MINUTES

A meeting of the IQAC was held on 7th November 2018 at 10 am at the Conference Room. This was the first meeting with the co-opted members. The following were present at the meeting:

Fr. (Dr.) Jeronimo D'Silva – Chairperson
Fr. Zeferino Dsouza – Administrator.
Dr. Blanche Mascarenhas – Vice Principal
Dr. Maria Fonseca – Vice Principal
Dr. Ubaldina Noronha – Coordinator of IQAC (Teaching Faculty)
Dr. Carmelita D'Mello (Teaching faculty)
Dr. Vrunda Kelkar (Teaching Faculty)
Ms. Sunita Mesquita (Teaching Faculty)
Ms. Vailarose Fernandes (Teaching Faculty)
Mr. Linson Thomas (PTA representative)
Mr. Johnson Alvarez (Alumni representative)
Dr. Harshala Gad (Research and Development representative)
Mr. Parmanand Mandrekar(AISHE coordinator)
Ms. Joslyn D'souza.(Sports director)
Dr. Keshav Dhuri (Librarian)
Mr. Caje Pinto (Cultural Coordinator).
Mr. Worrel Dsouza (IQAC subcommittee for Administrative staff).
Mr. Thomas Alvares (IQAC subcommittee for Administrative staff).
Mr. Brian Dsouza (Examination committee).

Dr. Bosco Lawrence being the NAAC coordinator was invited to the meeting.

The following took place within the proceedings of the meeting:

1. The Principal began with a short invocation prayer to the Almighty. He then extended a warm welcome to the co-opted members.

2. The coordinator placed the agenda for the meeting, which was as follows:

1. To familiarize the newly coopted members into the functioning of the IQAC.
2. To prepare AQAR 2018-19.
3. To appoint IQAC members who will take care of the various AQAR criteria.
4. Prepartion of AQAR 2018-19 in the supplementary report for NAAC.
5. Presentation of AQARs 2014-2018.
6. Progress of preparation for NAAC.
7. Sub-committee of IQAC especially for administrative purposes.
8. AAA by the DHE.

9. National Institutional Ranking Framework (NIRF).
10. AOB.
11. Placing of the AQAR 2017-18 before the Local Managing Committee.
12. Placing of the AQAR 2014-15, 2015-16 and 2016-17 before the Local Managing Committee.

2. The coordinator of the IQAC, Dr. Ubaldina Noronha welcomed the members and placed the agenda before all. Along with a power point presentation, she highlighted for the benefit of the new members, the changes that have come into force since the revised guidelines of NAAC of July 2017 which also included recommendations for the members to be included in IQAC.

3. The process of applying to NAAC for Assessment and Accreditation (A & A) was presented. On 5th November 2018, St. Xaviers College completed the 4th Cycle of A & A and was eligible to apply for registration for Assessment. Therefore, as such the NAAC coordinator has applied for registration and the process is yet to be completed once there is confirmation from the NAAC about acceptance of information provided. The Institutional Information for Quality Assessment (IIQA) would then be submitted. in the meanwhile the seven criteria for the assessment period beginning from the academic year 2014-15 has already started, and some of the data collected is also being finalised by the Steering Committee of the NAAC.

On accepting the IIQA, the NAAC would intimidate the college as to when to upload the seven criteria collected which is the content for the Self Study Report (SSR). For this cycle the SSR will be uploaded into a template provided by NAAC on their website and which in turn would generate into a PDF file that had to be downloaded and hosted on the college website. The SSR would receive a system generated score and be a qualifier for the process to be completed if 30% of the score is achieved. At this time, the NAAC would conduct independently a Data Verification and Validation process along with the Student Satisfaction Survey.

Most of the data sent through the SSR are quantitative metrics. The last step would include a Peer Team Visit to confirm the qualitative metrics. The peer team report along with the system generated score would collectively give the grade the college would receive for this cycle of assessment and accreditation. Right now the college has a Cumulative grade point average (CGPA) of 3.36, the maximum being 4.00. Recent assessments of higher educational institutions have shown a trend of the CGPA reducing from the CGPA of the previous cycle. St. Xaviers College hopes to retain the acquired CGPA of 3.36 besides increasing it in this cycle.

4. The IQAC team is responsible for preparing the AQAR for academic year 2018-19 and as such it is wiser to start accumulating information right at the beginning. The AQAR 2018-19

also has to be submitted to NAAC as it is counted in this cycle for assessment and accreditation. Therefore, the AQAR 2018-19 will be prepared in two phases. From 1st July 2018 to 31st December 2018, a half year report that will be submitted to NAAC and from 1st January 2018 to the time of the Peer team visit, the information will be updated and submitted to NAAC in the form of a supplementary report. Further at the start of the new academic year 2019-2020, in July 2019, the AQAR 2018-19 would be put together in an annual format and submitted to NAAC routinely before the deadline of 31st December 2019. NAAC has recommended that reports of AQARs should ideally be submitted by September end of each year.

