



# ST. XAVIER'S COLLEGE

Mapusa, Bardez - Goa. 403 507, India,

DIOCESAN SOCIETY OF EDUCATION (DSE)

Reaccredited by NAAC with Grade A, 4<sup>th</sup> Cycle

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## Minutes of the IQAC Meeting held on 15th November 2024

The IQAC meeting for the second quarter of the academic year 2024-25 was held on 15<sup>th</sup> November 2024 at 10:30 am at the St. Xavier's College Conference Room.

The following members were present: (Attendance signature sheet attached)

Administrator: Father Antonio Salema

Principal: Ms. Ursula Barreto

Vice- Principal: Ms. Sandra Fernandes

Ms. Pamela Cabral: Invited External Member

Faculty members of the IQAC:

Dr. Ubaldina Noronha IQAC Coordinator

Dr. Zen Lobo

Dr. Santana Fernandes

Dr. Ramita Gurav

Dr. Sharmila Martins

Ms. Wilma Fernandes

Mr. Herwin Furtado

Prof. Maria Araujo

Mr. Mahesh Nair

Dr. Fr. Ramiro Luis

Dr. Marielou Ferrao

Administrative staff:

Mr. Thomas Alvarez

Mr. Jonathan Fernandes

Mr. Mauricio Carvalho

Ms. Andrea D'Souza

Mr. Lokesh Pople

Commencement of the Meeting:

The meeting was scheduled to commence at 10:30 am but started at 10.45 am with quorum being fulfilled. The agenda for the meeting was as follows:

Prayer.

Welcome.

Reading and Approval of the Minutes.

Matters arising.

Briefing on the status of Accreditation by NAAC.

Quality initiatives for the even semester of 2024-25.

Vote of thanks.

### Prayer, Welcome and Opening Remarks:

After an opening note by the IQAC Coordinator, Dr. Ubaldina Noronha, Dr. Fr. Ramiro Luis led the members present in prayer. The Principal Ms. Ursula Barreto welcomed all members to the second meeting of the second quarter of the academic year. Ms. Barreto also extended a special welcome to Mrs. Pamela Cabral and all new members, requesting them to introduce themselves. After all the members introduced themselves, and the agenda for the meeting was taken up.

### Reading and Approval of Previous Minutes

Dr. Marielou Ferrao read the minutes of the previous meeting held on 9<sup>th</sup> August 2024. The minutes were proposed for approval by Mr. Herwin Furtado and seconded by Ms. Sandra Fernandes.

### Matters Arising:

i. The college has opted out of the Revised Accreditation Framework by NAAC (SSR for the 5th Cycle - DVV) and opted for NAAC's proposed new binary accreditation system. Members were informed that a draft of the new Binary Accreditation system is available as of now.

#### ii. Plan of Activities:

As per the SSR report, data collected was used for feedback and a SWOT analysis was conducted by the Convenors of the seven criteria. Accordingly, the institution has outlined certain areas to focus upon such as Sustainable Initiatives, Academic and Green Audits, Promotion of online courses like NPTEL, Swayam amongst students besides introducing various certificate and Value-Added Courses. Faculty members are to encourage students to engage in these courses.

#### iii. Academic and Administrative Audit:

For the internal academic audit, the college will align with NAAC's 7 criteria and incorporate updates under the new binary system. An academic audit of departments is planned and will begin when the college reopens in the even semester.

#### iv. The Institutional Innovation Council (IIC):

The ICC of the college has been revived and the college is looking forward to encourage budding innovators and entrepreneurs amongst the faculty and students.

#### v. Non-functional MOUs:

Plans were discussed to revive non-functional MoUs and the same has been achieved already. Non-functional MoUs are those not having a single activity during the course of an academic year. All MoUs have now a preplanned schedule of activities.

vi. Annual Quality Assurance Report 2023-24 (AQAR):

Dr. Ubaldina Noronha reported that a meeting with all conveners of the 7 NAAC Criteria of AQAR 2023-24 was held recently. The AQAR has to be uploaded on the NAAC website by December 2024. Criteria 3 and 4 were complete and ready for upload, criterias 1, 2, 6 and 7 were also almost complete except for 1 or 2 subheads. However, for criteria 5, data is in the process of being collected for all subheads. The criteria head, Mr. Parmanand Mandrekar has assured that it will be complete shortly.

vii. IQAC Meetings Schedule:

The Principal informed members that the schedule for IQAC meetings is included in the college handbook. Meetings will be conducted quarterly as per the schedule.

viii. Library Subscriptions:

The Librarian, Ms. Dakshata, raised concerns regarding lack of departmental subscriptions to free access journals and texts. Not many students are availing of these. Dr. Sharmila and Dr. Ubaldina said that few of their History and Psychology students have already enrolled for the same. But departments could also inform and encourage their students to subscribe for the free access to digital resources.

