

IQAC Meeting held on 17th April, 2023

The IQAC meeting was held on 17th April, 2023 at 3:00 p.m. in the College Seminar Hall. The meeting began with the prayer by Prof. Janet Fernandes. Principal, Prof. (Dr.) Blanche Mascarenhas welcomed all the members present for the meeting. Principal said that Dr. Marielou Ferrao will be the new IQAC Coordinator from the next academic year onwards.

The following members were present:

1. Prof. Blanche Mascarenhas (Chairperson)
2. Ms. Ursula Barreto (Vice Principal)
3. Ms. Sandra Fernandes (Vice Principal)
4. Ms. Vilma M. T. Fernandes (IQAC Coordinator)
5. Dr. Marielou Ferrao
6. Mr. Herwin Furtado
7. Dr. Oscar D'Melo
8. Ms. Prajoti Chimulkar
9. Prof. Janet Fernandes
10. Ms. Dakshata G. Zambulkar (Librarian)
11. Mr. Salvador Pinto
12. MLA Mr. Joshua Peter De Souza
13. Mr. Reeve Fernandes
14. Mrs. Pamela Aiyar Cabral
15. Mr. Rohit Gupta
16. Mr. Jonathan Fernandes (System Administrator)
17. Mr. Paul D'Souza
18. Ms. Angela Fernandes

Fr. Antonio Salema (Administrator), Dr. Santana Fernandes, Ms. Sunita Mesquita, Mr. Manoj Salgaonkar and Dr. Rheane Da Silva excused themselves and Ms. Anuradha Kakodkar and Ms. Joslyn D'Souza were absent.

Ms. Vilma Fernandes read the minutes of the previous meeting. Mr. Herwin Furtado proposed the minutes and Ms. Dakshata Zambulkar seconded the minutes.

Matters arising therefrom

1) Major and Minor projects

Principal informed the members that through the major and minor research projects taken up by our teachers, we will be able to buy better equipment and upgrade our respective departments.

2) Publications

Principal advised the teachers to increase the number of paper publications in quality journals.

3) Discipline

Principal said that a few CCTV cameras needed repairs and had to be made functional immediately, so that all areas would be under surveillance for security purposes and discipline. Whenever the teachers have free lectures, they could give rounds to ensure that students are not involved in any unwanted activity on campus.

4) Recreational facilities

The Sports Gym was functioning better this academic year.

5) Visitors' /Waiting room

The Alumni has not yet sanctioned the amount for construction of the waiting room and since the funds had not yet been received, the waiting room works were pending.

6) Hostel

The repairs of the hostel would take some time as the investment involved in repairs of the same was huge and nothing can be taken up due to lack of funds.

7) Parking facilities

Traffic cells committee meeting would hold a meeting to look into the revival of the ID cards for each staff member's vehicle and use a hologram on the ID card to prevent reproducibility, which would be used by both College and HSS teachers when the new Academic year commences in June 2023.

8) Health Club

Principal informed the members that when a student falls sick on the campus, the teachers will have to handle the situation till the ambulance arrives and reaches the student to the hospital. It was suggested to have a doctor on call, to whom we could contact for emergencies, and he could treat our students till the ambulance or medical care arrived. The NSS unit of St. Xavier's College has planned for a Blood Donation Camp and a Health Camp would be organized by the Diamond Jubilee Committee.

9) Monthly newsletter

Prof. Oscar ensured that henceforth there would be a monthly newsletter which would be beneficial for all of us, especially for the NAAC purpose. Also, this monthly newsletter would

be put up on the College website, so that our Community is also aware of our College activities.

10) MoU's

Around 26 MoU's have been signed and activities have also been conducted through these MoU's.

11) Placements

Principal appreciated the work of the Placement Committee and said that they would do even better this year. Principal also mentioned that our College has received a number of emails to conduct the placement drives.

12) Consultancy

Principal informed the members that the Department of Microbiology have been providing consultancy services on Water Testing. The teachers from the Department of Psychology have been attending the Right of Dispute cases and Senior Citizen cases in the High Court for Goa and Bombay for last one year. Our College has appointed two Counsellors, a gent and a lady. Principal also advised the teachers of the Department of Commerce to take up consultancy services like Filing of Income Tax.

13) Remedial teaching

Prof. Janet and Mr. Manoj will ensure that remedial classes be taken up regularly in the coming Academic Year, June 2023.

14) Community Service

Mr. Herwin Furtado will be in-charge and will approach the Computer Science/Physics/NSS students to provide services and to create and develop useful Apps.

15) Smart boards

Fr. Salema has already begun to install smart boards with the help of the funds donated by the PTA. This will be done on a regular basis every year.

16) Design of toilet for the disabled

The Compliance Report has been asked by the DHE and the College has submitted the same. The works pending with regards to repairs of washrooms, ramps, lifts/elevators is in progress.

