



ST. XAVIER'S COLLEGE

Mapusa, Bardez - Goa. 403 507, India,

DIOCESAN SOCIETY OF EDUCATION (DSE)

Reaccredited by NAAC with Grade A, 4th Cycle

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MINUTES OF THE IQAC MEETING HELD ON 3RD MARCH 2025.

The meeting of the IQAC for the third quarter was held on 3rd of March 2025, at the St. Xavier's College conference hall at 11:15am. The agenda for the meeting was as follows:

1. Prayer.
2. Welcome address.
3. Reading and approval of minutes.
4. Matters arising from the minutes.
5. Update of the assessment and accreditation by NAAC.
6. Resolution for categorisation of seminars, workshops, etc as being 'international' in nature.
7. Assessment of parental feedback collected and action to be taken.
8. Collection of institutional feedback from other stakeholders.
9. Review identification and adoption of best practices.
10. Performance appraisals for faculty and non-faculty members.
11. College research journal spectrum and student contribution.
12. Proposal of having a research journal for Konkani that could be recognised for CAS purpose also.
13. Update on management information system.
14. Strengthening community engagements and green initiatives.
15. FDP scheduled between 15th and 17 April 2025.
16. Any other business.
17. Vote of thanks.

Those present for the meeting included the following:

1. Prof. Filipe Rodrigues e Melo.
2. Rev. Fr. Antonio Salema.
3. Ms Sandra Fernandes
4. Mr. Salvador Pinto
5. Mr. Rohit Gupta
6. Dr. Ubaldina Noronha
7. Prof. Bosco Lawrence
8. Dr. Vijay Viegas
9. Mr. Worrel Dsouza

10. Dr. Ramita Gurav
11. Mr Herwin Furtado
12. Mr. Thomas Alvares
13. Ms. Andrea Dsouza
14. Dr. Zen Lobo
15. Prof Maria Fonseca
16. Dr. Fr. Ramiro Luis
17. Dr. Santana Fernandes
18. Dr. Sharmila Paes
19. Mr. Jonathan Fernandes
20. Mr. Lokesh Pople

The signature sheet is attached in the annexure.

Welcome:

The Principal In-charge Prof Filipe Rodrigues e Melo welcomed the IQAC members and called the meeting to commence. The meeting began with a prayer led by the college administrator Rev. Fr. Antonio Salema. Following this, Dr. Sharmila Paes read the minutes of the previous meeting held on 15th November 2024. Thereafter, Prof. Filipe asked if there were any corrections to be noted. Fr. Salema pointed out that a research room was already available on the college campus in the PG Block that is open to all interested in using this research facility. This was duly noted as the minutes of the previous meeting pointed out the need for a research room. As there were no other corrections, the minutes were approved by Mr Herwin Furtado and seconded by Prof Maria Fonseca.

Matters arising from the minutes

1. Plan of activities: All the activities that have been planned have been occurring as per schedule and the activities that are to be held till the end of this even semester will also take place as per schedule.
2. Annual academic audit: The annual academic audit of all the departments have taken place. The administrative audit is yet to be done and will be taken up in due course of time.
3. The Institutional Innovation Council: The IIC had been registered and set up and has conducted several sessions as per the schedule that has been mandated on the IIC portal.
4. MoUs: Wherever the MoUs had been signed between the college and other institutions or agencies, atleast one activity has been organised. In addition, MoUs that had lapsed are being revived. Besides, some more MoUs have also been signed.
5. With regard to conferences the college has organised two international conferences, one is the Pan Asian Heritage of St. Francis Xavier, that was held in December 2024. The Microbiology department conducted an international seminar on 23rd and 24th January 2025 entitled New Frontiers in Biosciences. Another International Conference is being organised by the Department of Psychology, in collaboration with Pilar College and in association with INSPA and ASPA. This is scheduled from 6th to 8th March 2024 at the Pilar Pilgrim Center. Prof Filipe also informed that a National seminar which is

interdisciplinary in nature between the Physics, Electronics and BCA departments is currently underway on the college campus

6. The college recently also conducted its Green audit and the results of the audit are awaited.
7. Institutional Feedback is being collected from parents of students and the same is being collated. So far, the feedback of parents of the Second-year students have been compiled and the same will be also discussed in the course of this meeting. In the meantime, the collection of institutional feedback from parents of FY and TY students are going on.