Update on SSR and Binary Accreditation

Dr. Ubaldina briefed the members on the transition from the Revised Accreditation Framework (RAF) to the Binary Accreditation Framework (BAF). A comparison was drawn between the RAF and BAF systems with some key points being highlighted.

The NAAC website has not yet provided the binary accreditation manual, causing a delay in institutional preparation. The institution has opted for the binary accreditation system and is awaiting further updates to proceed. She informed members that the binary system is a transition phase leading to the Maturity-Based Grading Levels (MBGL) system, which will eventually become mandatory. She was concerned that NAAC may instruct accredited institutions to directly transition to MBGL, bypassing the binary system altogether. The implementation of the MBGL is slated for January 2025.

As per the newly formulated guidelines, accreditation of an institute is a prerequisite for MBGL. The MBGL is aligned with the NEP's emphasis on the "One Nation One Data" initiative. Dr. Sharmila inquired about the said initiative. Dr. Ubaldina explained that the One Nation One Data system is a platform where all institutions are to enter their data. It operates on a technology and trust model, assuming that all submitted data is accurate. It will eliminate the need for external data validation and verification (DVV). False or misleading data submissions will incur penalties for institutions.

The system aims to centralize data collection, ensuring that rankings such as India Today Rankings, NIRF and accreditations will be assessed solely from the data entered on this platform. For the Binary system, the college has to submit data for the last three academic years, that is 2021-22, 2022-23 and 2023-24. This academic year 2024-25 would be the first

year that would lend itself to the MBGL system. The discussion emphasized the importance of aligning institutional processes with upcoming accreditation changes.

#### Activities for the Even Semester (Academic Year 2024-25)

Members were briefed about various activities planned for the upcoming even semester. Activities focused on:

Celebrating Days of National importance and other Days of Significance like Gender sensitivity, Environmental awareness, and Domain-specific events such as Science Day, Maths Day, Geography Day and so on. Departments, cells, clubs, and associations have listed other days of significance as well, to be observed in the college.

Two international conferences are scheduled and finalised. The first is The Pan-Asian Heritage of St. Francis Xavier in December 2024 and another international conference by the Departments of Psychology (UG and PG) in collaboration with Pillar College. The theme of the conference is the Role of Artificial Intelligence on future education. In addition, some more seminars and conferences are also being planned that include an international webinar by the Life Science Departments, National seminars by Departments of Physics, Electronics, Computer Applications and Mathematics, while the Social Science Departments will team up for another conference.

Also planned are a number of Certificate and Value-Added Courses. Certificate Courses are of a minimum 30 hours and usually open to all. Value-Added Courses tend to be specific to certain programmes and courses. These VACs are flexible in duration, ranging from single session to a few weeks or months. The IQAC reviewed and approved of the planned Certificate and Value-added courses. The same is listed in the annexure.

Other academic Initiatives by the Departments, clubs, and associations span organizing academic field trips, study tours, and drives such as E-waste drives, donation drives, and blood collection drives. Career and placement activities include a career fair. Various mental health initiatives, had also been scheduled and the college celebrated the Mental Health week this October. Plans for environmental awareness programs, community engagement projects, village adoption, and a series of talks by the distinguished alumni of the college were also highlighted.

The Principal thanked Dr. Ubaldina for providing an overview of the upcoming semester's plans and acknowledged faculty contributions, including written proposals and approved research initiatives, especially from the Social Sciences and Sciences departments. Faculty achievements such as Awards of PhDs have also spurred other faculty members to enrol for PhD programmes. Few are engaged in Post-doctoral research work. These efforts are expected to strengthen the college's research domain.

There was concern about the lack of data for Student Placements by Mr. Pradeep, specially with regard to the placement of passing-out students in many departments. Dr. Ubaldina explained that placement data typically includes students placed only through college or campus recruitments. Additional details required for placement data for Institutional ranking include Offer letters, Salary details and Appointment letters. Some students are reluctant to share such information. The Principal suggested that outgoing TY students should be

sensitized to provide such placement details. Mentor teachers could be involved in encouraging students to share data. Students can be informed that providing such details improves the college grade, which enhances the credibility of their mark sheets and aids future placements. Fr Salema remarked that care must be taken to handle salary details sensitively and confidentially.

