



ST. XAVIER'S COLLEGE

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DIOCESAN SOCIETY OF EDUCATION (DSE)

Reaccredited by NAAC with Grade A, 4th Cycle

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Minutes of the Fourth IQAC Meeting held on 30th April 2025

The IQAC meeting for the fourth quarter of the academic year 2024-25 was held on 30th April 2025 at 9.30 am at the St. Xavier's College Conference Room.

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

Principal: Ms. Ursula Barreto

Administrator: Father Antonio Salema

Vice- Principal: Ms. Sandra Fernandes

Dr. Ubaldina Noronha (IQAC Coordinator)

Dr. Zen Lobo

Prof. Bosco Lawrence

Dr. Cajé Pinto

Dr. Ramita Gurav

Dr. Sharmila Martins

Ms. Vilma Fernandes

Mr. Herwin Furtado

Prof. Maria Fonseca

Mr. Mahesh Nair

Dr. Fr. Ramiro Luis

Administrative staff:

Mr. Thomas Alvares

Mr. Jonathan Fernandes

Mr. Mauricio Carvalho

Ms. Andrea D'Souza

Mr. Lokesh Pople

Mr. Worrel D'Souza

The agenda for the meeting was as follows:

1. Prayer.
2. Welcome.
3. Reading and Approval of the Minutes.
4. Matters arising.
5. Framing of the Institutional Development Plan
6. AOB
7. Vote of thanks.

1 & 2. Prayer and Welcome Address

The meeting commenced with a prayer led by Dr. Fr. Ramiro Luis, invoking blessings for a productive session. Following this, the Principal Ms. Ursula Baretto warmly welcomed all members present and emphasized the importance of the day's agenda in furthering the college's academic and administrative excellence. The Principal highlighted the need for collective efforts in strengthening institutional processes and community engagement.

3. Reading and Approval of Previous Meeting Minutes

The IQAC coordinator, Dr. Ubaldina read out the minutes of the third IQAC meeting in detail. Professor Bosco Lawrence proposed the acceptance of the minutes, which was seconded by Dr. Sharmila Paes. The minutes were unanimously approved without any amendments. The Principal then invited members to discuss matters arising from the previous meeting.

4. Matters Arising from Previous Minutes

- i) Prof. Bosco informed the members that the manual for the Binary Assessment was not yet available on the NAAC website as of the morning. However, it is scheduled to be released within the next fifteen days. Professor Bosco was entrusted with timely dissemination of any information of the Binary Assessment among the staff, once the manual is available.
- ii) Mr. Herwin was tasked with communicating two specific requirements to the staff during the upcoming staff meeting, ensuring clarity and preparedness with regard to NIRF.
- iii) The Principal called attention to the parental feedback recently collated. It was noted that the feedback contained several valuable points that required a careful review and what required attention on a priority basis. To handle this efficiently, Professor Bosco volunteered to coordinate the review of feedback received from the parents. The Principal agreed to formally appoint a committee for this purpose. The committee's responsibility will be to analyze the feedback, identify positive and negative aspects, and share these insights for necessary action.

A significant concern raised by parents was the lack of direct communication from teachers and college. Parents expressed that students do not relay information effectively. To address this, it was decided that the admission forms must include parents' or guardians' contact numbers. Mentors will be responsible for ensuring that these details are accurately recorded and maintained. This directive will be communicated to the mentor-mentee teams to strengthen parent-teacher and college connectivity. Perhaps, every mentor could include the contact number of the parents to the mentee Whatsapp group. If they have not made a Whatsapp group, then the same is to be made. Dr. Ubaldina suggested that such Whatsapp groups of students who will eventually pass out from college should be maintained for three years, once they pass out.

