MINUTES OF THE IQAC MEETING HELD ON 16TH AUGUST 2025

The meeting of the IQAC for the first quarter for the AY 2025-26 was held on 16th August 2025, at 9.30am at the Conference Hall, St. Xavier's College. The agenda for the meeting was as follows:

1. Prayer
2. Welcome
3. Reading and approval of the minutes
4. Matters arising
5. Plan for the year
6. AOB
7. Vote of thanks

Those present for the meeting were:
Ms. Ursula Baretto, Officiating Principal
Fr. Antonio Salema, Administrator
Ms. Sandra Fernandes
Dr. Ubaldina Noronha
Prof Bosco Lawrence
Prof. Maria Fonseca
Dr. Caje Pinto
Dr. Santana Fernandes
Mr. Worrel Dsouza
Mr. Herwin Furtado
Mr. Mahesh Nair
Dr. Sharmila Pais
Ms. Vilma Fernandes
Mr. Salvador Pinto
Mr. Rohit Gupta
Mr. Jonathan Fernandes
Ms. Andrea Dsouza
Mr. Mauricio Carvalho
Mr. Thomas Alvares
Mr. Lokesh Pople

Points 1 and 2 of the Agenda: Prayer and Welcome
The Administrator, Fr. Salema opened the meeting with a Prayer that was followed by a cordial welcome extended to all who were present, by the Officiating Principal, Ms. Ursula Baretto.

Point 3 of the Agenda: Reading and Approval of minutes
Dr. Ubaldina Noronha, the IQAC Coordinator, read the minutes of the previous meeting. Corrections with regard to names, attendance and clarifications were sought. After doing the necessary changes, the minutes were approved by Dr. Ramita Gurav and seconded by Prof. Bosco Lawrence.

Point 4 of the Agenda: Matters arising from the minutes:

1. Binary Assessment: Prof. Bosco informed that the manual of the Binary Assessment has not been officially released on the NAAC website.

2. Feedback: The feedback from parents with regard to institutional feedback for the year 2024-25 was collected, collated by Prof Bosco and submitted to Ms. Ursula. The Principal informed that some action with regard to the feedback has already been taken, like a second canteen and the installation of fans. A proper action taken report in this regard will be shortly given.
   With regard to the parents' feedback on lack of effective communication, the principal informed that there has been interaction with the parents during admission, PTA meetings and during distribution of results. Additionally, the mentor teachers are also to be advised to be in touch with the parents of their mentee students, to appraise them about their ward's progress in college.
   The online form for Institutional feedback from faculty for the academic year 2024-25 is ready and will be shortly shared by the principal for faculty members to fill in.
   The Institutional feedback from Alumni was collected from the students who recently cleared their final year exams. Mr. Lokesh was instructed to update the principal with regard to the total number of students who filled in their feedback.

3. Best Practices: The college has been consistently projecting the Value Education sessions and Mentor-Mentee programme as two best practices of the institution for the last couple of years. Dr. Ubaldina expressed that these practices have to be scaled up. The principal informed that the practice of Value Education is being advanced into Center of Excellence for Value Education, Personality and Career Development. Additionally, two more centers are being proposed, namely Center for Indian Knowledge System and Center for Wellness. These Centers will be placed for approval before the Local Managing Committee. She informed that NAAC, UGC and Government is focusing on such Centers that promote Indian Knowledge.

4. Management Information System: With regard to the MIS being introduced at college, Mr. Worrel informed that presently the DHE is in the process of having a centralised system that is being given to colleges. Every information will have to be filled in only once, and the entire process of managing information will soon be automated. Principal

informed that fee receipts were already being digitalised, besides leave applications along with important departmental information will also have an online mechanism.

With regard to student information, the systems administrator Mr. Jonathan college has access to the DHE portal and hence student data is available to the institution. Dr. Ubaldina pointed out that these are more about accumulation of data in a digital form and not an MIS as such, that is required for the day-to-day functioning of the office administrative office. Mr. Gupta clarified that digitalisation of data is just one aspect of an MIS and a MIS is inclusive of how the data is accessible, used and processed. Most importantly he enquired if the digital data being generated like the fee receipts contain signatures for validity purposes. Mr. Maurice said that the digital fee receipts do not have digital signatures of the authority. Mr. Gupta emphasised that use of MIS is to manage the various departments and their interactions in a single platform. He also suggested to check if the generation of soft data is being done in a valid manner.

