

Minutes of the meeting of the IQAC held on 5th February 2022

A meeting of the IQAC of the college was held on 5th February 2022 at 9:00 a.m. at the Conference hall of the college. The meeting began with the prayer by Ms. Swizel Alphonso. Our Administrator, Fr. Antonio Salema welcomed all the members for the meeting and also expressed his gratitude to our ex-IQAC and NAAC coordinator, Dr. Bosco Lawrence and also prayed for his family and the soul of his father.

The agenda for the meeting was as follows:

1. Prayer.
2. Welcome to the new IQAC coordinator and NAAC coordinator.
3. Plan of action for the academic year 2021-2022.
4. Widening of areas of IQAC.
5. NIRF, INDIA TODAY Ranking, AQAR 2020-21.
6. Data Capture Format.
7. AQAR 2021-22.
8. AOB.
9. Vote of Thanks.

The meeting was chaired by the Principal and the following members attended the meeting:

1. Prof. Blanche Mascarenhas (Chairperson)
2. Ms. Vilma. T. Fernandes (IQAC Coordinator)
3. Fr. Antonio Salema
4. Mr. Mauricio Carvalho
5. Dr. Ramita Gurav
6. Mr. Herwin Furtado
7. Dr. Santana Fernandes
8. Ms. Swizel Alphonso
9. Ms. Joslyn M. D'Souza
10. Ms. Dakshata G. Zambulkar
11. Ms. Kathleen C. Pinto (NAAC Coordinator)

1. Plan of Action for the Academic year 2021-2022

At the outset, our Principal Prof. Blanche Mascarenhas, welcomed all the members. She informed the members about drafting the **Plan of Action**. She presented the SWOC report of the NAAC committee as the evaluation was done earlier with limited members and that it was important to draw the Plan of Action for the academic year 2021-2022.

a) Major and minor projects

It was decided unanimously that every department of our college should take up minor and major projects and prepare their proposals and submit them to the funding agencies to carry on their research work. Principal also suggested to promote interdisciplinary projects, wherein two or more teachers could collaborate and work on research projects to get a better analysis and a wider scope for the project.

b) Research Publications in Scopus/UGC care list journals

Principal also requested all our teachers to present and publish their research papers in Scopus indexed journals in the UGC care list journals on a priority basis.

c) Encouragement to do PhD/Research

Principal shared that all faculty including the senior teachers who had put in more years of experience and service in the college to register for PhD in order to achieve the target of having 75% of the teachers in the college to be awarded PhD. She also emphasized that it would be good for the institution if we recruit teachers with PhD and also encourage teachers to pursue their PhD.

d) Internships and Swayam courses

For the first time, our college has been awarded the Certificate of Excellence for winning Honorary Mention Award – Goa as a part of Internshala Annual Rankings for the year 2021, our college was also awarded the All India Rank 8 out of 1123 participating colleges across India and our college was also awarded 2nd Rank at the Zonal level out of 303 participating colleges across West Zone at the Internshala Annual Rankings 2021. Our college needs to increase the number of students going for internships. This is to be achieved by ensuring that every student goes for internship. Principal said that the PG and Self-financed students undergo internships on a regular basis (BBA, BBA T&T, PG) and that students from the general streams should also be encouraged to do so. Regarding Swayam courses, teachers and students were to enroll themselves for these courses online.

MOOC courses/Market Oriented Courses

The Principal encouraged the teachers to draft and develop new relevant and need of the hour courses at the national level under Moodle/Swayam programmes as requested by DHE. She also advised the teachers to draft these courses with full details like syllabus, duration, credits, skill imparted, course outcomes etc. Departments like Mass Communication, Journalism, Computer Science, Electronics, BCA, Biotechnology to conduct Certificate courses. In addition to these departments, others also to conduct Certificate courses of 30 hours duration in this academic year.

e) Discipline

The Principal also emphasized and reiterated on a conducive working relationship with each other in the department. She also advised the teachers to respect the HoD and obey and perform the departmental work assigned by the HoD.

