

2nd IQAC Meeting on 12th May, 2022 at 2:00 p.m

The second IQAC meeting was held on 12th of May, 2022 at 2:00 p.m. in the Committee room. The meeting began with the prayers by Ms. Kathleen Pinto. Our Principal, Prof. (Dr.) Blanche Mascarenhas explained the need for this meeting. Our Administrator, Fr. Antonio Salema welcomed all the members present.

The following members were present.

1. Prof. Blanche Mascarenhas (Chairperson)
2. Ms. Vilma M. T. Fernandes (IQAC Coordinator)
3. Fr. Antonio Salema
4. Ms. Ursula Barreto
5. Ms. Sandra Fernandes
6. Mr. Herwin Furtado
7. Dr. Santana Fernandes
8. Ms. Swizel Alphonso
9. Ms. Dakshata G. Zambulkar
10. Ms. Prajoti Chimulkar
11. Ms. Kathleen C. Pinto (NAAC Coordinator)

Mr. Mauricio Carvalho, Dr. Ramita Gurav, Dr. Ubaldina Noronha, Ms Joslyn D'Souza and Ms. Charmine Dias were excused and Mr. Clen Madeira, Mr. Fergus Gonsalves and Mr. Thomas Alvares were absent.

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

a) Major and Minor projects

Principal stressed that the Departments need to apply for major and minor research projects, specially the departments of Electronics, Computer Science, Mathematics and Microbiology etc and the departments in which there are Ph.D Doctors.

The Research and Development Cell, St. Xavier's College, Mapusa, Goa, organized a webinar on "**Major and Minor Research Projects for External Funding**" on 10th May, 2022 at 12:30 p.m. by Resource person, Dr. Hemen Dutta, Assistant Professor, Department of Mathematics, Gawahati University, Guwahati.

b) Research publications

To encourage teachers for paper publications and paper presentations in UGC Care List Journal, Scopus Indexed Journals, Web of Science etc, Principal advised the members to conduct seminars and FDPs for the same.

The Department of Library, St. Xavier's College Mapusa, Goa organized a National Level Webinar on the topic "**Selecting Right Journals for Research Papers from UGC Care List**" on Friday, 6th May, 2022 from 2:00 – 4:00pm, The Resource Person was Dr. Murari Tapaswi, Former Chief Scientist, CSIR, National Institute of Oceanography, Goa.

An FDP was conducted on 16th of April 2022 on the topic "**Outcome based education and Research**" in which Dr. Niyan Marchon explained about how to write project proposals and paper publications in care list journals and UGC journals and also to design and prepare the Programme Outcomes, Course Outcomes and Programme Specific Outcomes.

c) Discipline

Wearing of masks for students and teachers is compulsory at all times. The dress code of the students should be appropriate and teachers should ensure that the students behave appropriately on Campus and on the College ground, in order to avoid embarrassment to all.

Recess of half an hour was suggested for the students, as it was getting difficult for them to have their recess within a span of just 15 minutes due to the heavy rush of students at that particular time.

To maintain discipline on campus, the CCTV cameras which were not functional would be repaired, so that all areas would be under surveillance for security purposes and discipline.

d) Recreational facilities

The equipment for the gymkhana had just arrived and once all the equipment is set, the IQAC members could visit the gymkhana. The recreational facilities would be provided to the non-teaching staff.

e) Visitor's /Waiting room

The construction of the visitor's room with the infrastructure required was getting ready and Mr. Pradeep Morajkar was taking care of the same.

f) Hostel

The repairs of the hostel would take some time as the investment involved in repairs of the same was huge.

g) Parking facilities

Traffic cells committee meeting would be held immediately to maintain parking discipline on campus and regarding traffic rules.

It was decided to ensure that only teacher's park the vehicles inside the campus and students park their vehicles outside. We have to monitor that students do not park in the teachers parking area and the college required two persons to man the security gate from

7:30 a.m. to 9:00 a.m. It was also decided to form a committee to design stickers for the college teachers vehicles before the new academic year begins. Each teacher, would be given a sticker for their vehicle. A committee would be formed in which the members for designing of stickers were, 1) Herwin Furtado 2) Santana Fernandes 3) Kathleen Pinto

h) Health club

The Committee for the Health club had been formed and Ms. Arina Frank is the Convener of the Health club. They would conduct workshops, provide some aids like tablets for headache and other common symptoms and also to conduct health camps – in which healthcare would be taken care of, in general, consisting of ENT, ophthalmologists, general physicians, who would come and provide the health benefits to the teachers and students. From June onwards, we could plan this activity. The health camp would provide benefits like checking our blood pressure, diabetes, dental, oral care, eyes etc. The committee members to look after the health camp would be Ms. Swizel Alphonso, Ms. Ursula Barreto and Ms. Vilma Fernandes. The organizations that could conduct such healthcare benefits would be **Mapusa Lions club, Rotary club, Indian Medical Association camp** etc.

i) Monthly newsletter

Mr. Pradeep Morajkar had informed that from the new academic year in June, we would begin to have the newsletter and the new committee would be formed.

j) MoUs

More than 10 new MoUs have been signed within these few months and that the advisory committee would meet and plan out the actions for each of these MoUs.

h) Placement officers and student training

Dr. Yasmin Shaikh and Ms. Ruella D'Souza were in-charge of the same and a committee was formed with regards to placements and the Principal had signed the document for textbook.com and have sent it by speed post also today itself.

j) Funds from state of Central Government and CSR options

Dr. Zen Lobo and Dr. Maria D'Souza have submitted their project proposals for the processing to the respective State Government and Central Government funding agencies.

k) Remedial teaching

By conducting remedial teaching, the teachers can increase their API score and also students will definitely benefit from the same. The teachers have to set the lectures timings, find out the number of students attending the remedial classes, design the time-tables etc., and everything should be on record as per the NAAC requirements.