Update of assessment and accreditation by NAAC:

Principal In-charge Prof Filipe invited Prof Bosco Lawrence to update the members with regard to the SSR and the Binary accreditation. Prof Bosco informed that the college had opted out of the RAF assessment in August 2024 and opted instead for the Binary assessment which was due to be functional by October 2024. However, as of today there has been no official launch of the same. The latest NAAC circular however points out that the Binary assessment will be launched by end of April 2025 and thereafter shortly, would be the official launch of the Maturity Based Grade Level. Higher Educational accredited institutions can opt for either the binary assessment or the MBGL assessment. Till such time, the validity of the previous assessment period stays valid. However, no manuals with regard to either of the assessment procedures are available. The IQAC coordinator Dr Ubaldina felt that NAAC may ask institutions to go directly for MBGL instead of binary assessment based on preparedness. Accordingly, the college would have to discuss and take a call. As of now the data of AQAR 2024-25 will be uploaded on the NAAC portal up to the period of June 2025, as NAAC considers June as the month of the academic year ending.

Resolution for Categorizing Workshops, Conferences, Seminars, Symposiums, Plenary Meets, or Panel Discussions as "International" for purpose of documentation.

St. Xavier's College seeks to establish clear criteria to categorize and recognize events such as workshops, conferences, seminars, symposiums, plenary meetings, or panel discussions as "International" to ensure clarity, consistency, and proper recognition of international scope and participation. Such categorization can help in aligning event planning, marketing, resource allocation, and collaborations with international institutions and participants. There is a need for standardized criteria that reflect the true international nature of an event (in absence of any existing statutes and direction from any academic body governing St. Xavier's College, Goa).

Therefore the following resolution is being proposed to be passed by the IQAC, as follows:

An event, such as a workshop, conference, seminar, symposium, plenary meeting, or panel discussion, shall be considered "International" if it meets at least one of the following criteria:

1. **International Participants:** The event must include participant/s (speakers, panellists, or attendees) from at least one foreign country.
2. **International Organizations/Subsidiary:** The event must have formal partnerships or collaborations with international organizations/subsidiary, institutions, or companies.

Resolved this day, 3rd March 2025, this resolution will take effect immediately upon adoption and will apply to all events to be categorized as "International", thereafter.

It was further clarified that the resolution would be applied henceforth however, it would not affect those events that have already occurred and were termed as being international in nature.

Assessment of parental feedback collected and action to be taken:

The IQAC coordinator informed that parental feedback about the institution has been collected from parents of all SY students. In addition, parents of FY as well as TY students are also in the process of giving their feedback. The feedback of parents of final year students are being collected with the help of the students council. The IQAC coordinator projected the collated feedback received from parents of the SY students. There were concerns about infrastructure with regard to poor washroom facilities and poor canteen facilities. There was a demand for career guidance and competitive exam training, besides having soft skills courses such as personality development. There was positive feedback with regard to quality of extra curricular activities, communication, academic resources and student support services. However, there were several suggestions with regard to the need to look into having a streamlined communication between the college and its faculty and the parents. A suggestion was to form a WhatsApp group of parents. A mentor teacher could simply add the parents numbers to their WhatsApp group of Mentee students. In cases where the teacher has not formed such groups, such a group should be formed. The Vice Principal Sandra Fernandes pointed out that many students while filling in their admission forms had in fact not given their parents contact numbers but their own. So as a result, the college was contacting the student instead of the parent. This has to be taken care of right at the time of admission. Fr Salema suggested that with regard to the mentor-mentee programme, students should be assigned to teachers that are teaching them. It was pointed out for certain disciplines and classes it was not possible as the number of students were large but the number of mentor teachers available in that particular stream was less. Thus, teachers may have students who are not really being taught by them. However, there are regular monthly meetings scheduled between Mentor-Mentees. There was a concern in feedback from parents with regard to accessing their ward's performance and attendance. It was suggested that parents could be given the same password that their child has been provided with, in order to access the DHE IAIMS portal. This way they would be able to keep track of their wards attendance in college.

Collection of feedback of institutional feedback from other stakeholders:

The principal in-charge has informed that this will be done in due course of time. Professor Bosco added that forms of institutional feedback are finalised and would be shortly available in soft copy version, ready to be given to other stakeholders such as faculty, non teaching staff, students, alumni and industry stakeholders.

Review, identification and adoption of best practices:

A google form had been circulated among the teaching faculty in order to collect feedback with regard to adopting new best practices. The college has been reporting two best practices of value education classes and the mentor mentoring process since many years. There is a need to look into adopting some new best practices. After much discussion it was decided that community engagement and green initiatives would definitely be best practices to be considered. In addition, student support and welfare could also be considered. From these three practices, the college could adopt any two.

With regard to community engagement Dr Vijay suggested extending other facilities to senior citizens besides the new initiative the college had taken to open the library on Saturdays for senior citizens. A faculty member Mr. Edwin Dsouza had given a similar suggestion to the IQAC coordinator, that is to extend facilities like use of computers by senior citizens. The idea was to keep them engaged when they were on campus. Perhaps students could volunteer to teach seniors to make online payments and show basic computer functions. This was something that could definitely be taken in the long run.