f) Green Audit

- i) It was unanimously decided to revive the solar panel and windmill structures present in the college.
- ii) It was suggested to take up the rain water harvesting during the monsoons as a project for the students.
- iii) Fr. Salema informed the members that two more pits behind the Priest's residence would be dug, so that the groundwater tables would get recharged during the monsoons. Also, the water from the rooftops of buildings would be tapped and diverted towards these underground pits.
- iv) Landscaping, Herbarium, Orchid plantation, medicinal, aromatic, indigenous plants, Green house and Spice garden to be taken up.

g) Child, Women & Consumer Welfare club

The Child, Women & Consumer Welfare club to conduct Online talks for girls students and to organize programmes to create awareness for the benefits of girl students.

h) FDP/Recreational facilities

FDP's would be conducted every semester for the benefit of the teachers.

Regarding recreational facilities, the Canteen area provided below the PG block was identified to provide recreational facilities to the non-teaching staff, wherein a carrom board and a gymkhana would be provided and the timings would be fixed for its use by the non-teaching staff.

i) Visitor's/Waiting room

A room to be created with four to five easy chairs, a table, magazines, newspapers etc., so that teachers should use this staff room as a leisure room and visitor's like parents and ex-students as a waiting room.

j) Hostel facilities

Fr. Salema also informed the members that he was working on the idea of renovation of the hostel for boys and the Visiting faculty.

k) Parking facilities

The parking lot would be looked into, to expand it and also repaint the speed breakers.

l) Health Club

The Health club consisting of our own faculty students and student volunteers has been formed. The club members would take care of the requisites during an injury like calling the ambulance, providing first aid, calling the student's parents etc. The Health club, Committee for SOP's and the Committee for Social Distancing, health related issues to work together.

m) Monthly Newsletter

Though, we will continue to publish the bi-annual magazine, Xavierite, Principal suggested that from the coming semester onwards, to have an e-monthly newsletter, which will highlight the celebrations of National days occurring during that month, as well as the activities conducted by each department.

n) MoU's

Principal emphasized on not only signing MoU's, but also, having a Plan of Action to be evaluated semester-wise, so that it becomes a fruitful exercise, so as to benefit faculty, students as well as mutual benefits between the two signatories.

o) Industry-Academia partnership

Principal advised that while signing MoU's, the industry-academia partnerships be given priority specially to encourage field-trips/industrial visits, internships, conducting workshops etc.

p) Placement officers and Student Training

textbook.com provides free training for teachers and students. The Placement Committee to take a decision on whether, we should sign a MoU with textbook.com.

q) Funds from State/Central Government & CSR options

To undertake projects, improvement in facilities, conduct of workshops, seminars, proposals to be sent by departments for procuring funds from the above sources.

r) Remedial Teaching

For the benefit of the students, who are poor in studies, teachers to conduct remedial classes specially in the subjects of Mathematics, Physics, English, Economics etc.

s) Community Services

Teachers to volunteer to participate in the programmes like Azadi ki Amrut Utsav. The Community Care/Outreach Cell to plan out the activities/outreach programmes related to Community services.

t) Consultancy Services

The department of Microbiology has been consistently performing Water testing and Testing of blood group. The department of Chemistry carries out sample testing using XRD and IR. More departments to provide consultancy services like Counselling by the Department of Psychology, Fault finding of Electronic gadgets by the department of Electronics etc.

u) Smart classrooms

Installation of smart boards in a phased manner. Demonstration on the usage of interactive boards to be held shortly.

v) Subscription to e-journals

To subscribe to more e-journals and memberships.

The following teachers were told to look after the following:

- i) Ms. Vilma Fernandes - Windmill and Solar Panel
- ii) Dr. Ramita Gaurav - Health club
- iii) Mr. Herwin Furtado - Reception room/ Leisure room, Lobby area
- iv) Ms. Kathleen Pinto - Major and Minor projects
- v) Ms. Swizel Alphonso & Ms. Joslyn D'Souza - Activities for the non-teaching staff
- vi) Ms. Dakshata Zambulkar - Library, NDA Library Committee
- vii) Ms. Joslyn D'Souza - Washroom facilities for persons with disabilities (for boys and girls separately)

2. Widening areas of IQAC

a) Administrative

- * The administrative staff to maintain registers as requested by the NAAC Peer team, which is to be supervised by the IQAC. The data in the files should be made easily available.
- * All the data required by AISHE, AQAR, NIRF, India Today Ranking, should all be sent or submitted on time.