The remedial classes should be conducted by the regular staff as a social service and should begin immediately by the new academic year, 2022-23.

l) Community service

The Cells functioning should go through the proper channel, that is to inform the Principal about their activities, as it is a cell of the college. The activities of the cell have to be discussed with the committee members first and then they have to inform the same to the Principal and the Administrator. And only after taking their consent, the committee members can go ahead with their activity. And thus, follow the proper way of functioning, so that the college should not be held responsible for any unforeseen circumstances or situations.

m) Consultancy services

Almost all the departments of the college should conduct consultancy services. Consultancies should be conducted in the adopted villages. Principal advised the teachers to continue with the buddy systems, so that the bright students could help the weaker students. Also, the teachers should help the weaker students.

IQAC should also look at how other colleges have got a high score for the NAAC accreditation and in which areas our college should be working in order to obtain those scores.

n) Smart classrooms

Smart board quotations given by the Senses team that had visited our college were:

Rs.1,60,000 for a class of less than 30 students

Rs. 1,80,000 for a class between 60 to 80 students

Rs. 2,00,000 for a class of 100 students

In order to manage to buy these smart boards to have a smart classroom, the PTA would be helping us, as they had requested the parents to increase their PTA fees during the PTA meeting and had said that they would utilise this amount for installing the smart boards in our classrooms. One lift for the college would be sponsored by the PTA. Also, the option for getting some smart boards from the MP fund was suggested.

o) Subscription to e-journals

Delnet and nlist are the two data bases that our college library has.

p) Solar panels

Ms. Vilma Fernandes asked Mr. Ian Mesquita to check the damage which had been caused to our existing solar panels and windmill and to find out the cost for maintaining and cleaning these solar panels. And also, to see how much subsidy we could get if we had to install new solar panels. Mr. Ian also suggested to transfer the electricity generated from the windmill and solar panels on to the electricity grid, so that our electricity bill of the college could be reduced by the amount of power units transferred by our solar panels and windmill on to the electricity grid.

2) Visitors room - The visitors room had been taken care of by Mr. Herwin Furtado

3) Research cell - The conduct of webinars, major and minor projects seminars was taken care of by Ms. Kathleen Pinto

4) Health Club – Dr. Ramita Gurav, the in-charge was absent to give the progress of the same.

5) Recreational room – Ms. Swizel Alphonso suggested that the ground floor of the Library section or the ground floor of the Block E, could be used as the Recreational room with specific timings. The non-teaching staff could use the waiting room to watch TV or to take rest during their break time.

6) Quiz competition – Our Librarian, Ms. Dakshata Zambulkar conducted a quiz competition and a large number of students participated in the Quiz.

7) Design of toilets for the disabled – Ms. Joslyn D'Souza, the in-charge was absent to give the progress of the same. However, Father said he would be checking the options for the ground floor toilets, which are currently, the existing ladies toilet, where it could be taken care of, by just putting up some railings along the wall of the toilet to hold onto. Whereas, the gents toilets could be taken care of, by lowering the urinals.

2) Widening areas of IQAC

Our local society representative Mr. Lavino had passed away, and a new person had to be appointed and the person suggested by all the members was our MLA, Mr. Joshua D'Souza.

The IQAC term ends on 15 September 2022 and particular members would remain the same, like the Principal, the Administrator, the Vice Principals, the Librarian and the IQAC Coordinator

The term of the IQAC coordinator will end on 1st of January 2025.

Since, Ms. Kathleen Pinto, had asked for leave, Mr. Herwin Furtado has been nominated as the NAAC Coordinator with effect from 12th of May 2022 till the end of the NAAC Visit in 2024.

With regards to infrastructure and maintenance, Father and Principal are taking care of the same and all the cases are being taken care of.

3) ID cards

ID cards for the teaching and non-teaching staff have been given and those who have not obtained their ID cards would have to collect it from the college office.

4) NIRF, India Ranking Today, AQAR

Each of these committees should have a convener and co-convener, so that they could help each other in coordinating, organizing and recording data of the college every year systematically.

5) Best practices

Mentor-mentee and the Value education programmes would continue along with Green audit programmes as the best practices of our college.

AoB – The Principal and the Administrator encouraged all the teachers to do PhD, so that, we could get a high score with regards to research for NAAC. Also, a committee would be formed and teachers publishing papers in Scopus and UGC care list journals would be given some monetary incentives for the same.

Ms. Ursula Barreto proposed the Vote of thanks and the meeting ended at 5:30 p.m.