Dr. Ubaldina explained that since this academic year would be the first year of the MBGL, the college should plan activities keeping the same in mind. While details of the MBGL are not known, some of them could be inferred from the Annexure of the Dr. Radhakrishnan Report. Dr. Ubaldina outlined the 10 key attributes under the Binary Accreditation System. These include Curriculum, Faculty resources, Infrastructure, Financial resources and management, Teaching and learning, Extended curricular engagements, Governance and administration, Student outcomes, Research and innovation outcomes and situatedness and uniqueness.

Some of the attributes of the Binary Accreditation System would definitely form the basis of the MBGL. She emphasized that these attributes align with the input-process-output framework of the National Education Policy 2020. In addition, the attributes of Extracurricular and co-curricular activities, Research and innovation initiatives, green initiatives and Community engagement may hold huge weightage for accreditation.

Principal Ursula emphasized strengthening the institution's role in environmentally sustainable efforts. Fr. Salema discussed collaboration with GEDA for solar energy. Feasibility checks were completed for solar panels. GEDA is to supply over 100 kw of power for PG Block, Science Block and Library through the MP Fund. Excess energy can be fed back to the grid, benefiting the community.

In addition, the e-waste collection by the Physics Department was bartered for 6-8 solar lights. The Physics and Electronics Departments are involved in the exercise of analysing energy savings from LED lighting. Placards for energy conservation are already installed in all classrooms.

In continuation of Green Initiatives by the institution, a kitchen patch is in the works. This will be maintained by students. There could be a potential sale of produce grown on the patch.

#### AOB

Activities to be taken up for the academic year 2024-25.

- i. Review of feedback from stakeholders and its incorporation into the institutional improvement process: A mechanism to have a system that seeks and receives timely and regular feedback from students, faculty, office staff, parents, alumni and industry is necessary.
- ii. Suggestions for faculty development programme in March 2025 could be along the lines of Innovative Practices in Higher Education.
- iii. The Principal and Fr. Salema met the Education Secretary for smart board purchases for classrooms and the process is underway.

- iv. With regard to Student Placements, Departments should be encouraged to actively invite companies for campus placements instead of waiting for companies to approach the institution. This will also increase the volume of students being placed.

Ms. Pamela Cabral suggested training students on job readiness, perhaps involving alumni or external faculty. While she is prepared to offer internship opportunities at her firm, she found a lack of student professionalism. There are internship and placement challenges like students are keener to know what they will receive rather than what they can offer. Fr. Salema suggested offering Certificate courses in computer skills and Typewriting, so that student is equipped with necessary skills.

- v. There is a lack of interest on the part of students with regard to competitive exams such as the GMAT, UPSC and so on. Dr. Ubaldina suggested that besides an orientation to students, the parents also need to be involved. The high fees for such coaching classes are a deterrent. However, parents could be convinced to see it as an investment towards their child's future.

Fr. Salema informed that the Archdiocese had initiated Civil Service Training for 8th-12th standard students. It is in collaboration with a Bombay organization. The trainer comes during the Ganesh and December holidays and also has online sessions. The exams are held in February. Dr. Ubaldina said that the Career Development Cell was also looking in this direction for the college students with an organisation from Pune.

- vi. Dr. Sharmila shared her views of the decline of reading habits amongst students. The Principal informed that a small group of students had approached her with the idea of starting an informal book club. This student-led book club now has 20 members and are organizing a book swap on November 17, 2024.

It was suggested to place old books and magazines of the library and newspapers in lobby, outside the principal's cabin, office and other areas for casual reading.

- vii. Due to prior commitments, few members of the IQAC have to excuse themselves however, the meeting so that newly formed IQAC members could be oriented towards the functions of the IQAC and the corresponding activities to be done. The IQAC coordinator emphasised implementing feasible quality initiatives that would also not strain resources.

-Development and Implementation of Quality Policies: Since there is huge dependency on digital medium, the institution needs to have an IT policy in place. Also, the administrative section requires Management Information System. The Peer team during the last NAAC visit had enquired about the same.

-Designing and Implementing Internal Quality Audits: committee members were informed that an internal Academic audit as well as a green audit are underway. Safety audits as per DHE requirements could be initiated. For a start, a fire drill for student preparedness could be taken up requesting the Fire Fighting department, for the science block.

-The IQAC should identify and adopt 2-3 quality benchmarks to evaluate college performance.