Data capturing

- * Data capture format for specific areas of the NAAC criteria would be maintained by office staff on a regular basis.
- * Mr. Thomas - programme details through departments and details of regular and foreign students enrollments.
- * Ms. Rosita - examination results
- * Ms. Sylvie - teaching staff's details
- * Mr. Mauricio - grants received and audited statements
- * Ms. Lucy - scholarships granted to students

In order that the data which had to be collected from the office, by the teachers, a format for collecting the specific NAAC criteria data, AISHE data, India Today Ranking data, in an organized manner was handed over to the office staff to maintain the data/records for every academic year.

- b) After holding interviews, the College has to ensure that we send the files on time so that we get the approvals on time and the teachers and non-teaching staff receive their salaries on time.

c) The IQAC has to ensure that the data is collected, stored and provided promptly when required. IQAC as the Central hub of data.

d) With respect to infrastructure and maintenance or repairs of any electrical fixtures or furniture of the college, it had to be informed in writing to the Administrator/Principal. In this context, it was decided to revive using the register to maintain the queries and problems regarding repairs and maintenance. The specific laboratory technician to be approached regarding problems related to computers namely, Mr. Ashley, Mr. Anish and Mr. Edward.

e) The ID cards for FY/ SY/ TY students/teaching and non-teaching staff would be prepared and distributed at the earliest.

3) NIRF, India Today Ranking, AQAR 2020-21

a) The specific tasks for collection of data would be designated to the respective office staff, so that every person would get data on time and would know whom to collect it from.

b) In Research and Placements, our scores for the AQAR were very low. Hence, we must work more in these two areas.

c) The next FDP held would be focused on Research and Programme outcomes, which would be conducted by Dr. Niyam Marchon. The date for this FDP had to be fixed.

d) With regards to Research, we should encourage our teachers to publish papers in Scopus indexed research journals.

e) With regards to safety for the disabled, our college would provide lifts, ramps and wheelchair with washroom facility with appropriate signages.

f) The teacher's welfare fund would be revived in order to award the teachers, who publish papers in Scopus indexed journals or even if they apply for patents.

g) It was also decided to promote startups and innovations by the departments of the college.

h) It was also decided to provide a software to the office, to feed the data of the students and make receipts available automatically through the software on time.

4) AQAR 2021-22

Action plans and Outcomes for the AQAR 2021-2022 to be immediately taken up for this year and acted upon. The collection of data, filling, updating and fulfillment of the Action Plan for the academic year 2021-2022 to be given due importance and should begin at present

and not towards the end of the year. It was decided to keep the same committee for collection of data pertaining to the NAAC criteria data for the AQAR 2021-2022.

Regarding the best practices:

(I) Mentor-mentee – To have the Mentor-mentee sessions for the Self-financed and PG students as well.

(II) Green audit - To invite resource persons for a talk on green audit.

* Work on areas such as:

- a) Use of Energy/ Power savings of electrical equipment and fittings (for example: LED bulbs)
- b) Rainwater harvesting (roof water harvesting)
- c) Aim to plant aromatic, medicinal, indigenous plants and to create a spice garden on campus.
- d) Solar energy system revival.
- e) Wind-mill energy revival.
- f) Landscaping of the college campus.
- g) Recycling water from basins and integrating it to the drainage system.
- h) Creating chambers consisting of sand, pebbles, gravel, charcoal, etc., to recycle water and recharge the underground water.
- i) Waste management with respect to e-waste and chemical waste.

5) AOB

1) It was decided to celebrate the Portuguese day. The Global Village committee has been revised and will be in-charge of the same. Dr. Marielou Ferrao will be the Coordinator.

6) Vote of Thanks

The meeting ended at 11:30 a.m. with vote of thanks by the Chairperson, our Principal, Prof. Blanche Mascarenhas.