity, collect feedback forms and analyse the same.
12. Keep all necessary documentation like registration, attendance, certificates, reports, bills, geo-tagged photos, CV of resource person, etc.
13. Upon completion of activity fill the activity completion record, attach all necessary documents.
14. Forward 4-5 photos / short videos of activity to IT/PR cell.
(publicrelations@carmelcollegegoa.org)
15. *Department / Cell to make two copies of all necessary documents (One copy to be forwarded to IQAC and the other to be maintained by the respective Department / Cell.*

Guidelines/ Parameters for Consultancy Activity

1. The Consultancy Activity envisaged is to provide service/consultation/ professional advice to students/teachers/individual clients/corporate clients for a fee.
2. Any department or committee can conduct a consultancy activity.

3. Prepare a one-page document containing objective of activity and a plan for carrying out the activity. (Notice/Brochure).
4. Fill activity proposal form (online) and obtain permission.
5. Brochure/Notice to be submitted to IT/PR cell for public announcement. **(publicrelations@carmelcollegegoa.org)**
6. Maintain a register about name of clients, client's signature and type of service or consultancy rendered, try and keep any documentation as proof.
7. Conduct activity and keep all necessary documentation like register, receipts, annual report, income and expenditure statement, etc.
8. Upon completion of activity fill the activity completion record, attach all necessary documents.
9. Forward activity report/photos with external clients, if possible, to IT/PR cell. **(publicrelations@carmelcollegegoa.org)**
- 10. Department / Cell to make two copies of all necessary documents (One copy to be forwarded to IQAC and the other to be maintained by the respective Department / Cell.**

Guidelines/ Parameters for conducting extension activities

1. Extension activities are envisaged to be activities integrated with the curriculum that aim to benefit the community at large.

2. These activities aim towards developing sensitivities towards community issues, gender disparities, social inequity etc. and towards inculcating values and commitment to society
3. Upon completion of the extension activity try and get any recognition (award or letter of appreciation) from a government/government recognised body.
4. Any department or committee can conduct the extension activity.
5. There is no set duration for the extension activity, however, long-term/recurring activities would be desirable.
6. The extension activity should focus involving ***maximum number of students to conduct the activity*** – a record of the same such as students' duty list and other proofs to be maintained.
7. Fill activity proposal form (online) and obtain permission.
8. Keep all necessary documentation like attendance, certificates, reports, bills, geo-tagged photos etc.
9. Upon completion of activity fill the activity completion record, attach all necessary documents.
10. Forward 4-5 photos/short video of activity along with activity report to IT/PR cell. (publicrelations@carmelcollegegoa.org)
11. ***Department / Cell to make two copies of all necessary documents (One copy to be forwarded to IQAC and the other to be maintained by the respective Department / Cell.***

Guidelines/ Parameters for conducting Remedial Classes

1. The remedial classes can be conducted for any student that needs extra help to understand a particular topic/component/paper.

2. It is strongly advised that the remedial classes should be conducted by the same teacher who has taught the paper to that student.
3. If the student consents to taking remedial classes, then said classes are to be conducted on the college campus, after the student's last lecture for the day has been completed.
4. Fill activity proposal form (online) and obtain permission.
5. The teacher conducting the remedial classes must fill in the remedial class attendance sheet and take the signature of the student.
6. The student's feedback is to be taken at the end of the semester to ascertain whether the classes were beneficial to them or not.
7. A record of the student's results should also be maintained by the concerned teacher.
8. Keep all necessary documentation like attendance, reports, geo tag photos etc.
9. Upon completion of activity fill the activity completion record, attach all necessary documents.
10. ***Department / Cell to make two copies of all necessary documents (One copy to be forwarded to IQAC and the other to be maintained by the respective Department / Cell.***