5. Prof. Bosco informed that the APAR forms as per the 7th Pay Guidelines are already distributed among faculty members for the appraisal of performance of the past academic year 2024-25. Faculty members could use the same form to also fill in appraisals of previous years, beginning from 2018-19 onwards, on a voluntary basis, if they require the same for promotions.

6. With regard to the college research journal Spectrum, Dr. Zen informed that the initiative to convert the final year projects into papers for the Spectrum, has received a good response and this time around forty papers were received for publication. All the papers will soon be made available on the college website too. Further, the Principal informed in this regard, that the college is in the process of forming a policy for the Award of Best Researcher of the institution. One such award will be given out every year.

7. Dr. Ubaldina shared her concern that such news and reports of the ongoings on campus should be more visible on the college website with an exclusive tab on the homepage dedicated to campus activity reports, newsletters, Spectrum, Halcyon and Xavierite for easy access. Visitors to the college website are unaware of events occurring at the college and are not inclined to explore all the tabs and hence miss out on such information. Additionally, since all assessments are going to be online, access to such information requires to be more straightforward and easily located for agencies concerned with HIE assessment. Ms. Sandra said that it may not be possible that all news is put on the website as already there is lack of space on the homepage. Mr. Gupta suggested that perhaps the website should be reviewed with regard to the tabs once again. People should be able to read information and get access to the same in a manner that when they scroll on the homepage, the tabs and subtabs are logically mapped to each other.

8. Institutional Development Plan: The IDP Coordinator Dr. Fr Ramiro was not able to attend the meeting. The IQAC coordinator updated the rest with regard to the IDP. She mentioned that a workshop was initially planned for the members of the IDP committee.

However, for the IDP we have to keep in mind the next 10 years. As such she enquired about what was the plan for the college in future and whether the college would be part of the proposed cluster or opt for autonomy as these have to reflect in the IDP. For now, the members of the committee can work on the various enablers mentioned in the 2024 UGC guidelines for IDP.

Fr Salema reiterated that according to NEP, by 2030, we should get autonomy so that by 2035, we will be called as a degree granting college. If college does not opt for autonomy, then we will remain as a constituent college of the Goa University and then the role of the management would be reduced to taking care of the physical infrastructure. The college will lose its identity and it may not be in our interests. He further indicated that within the next three years, the college should be autonomous. Dr Ubaldina was concerned that it will maybe too late, if the Goa University decides to amend the existing statutes for autonomy. Under the present statutes the college is eligible for academic autonomy and the financial support would be borne by the Government. She was concerned that if these statutes were amended, wherein the institutions applying for autonomy had to also bear the financial cost, then the college would be at a loss and not be able to proceed towards autonomy. If we are looking towards academic autonomy that has to be incorporated within the IDP lines.

Ms. Ursula said that if the college wishes to apply for autonomy, the college will require a good NIRF ranking, which requires to be worked on. Dr. Ubaldina clarified as per the present Goa University Statutes, what is mandatory are the assessment reports of the past few years. In this regard, as the college has maintained a consistent A grade for the last few assessment cycles, the college would be eligible for applying for autonomy. The principal then said to convey to the IDP Coordinator, Dr. Fr. Ramiro Luis, to work on the IDP and incorporate the institution's intent to apply for autonomy within it. Along with this, also to incorporate the intent for applying for ISO Certification.

Point 5 of the Agenda, Plan of activities for the year 2025-26:

The principal informed that the various departments, cells, clubs and associations are in the process of making their annual plans and these plans will be forwarded to the IQAC shortly.

Point 6 of the Agenda, AOB:

1. ISO Certification: Prof Filipe who was tasked with ISO certification was not present at the meeting. It was not clear whether any headway was made in this regard. Dr Sharmila briefed about the what she was able to find out from another college which has recently applied for the ISO certification. Mr. Mahesh mentioned that with regards to ISO, we need to be clear which one we are opting for, as each certification requires different audit for framework and is also different fee payments. To decide all this, a meeting with a consultant is required. Fr. Salema said if we do not have the expertise and we require a consultant then, we should hire a consultant for the same and go ahead. Principal indicated that even if the college is ill prepared, in the course of calling a consultant, things will fall in place. Dr. Sharmila added that for some mechanisms such as feedback, grievances, admission process which may be addressed in the process, it was more prudent to hire an external person such as a consultant.
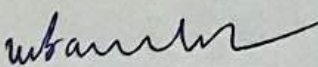
All members agreed that the college should explore the ISO certification. Mr. Gupta, opined that if the college gets an ISO certification, it will build public confidence in the institution. As there are many certifications under the ISO umbrella, the college needs to choose what is best suitable to it. For this a 3rd party consultant would be most apt who could advise us on the same.
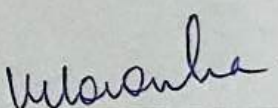
2. With regard to policy, the college is working on an IT Policy and in the meantime, Prof. Nelson is working on an IPR Policy. Principal also mentioned that all reports are being centralised where submission is concerned with regard to newsletters.