With regard to Green initiatives, the IQAC coordinator suggested that the IQAC itself could take up having an annual jumble sale. Such activity was done last academic year and it was a success. Funds raised from here could be used towards activities for which no provision of funds was available.

Performance appraisal for faculty and non-teaching staff members:

Professor Bosco informed members that the Performance-Based Appraisal System forms were still being used which were of the 6th Pay Commission. The new forms APAR have been done as per the 7th Pay Guidelines which have been in effect from 2018. In addition, a separate DSE form is also being finalised which is strictly for the management. These management forms would be what is considered as the confidential report. These forms would be approved and finalised when the Acting Principal Ma'am Ursula Barreto is back. All these forms are relevant not only for the Career Advancement Scheme of faculty members but also general progress.

College research journal spectrum, student contribution to the journal and the proposal of having a research journal of Konkani that could be recognised for CAS purpose:

Since research has a lot of weightage for ranking and accreditation the college research journal Spectrum requires to be strengthened. There is a lack of student participation in research. It was suggested that perhaps the best of TY projects could be published in the spectrum. Student's research articles with collaboration of at least one teacher could publish their projects in the Spectrum to maintain some quality.

Teachers hesitate to send their research articles to Spectrum as then they cannot send the same article to other journals. Articles published in Spectrum have no CAS weightage. Fr. Luis from the Department of Konkani, was invited to speak on the possibility of having a Konkani research journal as there are handful research journals for Konkani teaching faculty across colleges and universities, within and outside the State of Goa. Fr. Luis informed that in order

for the Konkani journal to be eligible for CAS it had to have an ISSN number. He was concerned about the criteria required for the journal to be listed in the UGC-CARE list. However it was pointed out that under the new proposed guidelines, UGC-CARE list for CAS purpose is no longer in force. It is more important to have one's research article published in a peer reviewed journal. Currently, Spectrum has an ISSN number and perhaps one could check its eligibility for CAS henceforth. Dr. Zen pointed out that there are certain parameters required for a journal. A journal has clear cut aims, objectives and scope and hence Spectrum may not be able to fulfill the same, if research articles come in from different disciplines and subjects. There was a suggestion that Spectrum could be published in volumes of A, B, C and so on, one for Social sciences, Life sciences, Indian languages, Physical sciences, Commerce and so on. Prof. Bosco said that there has to be a relook at Spectrum. To make Spectrum strong it requires to have a peer reviewed committee and the peer reviewers should be preferably from outside the college. Perhaps even a double blind method can be followed for including research articles for publication.

Update on management information system:

Mr Worrel explained that in order to initiate a management information system we could start small perhaps looking at having leave application forms online, along with requisition forms including receipts. There has to be a clear flow of information. Fr. Salema said when the teacher applies for leave, the Head of department certifies, the principal recommends and actually it is the Administrator whose sanctions the leave. For leave over 10 days, the college sends the leave to DSE for approval. Mr. Worrel suggested that perhaps the MIS system could start with application for leave online but he required to know more in order to make the system functional. Fr. Salema suggested that he could approach the accountant Mr Maurice in this regard or even refer to the Swamy rule book. There has been an issue about duty leaves of students being uploaded and it was difficult for concerned teachers in charge of uploading duty leaves which run into over hundreds of such uploads. Perhaps the MIS could take care of duty leaves of students. This would be helpful for the attendance committee. It was suggested that the MIS team could work with the attendance committee on this. In addition, Fr. Salema said very often faculty and other staff members keep asking for the balance of their earned and half pay leaves. He said that once teachers know the balance of their earned leave and half pay leave, they themselves could calculate. From 1st Jan to 31st June is 6-month period and again from 1st July to 31st December is another 6-month period. Within this 6-month period every employee gets 6 earned leaves and 10 half pay leaves. Once they know their final balance of leaves they themselves can keep count for themselves without repeatedly approaching the office for the same.

Faculty development programme:

The faculty development programme is scheduled on 15th and 16th of April as planned. The IQAC coordinator requested the help of all IQAC members for the smooth conduct of the FDP programme.

AOB:

As there were no other issues to be discussed the principal in-charge requested the IQAC coordinator to give her vote of thanks. Dr. Ubaldina conveyed the wishes of the Acting principal Ma'am Ursula Barreto to the members present including her regret of not being able to attend the meeting. She thanked everyone including the external members Mr Gupta and Mr Pinto for making time to come to the meeting. The meeting ended with a vote of thanks at 1:30 pm.



Dr. Ubaldina Noronha
IQAC Coordinator



Prof. Filipe Rodrigues e Melo
Principal In-Charge