5. The NAAC in its revised guidelines of July 2017 has stipulated that the AQARs have to be submitted to their portal and they are in the process of creating software to create a PDF file of the submitted AQAR, which then has to be downloaded from their website and hosted on the institution's website. Until recently, it was required that the AQAR be hosted on the institutional website.

6. The AQAR format enquires if the report itself has been placed before any statutory body. The statutory body of the college is the Local Managing Committee. There is no record of the previous AQARs being placed before the Local Managing Committee. The IQAC decided to pass a resolution to place the AQARs of the years 2014-15, 2015-16 and 2016-17 before the Local Governing Body. The Administrator Fr. Zeferino informed that one can ask for an 'ex post-facto' approval, as is done normally in such cases.

RESOLUTION: The IQAC then passed the following resolution:

It is resolved to place the AQARs 2014-15, 2015-16 and 2016-17 before the local managing body in its meeting on 9th November 2018 and get the AQARs approved 'ex post-facto'.

AQAR 2017-18 will also be placed before the Local Managing Committee at the same time.

7. The abbreviations in the manual of the NAAC were clarified. This would make understanding the guidelines more comprehensive as well as the preparation for AQAR 2018-19 easier. In this context, the seven criteria of the AQAR were assigned in the following manner:

i. Criteria 1: Curricula aspects: Ms. Vailarose and Mr. Pradeep.

ii. Criteria 2: Teaching, learning and evaluation: Ms. Carmelita, Dr. Vrunda and Dr. Ubaldina

iii. Criteria 3: Research, Innovation and Extension: Dr. Blanche, Dr. Harshala and Ms. Arina

iv. Criteria 4: infrastructure and learning resources: Mr. Parmanand and Dr. Keshav

v. Criteria 5: Student support and progression: Mr. Caji, Ms. Sunita and Ms. Joslyn

vi. Criteria 6: Governance, Leadership and Management: Dr. Maria and Mr. Brian.

vii. Criteria 7: Institutional values and best practices: Fr. Zeferino, Dr. Fr. Jeronimo and Dr. Ubaldina

As documentation was essential to support the data collected, it was decided to be cautious and focus on soft copies of reports, photos, certificates, content pages of journals, cover page, first page and back cover of publications etc. The documentation that was lacking could be created as long as there is no fabrication of any information. It was also decided that data without any documentation or possibility of creating the same has to be left out. This was the stand to be taken even at the collection of data for the present SSR.

7. AOB:

i. Mr. Linson Thomas who was the PTA representative informed the IQAC that the PTA has outlined atleast three more activities for this academic year. These would include a Soft Skills Training for Administrative Staff, a Street play on Gender Sensitivity and hosting of a 'Tiatr' as a funding raising activity.

ii. The St. Xaviers College Alumni Association was registered in October 2018 and the registration number of the association is 430. Mr. Johnson, an alumni of the college and from the St. Xaviers College Alumni Association informed that the alumni is actively involved in the organization of the get together to be held on 18th December 2018. Besides, there are plans to have alumni to come to the college and address the students on various issues. Once the activities are finalized he would inform the IQAC.

iii. The college needed to have programmes of development for the nonteaching staff. The non-teaching staff comprises of three categories, the administrative staff that is essentially the office staff, the support staff that is the multitasking staff and the technical staff that consists of the laboratory assistants and technicians. The convener of POISE, Dr. Carmelita informed that a soft skill training programme is being worked out for the office staff. She is to keep in touch with the PTA representative with regard to the content of the soft skills training that they are intending to offer so that there is no overlap.

iv. Mr. Parmanand pointed out that in the context of the NAAC A & A, a lot of weightage is being given to use of alternate sources of energy. The institution needs to look into aspects of energy consumption and checking feasibility of installing solar panels. The Administrator and Principal informed that the DHE is coming with initiatives towards the same and that the college has been selected in this regard for installation of solar power energy. Mr. Parmanand also stressed the need to find a way to use technology for evaluation of internal exams such as the

ISA. This would reduce the use of paper largely. The installation of LCD no longer is considered enough. Besides in many classrooms there is no audio connectivity for the same. The trend is now installation of smart boards and video conferencing facility in classrooms. The institution has at present three smart board classrooms.

v. The DHE is yet to do the Academic and Administrative Audit of the college.

vi. Dr. Bosco Lawrence, the NAAC coordinator was invited to this IQAC meeting. He informed the Principal that the college needs to have the following a Policy for fund mobilization as well as a code of conduct manual for all stakeholders perhaps to be created. Fr. Zeferino replied that the DSE already has a code of conduct in place that applies to all its employees. For the nonteaching staff, they are governed by the CCS rules as per the Government policy. The same has been updated on the manual for the college website.