iv) With regards to collecting Teacher and Alumni Feedback released to teachers, the Principal said that all teachers require to complete the institutional feedback form as it is critical for ensuring quality enhancement. Besides, the Principal emphasized the importance of the Alumni feedback as well. The link for the Teacher Feedback of Institution will be shared at the staff meeting to be held on 2nd May 2025. Regarding alumni, the Heads of Departments were instructed to ensure that details of at least 30%, if possible, data from the past two to three years can also be maintained for institutional records with regards to the alumni's current status. All the final year students who would be shortly alumni of the college, their feedback can be collected and submitted by the end of June 2025. This alumni feedback should be collected at the time, when they come to collect their final year results. The Principal stressed that examination results should be released after the institutional feedback forms are duly completed. There were suggestions about having a reduced fee for such alumni if they wished to join the Alumni Association. However, this suggestion may not be viable, as the fees to join the Alumni Association is already as per the constitution of the Alumni Association.

v) with regard to the Best Practices, the college has been reporting Value Education and Mentor Mentee initiatives for a long time. A small survey was done among faculty members to ask for suggestions for new best practices to be adopted. Green initiatives and Community Engagement were highlighted. The Principal said that the college's commitment to strengthening community engagement as one of its best current initiatives and could be continued as a best practice. Special focus will be placed on supporting migrants, marginalized groups, and addressing social issues such as alcoholism. The outreach cell will play a pivotal role in concretizing these efforts, ensuring that the college's social responsibility is actively fulfilled.

Professor Maria proposed an innovative idea to install vertical gardens in every classroom and laboratory. These gardens would be maintained by students and faculty members, fostering environmental awareness and beautifying the campus. However, there were concerns on who would be responsible for the plants during holidays, specially with regard to departments that do not have a support staff that are present on campus to look after the plants during the vacation period. It was suggested that a small patches on ground level, all over the campus be designated instead and maintained by a few dedicated groups.

vi) Mr. Worrel provided an update on the Management Information System (MIS) implementation. The MIS will automate critical administrative processes such as admissions, faculty leave management, attendance tracking, and financial record-keeping. This digital transformation aims to enhance efficiency and transparency within the institution. Presently, the DHE is coming up with modules on automating the Higher Education Institutions. The admission process being centralized and automated is one such process. Vice Principal Ms. Sandra informed the members that there are over 30 such modules that will be gradually released by the DHE and implemented in the HEIs over a period of time. A question arose as to access to the data while it was available to the college, could it be called the MIS of the institution. The Principal stressed the importance of directives from the Directorate of Higher Education (DHE) to maintain compliance and streamline operations.

The Principal informed the members that admission forms and receipts will now be issued digitally and stored on students' mobile devices, with copies maintained by the college. While this paperless initiative aligns with the college's clean and green campus policy, it does not comply with the purpose of having a MIS in place for the college. At the previous NAAC visit, this lack of an MIS in the college was pointed out during the Peer Team interaction with the IQAC.

vii) The Annual Performance Appraisal Report (APAR) and the Detailed Self-Assessment (DSC) forms are ready. A soft copy of the self-appraisal forms, prepared and designed by Professor Bosco and Dr. Zen as per the 7th Pay guidelines, will be circulated among all faculty members. Completion of these forms and its submission is mandatory, along with a photocopy of supporting documents which would include all university letters, certificates, and published papers etc. These require to be submitted during appraisal to validate faculty achievements and also remains in the personal file for college records. The personal file is referred to for Career Advancement Scheme. With regard to published research and articles, perhaps only the cover of

the book or journal and first page of the article could be submitted. However, during CAS the entire research paper or article require to be submitted.

viii) Dr. Zen the managing editor of the college's research journal, Spectrum will oversee the strengthening of the publication. The website now features a dedicated research tab showcasing faculty publications. Additionally, the college newsletter, which includes original articles and research highlights, is accessible online. This initiative aims to increase the visibility of the college's academic contributions and foster a culture of research. In order, to strengthen research writing, Dr. Zen has also highlighted that whenever, conferences are conducted by the college, instead of publishing conference proceedings, the same could be done by inviting book chapters from the research papers, as this has more weightage and assigned points even for CAS.