3. Alumni Association: The principal informed that the college is in the process of strengthening the Alumni Association. Each Head of department has been informed to rope in students to join the association. Also, the registration of the present Association has expired and has to be revised. The General body meeting is due to take place shortly.

4. IDP: Dr Ubaldina informed that the IPD is not finalised. Principal enquired about the IDP that the college had submitted to DHE earlier. Dr. Ubaldina informed that the template given for the IDP by DHE is its own, and not as per the recent one given in 2024 by the UGC. Hence one has to change the submitted IDP to DHE to match the one of the UGC guidelines.
Principal suggested to call the IDP team to have the first meeting. Principal instructed that the IDP should incorporate the ISO certification within its plans, either in the short term or long-term plans. Also to incorporate application for autonomy within three years' time. Some felt that again that three years is a long time, and one has to work on a war footing for the same before the present favourable statutes of the Goa University are amended.
Principal informed that HoDs are instructed to submit their Departmental annual plans. Dr. Ubaldina added that the Departmental plans for this academic year cannot vary from the plans that the departments had submitted at the end of the FDP held in April 2024, when each gave their institutional development plan for the forthcoming academic year. Principal felt that since those plans were done rather hurriedly if the plans require to be revised to allow the same, before they submit finalised departmental plans.

5. Mr. Gupta said that since private universities are being set up in the state, such as Parul University, there is competition and competition is good. Academic courses have to update their syllabus and content to include AI and be also be AI ready in their day-to-day functioning. At this point of time, however, the college does not have the option to have its own courses to include AI, that will be possible only under Academic autonomy. However, even under that scheme, any new courses will not be funded and college will have to bear the cost of such new courses. Existing courses will be funded. However, the syllabus under the existing courses can be tweaked to include such updates.

6. Fr. Salema informed that the college has now a Black Box on the campus. The same has come up in the PG block. The space can be used for book launches, special events and even practices for stage events.

7. Fr. Salema informed that the IQAC is an important part of the college, however the staff being hired is paid by the management. He is in the process of writing to the DHE that such staff is now essential to the functioning of the college and this post should be made permanent and the payment should be borne by the DHE. Dr. Ubaldina mentioned that in fact the IQAC is a statutory body as per the Goa University, UGC, NAAC as well as the DHE. Fr Salema informed that he has made an application that he will forward to the DHE for an NOC for staff to be employed for IQAC purposes. He also requested the Principal to bring this issue up at the next Principal's forum. Dr. Ubaldina mentioned that as far as she knows, St. Xavier's College is the only institution that has taken an initiative to hire a person in this regard and appreciated the management for doing so.

8. Dr. Ubaldina expressed that though a number of activities are being conducted on the campus, some require to scale up in terms of quality activities. She added though an MoU is initiated by a particular department, in essence, the signing is not restricted to a department but the entire college. Hence there should be some interdisciplinary activities that could occur through the provisions of the MoUs signed. Principal said that there are around 30 MoUs that are active, with 11 of them requiring renewal and 5 new MoUs were signed in the last academic year. Faculty members are required to go to the website and read about the same, in case they wish to collaborate along the lines of the MoU.

9. Dr. Caje enquired if any FDPs are being planned for this academic year. Fr Salema enquired if FDPs can be planned in such a way that the five days could be split between the odd and even semester. Mr. Zen clarified an FDP has to be of five continuous days with a 30-hour duration if it is to be counted for assessment purposes. As of now however, there were no plans of an FDP. But if one is being planned it would be nice to include AI awareness.

10. Mr. Mahesh enquired if one could start planning on new courses keeping in mind the autonomous status that the college is keen on applying for. Fr Salema reiterated that we cannot start new courses under the present system as only existing courses will be grant in aid. Any financial implications of any new courses will have to be borne by the college.

The meeting came to an end at 11.40 am with a vote of thanks from the IQAC coordinator, Dr. Ubaldina Noronha.

Ms. Urusla Barretto
Officiating Principal

Dr. Ubaldina Noronha
IQAC Coordinator

Date: 20th August 2025