-Enhancement of Teaching-Learning Process: There is a Faculty Development Programme (FDP) scheduled in March 2025. Some themes to focus on for the FDP could include Enhancing teaching tools, introducing an advanced

assessment technique and Integrating AI for efficient teaching processes. Whatever the topic, it should be one which would be productive to the teacher.

- Promoting Research and Development: While faculty is involved in research usually within their own resources, Institutional support for faculty research could be enhanced and formalized. So far there has not been any student participation in research besides the mandatory TY project. Students could be encouraged to take up mini research projects under the DBT Scheme. It was suggested that student engagement in research could be encouraged via a student section in the college research publication called "Spectrum". Further annual awards for student research may encourage some students to take on small research that are not mandatory as per academics.
- Where faculty is concerned a research room with necessary facilities could be set up. Book lending for research purposes with return policy could be implemented. Protocol for faculty remuneration when presenting research papers could be outlined.
- Stakeholder Feedback Mechanism: a mechanism for feedback from students, faculty, parents, alumni, and industry is required. It was suggested to collect such feedback as soon as college begins in the even semester, so that there was time to act on the feedback received, and a concrete action based on the feedback could be taken by the end of the academic year.
- Data Collection and Analysis: the IQAC has to ensure a more streamlined process for collecting data. While academic related data is more easily collected, there are concerns about infrastructure, financial, and office data collection. There should be a centralized data repository for submission and also a single point from where data is dispersed. This will ensure that data is consistent in terms of facts and figures.
- Promote Collaboration and Partnerships: College has signed new MOUs and revived those which were dysfunctional. There is a lack of exchange programs for students and faculty. Initiatives for exchange programs could be explored.
- Monitoring and Evaluation of Academic Programs: Evaluation of academic programmes are inherent in Outcome-based education as promoted by NEP. The college is already following the matrix given by the DHE. However, simpler mapping techniques of the OBE is welcome. Further, evaluation of certificate and value-added courses can also be looked into.
- Documentation and Reporting: While centralised data mechanism requires to be streamlined, there has to be consistency in submission of data and reports. For data to be submitted in time, there has to be some timelines. For example, a policy for seminar/workshop reports submission could be linked to duty leave approvals. Often there is a delay in receiving such data till the deadline after which the IQAC has to handle volumes of data all at once.

IQAC manages the email xavreports and categorises information for ease of access to anyone who comes for the data. All data whether it be NAAC related, ranking systems, Halcyon, Xavierite and so on, should source their information through a single collection point that is the IQAC.

- Implementation of Best Practices: while the institution should build on existing best practices like mentor-mentee programs and value education, there is need to identify new practices aligned with national and international standards.
- Leadership and Governance: There were no specific discussions held in this area and it would be taken up later in the presence of the Principal and Administrator.
- Promoting Inclusivity and Equality: usually this involves a focus on women-centric activities. Initiatives for third-gender and physically challenged inclusivity are also required. MOUs with organizations like Disability Rights Association of Goa and Special Olympics Association of Goa can be looked into. For example, inviting persons with disabilities to be part of certificate courses that might be beneficial to them or having a sporting event for them on the college sports day could be looked into.
- Sustaining Institutional Growth and Development: IQAC has to lay emphasis on aligning initiatives with the management's long-term vision for the college.

There has to be extra emphasis with regard to environmentally friendly and green initiatives as these are part of the MBGL. The college could take up those activities that are more easily implementable. For example, suggestion to digitalize salary slips as a green initiative. Those who require hard copies for certain purposes such as a loan can ask for a hardcopy of the same.

Career Promotion of faculty is also being handled by IQAC as per Goa University statutes. As of now, the CAS committee is setting up a guideline for a step-by-step process for CAS as per the different pay commissions.

The IQAC does not have to carry out all the quality initiatives all at once or independently. However, it is crucial that some activities should be aligned with NAAC functions and binary system as well as the MBGL attributes. Departments, cells, clubs, and associations can share responsibility for IQAC initiatives. Many have their annual plan of activities, some of the activities can be modified as that the college can have targeted activities as per requirement. For instance, the Cell going for career orientations to schools could involve lady faculty members to encourage STEM education for schoolgirls through their outreach programmes. This would cover up the themes of gender sensitivity as well as encouragement of girls in STEM education.




Vote of Thanks:

Dr. Ubaldina expressed gratitude to all attendees and reiterated the collective responsibility of all in achieving institutional and NAAC goals. The meeting adjourned at 12.45pm.



Ms. Ursula Barreto  
Principal



Dr. Ubaldina Noronha  
IQAC Coordinator

Date: 20.11.2024