vii. Mr. Silverio was also invited to the IQAC to update the members about the progress on the college website with regard to information being updated. It was suggested that due to the volume of information under NAAC and IQAC, two tabs be introduced in the college website separately. Mr. Silverio along with Ms. Vailarose has already worked on the presentation of the subjects offered at college, both at the undergraduate and post graduate level. Additionally, the names of the teaching faculty will also be introduced department wise. The administrator, Fr. Zeferino suggested that the website mention that the college is managed by the DSE. Mr. Silverio will coordinate with Fr. Zeferino to have the administrator's address also included in the college website.

The minutes of certain entities of the college would be included in the SSR and will also be available on the college website. The access to this data needs to be protected and will require some password to gain access to it from the concerned stakeholders and protect the data from being altered misused at the same time.

viii. In this context, Mr. Worrel suggested that the college requires to have its own I.T. policy in place especially with regard to the college website since much institutional information is in the public domain. To frame the St. Xaviers College I.T. Policy, a committee comprising of Mr. Worrel (co-ordinator of the said committee), Fr. Zeferino, Mr. Silverio, Mr. Edward and Mr. Ashley (the I.T. technicians), Mr. Anzil, Ms. Vailarose, Mr. Parmanand and Ms. Sunita was formed. A date for the policy to be ready was not decided.

ix. Ms. Sunita expressed her concern that the office does not have a soft copy of the data that was required for the NAAC. Neither were they aware of the format in which the data was required. This entailed some difficulty as the conveners of the various criteria had to manually go over files and pages to put the data in the correct format. If this was done at the start it would be helpful in future. She suggested that the office staff should be made aware of the NAAC templates. Dr. Bosco further added that the institution needs a Management information system in place for administrative purposes.

The Principal informed that a subcommittee of IQAC specially for administrative purposes was created so that functioning of the office can be streamlined. Also the faculty of the computer applications and computer science will be assisting in the individualization of each administrative job profile and accordingly train the concerned staff with regard to use of computers. Mr. Worrel already had some things in mind and place for what was to be worked on in this regard.

x. As per the revised AQAR, extension work of the institution was being asked along certain themes of Gender Sensitivity and Swaatch Bharat. The extension work also required to be carried out in collaboration with government organisations or NGOs. Mr. Caji, the cultural coordinator was requested to identify and approach those cells, clubs and associations who would have such themes as part of their activities to do the needful.

xi. Dr. Harshala was requested to create a Notice for faculty members reminding them to submit their research details with regard to minor/major projects, research papers and presentations and other such research activities to webinfo email. Further to also follow the checklist that was emailed to all teachers so that research details are correctly sent, as now the revised AQAR requires details if research findings are published in the SCOPUS, H index besides UGC list of journals.

The IQAC coordinator informed that no one will be personally approached for reports or professional development information. Each staff had to be responsible to give their own information. If the institution does not receive the benefit of using faculty data for its evaluation, the Principal can take a call at his discretion whether information that was not given within college records on time can be used for personal evaluation and promotions later on.

xii. Ms. Jocelyn was requested to keep all sports related information up to date. A folder for sports would be opened with Mr. Silverio. All sporting events, winners and/or participant certificates, photos were to be stored along with details of the event being state, national and international level. Students' names, class and identity number also require to be recorded. She is to coordinate with Mr. Silverio with regard to this.

xiii. Fr. Principal was requested that the college does not miss the application for NIRF henceforth and he assigned Dr. Maria and Dr. Bosco to look into the same for the forthcoming application for NIRF.

xiv. Mr. Parmanand and Ms. Sunita expressed their opinion that with the emphasis on use of technology in education, and the mobile phone now replacing the computers, whether a complete ban on the use of mobile phone on campus should be in force or should be restricted in use. Mr. Parmanand shared information wherein the use of smart phones helped in active participation in classroom if used properly. Fr. Zeferino stated that if required to be used in the classroom the respective teacher could ask for permission and we can permit the use of mobile phone with precaution within the classroom for learning purposes.

xv. Mr. Caje pointed out that mentoring has to be done for the PG students as well. The college had assigned 4th December 2018 as a mentor-mentee day so that mentor teachers could inform the students about receiving the Student Satisfaction Survey from NAAC and the importance of replying to that survey. However, Mr. Caje pointed out that the PG students do not have a mentor-mentee programme in place and there has to be way to inform those students also about the SSR. The Principal is to look into this.

The meeting came to a close with a very fruitful and participation discussion from all the members.

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Dr. Ubaldina Noronha   Fr. (Dr.) Jeronimo D'Silva

   Coordinator   Officiating Principal