



# 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 3<sup>rd</sup> JANUARY 2026

The second meeting of the IQAC, for the academic year 2025-2026, was conducted on 3<sup>rd</sup> January 2026 at the Conference Hall, St. Xavier's, College, Mapusa-Goa from 9:00 am onwards.

The following members were in attendance:

Ms. Ursula Barreto  
Prof. Filipe Rodrigues e Melo  
Ms. Sandra Fernandes  
Dr. Ubaldina Noronha  
Prof. Bosco Lawrence  
Prof. Maria Fonseca  
Rev. Dr. Ramiro Luis  
Dr. Caje Pinto  
Dr. Zen Lobo  
Dr. Ramita Gurav  
Dr. Santana Fernandes  
Mr. Herwin Furtado  
Mr. Worrel Dsouza  
Mr. Thomas Alvares  
Ms. Andrea D'Souza  
Mr. Lokesh Pople

**1. Prayer:**

The meeting commenced with a prayer led by Rev. Dr. Ramiro Luis.

**2. Welcome Address:**

The Officiating Principal, Ms. Ursula Barreto warmly welcomed all those present and extended her best wishes for the New Year.

**3. Reading and approval of the Minutes:**

The IQAC Co-ordinator, Dr. Ubaldina Noronha read the Minutes of the previous meeting which was held on 16<sup>th</sup> August 2025.

After corrections related to attendance entries and grammatical errors, the Minutes were adopted upon being proposed by Prof. Bosco Lawrence and seconded by Dr. Santana Fernandes.

#### 4. Matters arising from the Minutes:

- a. The Officiating Principal expressed her concern about many a Cell, Club and Association not submitting their 'Plan of Activities' even after having formulating them. Further, in general, delay has been noticed in the submission of Reports after the conduct of the activities.  
The latest edition of Xavierite (pertaining to the odd semester of 2025-2026) was released at the Valedictory Function of Plus Points 2025. It is an electronic version and will be uploaded on the college website.
- b. The drafts of various Policy Documents of the College have been formulated and placed before the stakeholders. No suggestions have been received, as yet. The Officiating Principal requested the members of the IQAC to peruse the drafts and offer their suggestions at the earliest. The Policy Documents would be finalized and adopted in another week's time.
- c. The registration of the Alumni Association has lapsed and is being renewed. The Accounts of the Association are ready and will be audited soon. In the current academic year, the Association is supporting the Institution with fifteen scholarships.
- d. Rev. Dr. Ramiro Luis briefed the House regarding the Institutional Development Plan (IDP). The same is ready, he said, and would be formally adopted by the Local Managing Committee at its meeting scheduled on 9<sup>th</sup> January 2026. He expressed the hope that the IDP would be smoothly implemented. The Officiating Principal suggested that the IQAC should work in tandem with the IDP Coordinator and Team in ensuring and monitoring effective implementation.
- e. The Officiating Principal informed the House that Mr. Rohit Gupta has shifted outside the State and, hence, would be unable to continue being a member of the IQAC. He has suggested the name of one of his colleagues as a potential member. The College has contacted the colleague and awaits his response. Ms. Baretto placed on record her appreciation for the contributions made by Mr. Gupta.
- f. The College had written to the Directorate of Higher Education regarding the appointment of a staff member for IQAC. The College has not received a positive reply.
- g. The Officiating Principal stated that all activities should be aligned with quality initiatives and that MoUs should be active. She informed the House that getting students from across streams, in order to ensure multi-disciplinary character for the activities, is often a challenge and urged that the time-slot for soft skills in the time table utilized.
- h. A Faculty Development Programme (of thirty hours' duration) was conducted in October 2025.

#### 5. Quality Initiatives for the Semester:

- a. Prof. Filipe Rodrigues e Melo briefed the House about ISO Certification. There are many possible certifications, he said. For example: ISO 9001 (for quality management), ISO 14001 (for green initiatives) and ISO 45001 (for