5. Framing of the Institutional Development Plan.

Dr. Fr. Ramiro Luis informed the members of the IQAC that the Institutional Development Plan is being reviewed in the context of the NEP2020. UGC has released its guidelines for IDP in 2024 and hence the IQAC under the co-ordinatorship of Fr. Ramiro is looking into drafting an IDP that follow the guidelines of the UGC. Members of the IQAC are tasked with coming up of ideas of what could go into the IDP. The feedback received from departmental IDP plans along with existing committees within the college will also be incorporated in framing the draft of the plan.

6. AOB

i) The Principal outlined the need to introduce clear, comprehensive policies across various domains to support the college functioning. These include:

- **Clean and Green Campus Policy:** Enforcing a ban on paper cups and plastics to promote environmental sustainability.
- **Scholarship Policy:** Revising existing scholarships and engaging with benefactors to increase the scholarship amounts and government schemes to expand financial aid opportunities for students.
- **Library Policy:** Documenting best practices to enhance resource accessibility and user experience.

- **Divyangjan Policy:** Formalizing initiatives supporting differently-abled students, including outreach programs and admission facilitation.

Dr. Ubaldina also stressed the need for an IT policy as most of the functioning of the college is going online and a lot of documentation and data is digital as well as accessible. In addition, Prof. Bosco stressed the need for a Procurement Policy. The Principal emphasized the importance of these policies for smooth administration and transparency.

All policies will be made publicly available on the college website. The IQAC will draft initial versions of policies within the college's autonomous scope, which will then be circulated among staff and ratified by the Local Managing Committee.

ii) The Principal proposed converting some long existing cells, clubs, and associations into formal centers to enhance their impact and visibility. The proposed centers include:

- **Xavier's College Family and Counseling Center:** To provide psychological support to students and external visitors.
- **Personality Development Center:** To conduct workshops and programs for students and local schools.
- **Indian Knowledge System Center:** To promote indigenous knowledge and cultural heritage.
- **Foreign Language Center:** Currently focusing on Portuguese, with plans to add French, German, and other languages, thereby becoming a recognized language learning hub. The Principal shared that the Director of the Fundação Oriente, expressed keen interest in supporting these initiatives, especially those targeting youth development.

iii) The Principal announced an intention to pursue ISO certification to enhance institutional credibility and quality standards. A dedicated team was formed to oversee this process. Professor Filipe will lead the team and represent the commerce stream. Mr. Mahesh will coordinate for the science departments. Dr. Ramita and Dr. Sharmila will represent the arts faculty. This team is expected to conduct a preliminary survey and prepare a presentation for the next IQAC meeting, outlining readiness and action plans.

iv) The Principal highlighted the need to hasten the Alumni Association's registration process, especially since external members are involved. Despite the college's 60-year history, alumni participation remains low. To address this, each department is tasked with submitting a minimum

of five registered alumni members to Mr. Pradeep by June 2025. This will strengthen alumni engagement and support institutional development.

v) Dr. Ubaldina shared feedback from some faculty members on being asked to repeatedly email reports that have already been submitted to xavreports. She was concerned with the way information was sometimes collected through google forms, which sometimes are duly filled by some faculty and ignored by some. Such data then is inconsistent with the evidence data that has been collected at the IQAC. It is suggested that IQAC be a single collection point for all academic documents such as research papers and conference submissions related to the Xavierite Halcyon Research and Development initiative. This centralization will facilitate better record-keeping and accessibility. Faculty in charge of collecting any such data can access the data for whatever purpose and since data is taken from a single point, it will remain consistent besides being evidence based.

7. With no further business to discuss, the Principal thanked all members for their valuable contributions and active participation. The meeting was adjourned at 11:00 AM with a commitment to follow up on the action points in the upcoming IQAC meeting.



Dr. Ubaldina Noronha,
IQAC Coordinator
St. Xavier's College



Ms Ursula Baretto,
Acting Principal,
St. Xavier's College

Date: 5th May 2025.