

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 22nd December 2017 at 9.30 a.m. at the college committee room. Members are requested to attend the same.

AGENDA:

1. To take up the 8 recommendations of the previous NAAC committee and dividing the same among members to pursue the same.
2. To implement some courses under community college concept.
3. To give students the benefit of coaching classes for competitive exams.
4. To ensure that all students of all departments are taken for local field visits and final year students taken for study tours.
5. To revive and put in place the process of job placements.
6. To revamp totally the existing cells, clubs, associations for the college in the forth-coming year.
7. To encourage research initiatives through the Research and development cell of the college.
8. To put into practice a proper documentation of IQAC initiatives.
9. AOB.

Dr. Fr. JeronimoDSilva
Officiating Principal & Chairperson of IQAC

MINUTES

The second meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 22nd December 2017 at 9.30 a.m. at the college committee room. Members present at the meeting include:

1. Fr. (Dr.) JeronimoD'Silva - Chairperson
2. Dr. Blanche Mascarenhas – Vice Principal
3. Dr. Maria Fonseca – Vice Principal
4. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
5. Dr. Carmelita D'mello(Teaching faculty)
6. Mr. PradeepMorajkar (Teaching Faculty)
7. Mrs. SunitaMesquita (Teaching Faculty)
8. Mrs. VailaroseFernandes (Teaching Faculty)
9. Dr. VrundaKelkar (Teaching Faculty)
10. Mrs. Angela Fernandes (Administrative staff)

The Coordinator, Dr. Ubaldina Noronha welcomed the members present and informed that the main reason behind this meeting was to prepare an action plan and delegate individual duties to meet goals of the previously discussed NAAC recommendations. Members furnished their email ids so that henceforth a soft copy of the minutes could be sent prior to any IQAC meeting to acquaint members with matters discussed at these meetings.

There were eight main recommendations given by the previous visit of NAAC committee that was discussed at the previous meeting. It was decided that the task of implementing these recommendations could be distributed among members to be fulfilled within a specific time frame. Fr Principal informed that all installments of the first RUSA fund have not been fully released while the second installment is yet to be released. It was therefore proper to have a tentative plan and budget for the same.

Under the Community College Initiatives, it was suggested to revive the IGNOU courses so that current students can pursue a correspondence degree consecutively if desired. With no bar on age, interested members of the local community and general public could pursue further studies. Dr. Blanche Mascarenhas agreed to take up this initiative and liaison with the IGNOU regional center located at Porvorim. It was decided that the Principal and Dr. Blanche would visit the Porvorim center and undertake the formalities required to commence courses from the new academic year 2018-19. This initiative would generate job opportunities for additional qualified faculty and administrative staff.

The Crescendo Music School has already been running for a year catering to around 80 students. Currently musical instruments like piano, guitar, violin, keyboard and percussions are taught by qualified instructors. Under the community college programme, the music school could include the training of Indian classical music or dance. It was recommended to contact Ms. Aditi, a lecturer in the Botany department who is interested in conducting the same. It was suggested that the school could provide

certificate courses in music. In this regard, Dr. Ubaldina would collaborate with Fr. Ramiro who has been instrumental in getting the school started.

The recommendation for coaching classes for competitive exams as well as vocational skill based short term courses, was assigned to Dr. Carmelita D'Mello. It was suggested a market research of need based skills could be carried out and ISAs could be assigned for this data collection.

The recommendation involving field visits in every semester for students to be co-ordinated by respective departments was given to Ms. Vailarose Fernandes. It was proposed to have a Career Fair inviting experts or reputed institutions in various fields to address students about potential career options and courses available after 12th Standard and graduation. Students on campus, college and HSS as well as schools in the vicinity could derive benefits. Ms. Vailarose would also coordinate with Mr. Daryl Gonsalves, in-charge of Mentor-Mentee programme to impart the Vishaka guidelines during the mentor-mentee interaction. It was suggested that Ms. Aliya Aga could address the faculty who in turn could educate the students about the same.

Ms. Vailarose shared her concern about having these initiatives evaluated and obtaining feedback. Dr. Ubaldina positively assured her of an appropriate mechanism stating that evaluation and feedback was crucial to the successful working of the IQAC. Ms. Vailarose briefed the members about the status of the college community radio.

The recommendation and implementation of job placements, employment initiatives and department consultancy services was assigned to Ms. Sunita Mesquita. Presently, the Job Placement Cell is handling potential campus recruitment which could be co-opted in the same.

It was suggested to merge cells and clubs to achieve enhanced student performance output. Conveners and co-conveners could be given a two year charge for the same. Ms. Vailarose suggested that more departments should be involved in consultancy services. And those already offering consultancy could widen the reach of their services. It was observed that presently very few departments are actually offering consultancy services

The recommendation of research initiatives was decided to be handled exclusively by Research and Development Cell. The coordinator of the cell would be briefed about the recommendations discussed in the previous IQAC meeting

Dr. Vrunda Kelkar was assigned to work in coordination and collaboration with the Student Council and bring together the teaching and student community to enhance the working environment in the college. Green or Environmental friendly initiatives could be taken up, such as hygiene maintenance, Tree Planting, appropriate disposal of e - waste, education of solar energy and rain water harvesting. Dr. Ubaldina suggested that in the future, the area near the Gymkhana could be developed into an open gym concept which would cater to the teaching, student and local community.

The IQAC requires that the recommendations of the NAAC committee not only be followed but also properly documented. The previous IQAC is required to give a detailed year wise documentation of the

previous three year tenure. Dr. Maria Fonseca would be in charge of all documentation of the previous IQAC and of the present IQAC initiatives and activities. She would be aided for administrative work of storing soft copies by Edward and Rosaline. The IQAC has already in place an email; that is, xavierscollege1963@gmail.com to handle correspondence.

Ms. Angela Fernandes, representative of the administrative staff, was given charge to handle all issues pertaining to office procedures, infrastructure, training and other requirements. She has to communicate to the IQAC, potential areas of improvement. It was decided to begin with putting up boards at appropriate areas in the office indicating office timings, names of office staff, which counters handle specific jobs, and a list of supporting documents required to apply for various certificates.

Mr. Pradeep Morajkar was assigned the financial responsibilities of all the ventures undertaken by IQAC while keeping records of the funds received, utilized and distributed along with bills and other paper evidence.

The meeting ended with the coordinator assuring that the minutes will be emailed to all members. A list of different committees would be drawn up to aid each committee member in the implementation of the NAAC recommendations. The Principal agreed to grant an opportunity to the coordinator to address all staff members about the initiatives to be undertaken by the IQAC to ensure quality at the grass root level.

Dr. Ubaldina Noronha

Coordinator

Fr. (Dr.) Jeronimo D'Silva

Officiating Principal