- occupational health). Much discussion about which ISO certification has taken place among the Principal, Vice Principals and Administrator and the IQAC was informed that the College should opt for ISO 14001 which will cover emission, environmental effectiveness, water use and pollution prevention issues on campus. Prof. Filipe suggested that the procedures for ISO 14001 be facilitated in collaboration with the Green Initiatives and Environment Monitoring Cell. The House expressed its approval for obtaining this certification.
- b. The Officiating Principal felt that the departments should build upon the foundations laid during the Academic Audit conducted in January/February 2025. She informed the IQAC that it was decided that the Xavier Board of Education be invited to conduct such an exercise this year. This would help in the standardization of the process across the College. Dr. Ubaldina Noronha wondered whether Xavier Board of Education could be considered a recognised or registered body for Audits when it comes to NAAC accreditation. After much discussion, the House decided that Xavier Board of Education be requested to conduct the Academic Audit for the academic years 2024-25 and 2025-26, tentatively in July 2026. The College would also go in for ISO 9001 certification in January 2027.
  - c. The Officiating Principal stated that Administrative Audit needed to be conducted, too. The process for the same has been initiated by the Principal through an interactive session, by Prof. Nadkarni, for the non-teaching staff. Dr. Caji Pinto informed the House that Goa University has a Policy Document for Academic and Administrative Audit. The Officiating Principal requested that the Document be studied, suitably modified and the Administrative Audit be accordingly conducted. Vice Principal Prof. Filipe suggested that since there are ex-Principals on the campus who have had the experience of running colleges, they could be given the charge of heading the administrative audits. The Principal suggested that two such committees will be drawn, one for the administrative audit and the other for the academic audit.
  - d. Dr. Fr. Ramiro Luis suggested that the activities of Cells, Clubs, Associations and Departments be routed through IQAC and that the same be in consonance with the IDP. He expressed the concern that the College is lagging when it comes to the expectations of the UGC regarding IDP. The Officiating Principal mentioned that all activities were mapped with NAAC, NIRF and IDP requirements. Prof. Bosco Lawrence suggested that Dr. Fr. Ramiro Luis brief the faculty about the requirements at the next faculty meeting. This suggestion was readily accepted.
  - e. The Officiating Principal reminded the House that the College was describing “Value Education” and “Mentorship Programme” as its Best Practices for a rather long time. In an effort to upgrade, she stated that various Centres have been set up at the College. She expressed the desire that the activities of these Centres be directed towards the community and society. Students should also be involved in such outreach activities. She felt the activities of the Centres should constitute the core of the Best Practice in the future.
  - f. The Officiating Principal wondered whether Prizes/Awards be instituted for Departments based on well-defined criteria. The House deliberated upon this

suggestion; the discussion, though, was inconclusive. It was decided to defer this decision.

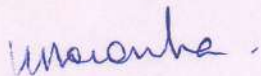
- g. The Officiating Principal suggested that faculty members should carefully look out for at least one /innovative practice when they visit other Institutions. These could be adapted for implementation at our College, she felt. She also requested the IQAC members to browse the websites of other Higher Educational Institutions with the intention of gleaning information regarding best practices so that the ideas for similar initiatives could be implemented by us. Prof. Filipe Rodrigues e Melo strongly supported both these suggestions.

#### 6. AOB


- a. The Officiating Principal reminded the House that Feedback should be collected from faculty, students, alumni and external stakeholders for this academic year. The concerned Teams should begin their work.  
It was brought to the notice of the House that many faculty members have not submitted their feedback regarding the Institution. Dr. Cajji Pinto suggested that those who haven't yet submitted should be requested to do so.
- b. The House felt that the Alumni Association should be made functional and strengthened. Dr. Ramita Gurav suggested that GPay number and QR code can be mentioned on the Alumni Membership Form in order to facilitate digital payments. The Officiating Principal agreed with these suggestions. She also suggested that Departments should have activities / outreach for their alumni until the Alumni Association gets functional.
- c. Dr. Ramita Gurav suggested that talks delivered by national and international speakers at the College be video-recorded, with their permission, and uploaded on the college website. This will enhance the profile of the Institution, she felt. Agreeing with this suggestion, Ms. Sandra Fernandes felt that permission is not required in case the videos are made available only on the college intranet. Mr. Lokesh Pople suggested that the videos could be uploaded, with the speakers' permission, on YouTube with links on the college website.
- d. The Officiating Principal expressed her gratitude to the Co-ordinator and members of the IQAC for their diligent efforts.

#### 7. Vote of Thanks

The meeting ended at 11:00 am with the IQAC Co-ordinator, Dr. Ubaldina Noronha proposing the Vote of Thanks.



(IQAC Coordinator)  
Dr. Ubaldina Noronha



(Officiating Principal)  
Ms. Ursula Barreto

Date: 5<sup>th</sup> January 2026