17) Extension Activities Plan

i) Benefits to community, farmers, students, children, old aged etc

- a) To provide Senior citizens to be members of our College library (Free membership for Senior citizens). We had begun on a trial basis from 2:30 p.m. to 4:30 p.m. and later from 10:00 am to 12 noon, to make good use of the wealth of our library resources. With regards to this, and also to increase the enthusiasm amongst the senior citizens, Mr. Salvador Pinto suggested that we create awareness in and around the housing board area. Mrs. Cabral suggested that we could try out like how it is working out at St. Britto's, that is by getting our Alumni involved in inviting our Senior citizens on a particular day to our library, by first picking them up from their homes and then conduct some activities and discussions with them and then followed by dinner and finally dropping them safely to their homes. This activity should be done at least once a month.
- b) To visit senior citizens and train senior citizens in our vicinity, to use mobile phones (by NSS volunteers, Computer Science)
- c) To revive the Community Radio for the benefit of society.

ii) Administrative audit

To maintain the files in the departments. To keep a record of all files in the department and later the college inspection team to check these files.

Files to be maintained by each department

- 1. Syllabus
- 2. No. of students in department
- 3. Attendance sheets
- 4. Lesson plans
- 5. Course outcomes, Programme outcomes and Programme specific outcomes and
- 6. Minutes of the Departmental meeting
- 7. Papers presented and Paper publications
- 8. Workshops, Seminars, Symposia and Conferences held
- 9. Activities of the department conducted
- 10. Student Achievements
- 11. Refreshers Courses
- 12. Teacher progression report
- 13. TY Results statistics (passing percentage)
- 14. Enrollments
- 15. Awards
- 16. Instruments in the department
- 17. Local / State level/ National / International events
- 18. Alumni

19. MoU

18. External Audit

It was suggested that we could request Dr. Niyan Marchon, to help us with the external audit.

19. FDP

Principal informed the members that we have been conducting two FDP's, one in each semester. This year, a joint FDP was conducted with the teaching and non-teaching staff at St. Joseph Vaz Spiritual Renewal Centre on 16th March, 2023.

20. Plan of Action

Principal listed out the Plan of Action for the Academic Year, 2023-24

- i) Revival of the Water Harvesting Plan
- ii) Green Audit
- iii) Administrative Audit
- iv) To provide a disability friendly infrastructure
- v) Energy saving measures such as installation of Solar panels, rooms designed such that we can save electricity.
- vi) Fire safety requirements
- vii) Tobacco free signages
- viii) To conduct Best practices like Value Education, Mentoring, Skill improvement. It was stressed that we think local and make local and impart skills to students which they could use in our society. For eg:
 - a) Certificate Course in repairing of Electrical gadgets.
 - b) Interactive Learning Studio (Happy hours)
 - c) Digital board to share information digitally
 - d) App development, for specific applications such as, for booking of our Seminar Hall online
 - e) To provide College services and consultancies at nominal rates.
 - f) To provide extension services for free Water Testing in our adopted Villages, neighbouring Colleges and Schools.
 - g) To have a co-operative store on campus, so that students do not have to leave the campus to buy essential items and stationery.
 - h) To take educational projects such as "Out of the classroom teaching", so that the students are sensitized to nature, their environment, and surroundings.
 - i) To bring awareness amongst our students about Composting/Segregation of dry and wet waste.

- j) Eat right, healthy programme – To train our students about Healthy Foods. This year was celebrated as the International Millet Year, a committee was formed for NSS and NCC Boys and Girls and Ms. Anuradha Kakodkar was the teacher in-charge. A compliance report was submitted every month.

21. Timeline for NAAC

Ms. Vilma Fernandes listed out the timeline for the NAAC Assessment and Accreditation process for the NAAC, Cycle 5. Firstly, the IQAC must be functional. The 5 years Annual AQAR's should be submitted on time. Our College must submit the IIQA, six months before the expiry of the accreditation status, i.e., before 7th February 2024. The SSR should be submitted before 21st April, 2024 and the date of expiry of the Accreditation status is 8th August 2024. The final fifth AQAR is yet to be completed and submitted.

22. Our MLA, Mr. Joshua D'Souza asked the members what grade we were aiming for and what help we needed with respect to that, so that we can work towards achieving it.

23. Mr. Rohit Gupta, Manager of Glenmark Pharmaceuticals, also asked the members what help he could provide to the college from the industry, like internships, project assistance, placements etc.

24. Mrs. Cabral said that many of our students come in for Vocational studies. She said that we could help them in Insurance and Finance services, to improve their language skills by inviting visiting faculty to give lectures and to request our Alumni to conduct Value Education classes.

Mrs. Cabral also advised the members to include Value Addition Courses on Value education and Self Development.

Mr. Joshua D'Souza told the members that he would help to revive the Water harvesting project in our college. He had the professional personnel who would help us out in this project, but we also had to include our students and teachers in this project, to make it successful.

Dr. Oscar D'Melo suggested to revive the "My Job My Hobby" lectures, as it would benefit students, by listening to experienced Alumni and invited Professionals. Mr. Joshua also suggested that for the "My Job My Hobby" lectures, we could call Professional experts and allow them to share their experiences with our students. He also said that he would love to interact and provide knowledge to our young students.

The Vote of thanks was given by Ms. Vilma Fernandes and the meeting ended at 4:15 p.m.