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 16/06/2026

The fifth meeting of the IQAC in the last quarter for the AY 2025-26 was held on 16th June 2026, at 9.00am 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. Administrative and academic audit
6. Bridge courses
7. Student induction programme
8. Certificate courses
9. FDP
10. AOB
11. Vote of thanks

The following members were present:
Ms. Ursula Barreto (Officiating Principal)
Prof. Filipe Rodrigues e Melo (Vice Principal)
Ms. Sandra Fernandes (Vice Principal)
Dr. Ubaldina Noronha (IQAC Co-ordinator)
Mr. Salvador Pinto (External Member)
Prof. Bosco Lawrence (NAAC Coordinator)
Dr. Zen Lobo
Dr. Ramita Gurav
Ms. Vilma Fernandes
Dr. Sharmila Pais
Mr. Herwin Furtado
Dr. Santana Fernandes
Mr. Pradeep Morajkar
Dr. Caje Pinto
Mr. Thomas Alvares
Ms. Andrea D'Souza
Mr. Jonathan Fernandes
Mr. Lokesh Pople

1. **Opening Prayer and Welcome:**

At the start, Ms. Andrea D'Souza recited a prayer. The Officiating Principal, Ms. Ursula Barreto warmly welcomed all those present.

2. **Reading of Minutes and Approval:**

The IQAC Co-ordinator, Dr. Ubaldina Noronha, read the Minutes of the previous meeting held on 06/05/2026. The Minutes were approved, after effectuating minor grammatical errors, upon being proposed by Dr. Zen Lobo and seconded by Mr. Herwin Furtado.

3. **Matters arising there from:**

- The Officiating Principal stated that the wording of the various Policies of the Institution, which are displayed on the College website, needs to be polished and finalized. Dr. Sharmila Pais was requested to attend to this.
- Mr. Pradeep Morajkar stated that the bank formalities for obtaining QR code for the Alumni Association were in-process. They would be completed soon.
- The Officiating Principal stated that all College activities, henceforth, would need to be in alignment with the Institutional Development Plan (IDP).
- Prof. Filipe Rodrigues e Melo informed the House that government authorities do not formally accord recognition to ISO certifications. In this regard, Progressive Management Consultants had been contacted in order to assist with ISO certification for the Institution.
- The Officiating Principal informed the House that, at the recent meeting of the Governing Body of the Diocesan Society of Education, it had been noted that there exist grey areas vis-a-vis autonomous status for colleges. These are being studied. In the meanwhile, both, St. Xavier's College and Rosary College have been tasked with laying the groundwork for autonomy.
- The Officiating Principal reminded the members that the IQAC needs to carefully look into the "Best Practices" of the Institution.

4. **Bridge courses for FY/SY students**

The Officiating Principal stated that the forthcoming Binary Accreditation and MBGL of NAAC are expected to emphasize, among other things, bridge courses. Though a slot had been allotted in the Time Table for Bridge Courses, it is unclear whether it is being utilized. She suggested that at least three Bridge Courses be introduced during the academic year 2026-2027. These could be for students of Mathematics, Languages and Electronics (especially for those who have pursued Vocational stream during their Higher Secondary studies). Ms. Vilma Fernandes volunteered to be the Overall In-charge of the Bridge Courses.

5. **Student Induction Programme for all FY students:**

The Officiating Principal suggested conducting a Student Induction Programme (SIP) of one week duration for all FY students at the commencement of the year in place of the Orientation sessions. She mentioned that coincidentally the DHE had urged colleges to conduct sessions on Universal Human Values (UHV). Currently, the DHE was conducting a three-days' Residential Training Programme at Fr. Agnel College, Pilar and members of the Value Education Team and Mentorship Team are attending the same. She stated that

UHV could be part of the SIP. She outlined a draft SIP schedule; the same would be finalized after receiving inputs from the faculty who were currently attending the Residential Training Programme. It was agreed that F.Y.B.Com students would commence their SIP from 24/06/2026 with the F.Y.B.A. and F.Y.B.Sc students following soon thereafter. The following IQAC members would be in-charge, for SIP, for the respective classes:
Science: Dr. Caje Pinto
Arts. Dr. Ramita Gurav
Commerce: Dr. Santana Fernandes
Self-financed Courses: Mr. Anzil Fernandes

The House discussed, in detail, the need for a similar Programme for the SY and TY students. It was decided that the students and parents of SY and TY would be met around the beginning of the academic year. The Programme would start with a common meeting followed by the parents interacting with the respective mentors. The Vice Principals would be in-charge of co-ordinating this one-day event.
In-charge for SY: Ms. Sandra Fernandes.
In-charge for TY: Prof. Filipe Rodrigues e Melo.

The House felt that it should be mandatory for parents/guardians of FY students to attend the General Body Meeting of the Parents-Teachers Association. The Officiating Principal agreed with this suggestion.

6. ISO Certification for the Institution

Ms. Sheetal Wader (General Manager, Progressive Management Consultants) joined the meeting, at this point, and was warmly welcomed by the Officiating Principal. Ms. Wader briefed the House about ISO certifications. She informed the House that the rapid ISO 14001 process would cost Rs. 55,000/- while the normal one would cost Rs. 98,000/-. The latter process, she stated, carried higher weightage. She assured that her consultancy sees to the entire process even though the actual Certification is accorded by another Authorized Organization. She agreed to provide details regarding financial requirements for ISO 9001 to the Institution at the earliest.
After the departure of Ms. Wader, the House held a detailed discussion regarding ISO certification. It was decided that the Institution would pursue, both, ISO 9001 and ISO 14001 certifications. Prof. Filipe Rodrigues e Melo would be the Overall In-charge of the ISO Certification process.
The House also felt that the Academic and Administrative Audit (AAA) proposed to be conducted by Xavier Board would be unnecessary. Prof. Bosco Lawrence was requested to initiate the process of internal Academic Audit for the academic years 2024-2025 and 2025-2026. He stated that he had formulated a Template for data collection for the proposed Xavier Board AAA process. He would suitably modify the same for use at the Academic Audit which would be tentatively conducted from 04/08/2026 to 10/08/2026. The House agreed to this.
Prof. Bosco Lawrence also requested that an Administrative Audit be conducted in parallel with the Academic Audit. The Officiating Principal agreed to this request and stated that she would oversee the Administrative Audit.

7. Certificate courses of 3-6 months' duration

The Officiating Principal suggested that the Institution should introduce Certificate courses of 3 to 6 months' duration on lines with NSQF and NCrF. These would be paid courses which would be organized in the evenings daily/on alternate days/at weekends, etc. Dr. Ubaldina Noronha suggested that target groups be identified for such courses e.g. PwD, Panchayats, self-help groups etc. She also suggested that parents be informed about the courses during the forthcoming interactions. Mr. Herwin Furtado would be the Overall In-charge for the proposed Certificate Courses.

8. FDP

A funding proposal had been submitted to DHE for the conduct of an FDP. The Officiating Principal stated that the proposed FDP should be organized in October 2026 irrespective of the response of the DHE as regards the funding proposal. Dr. Fr. Ramiro Luis would be the Co-ordinator of the FDP.

9. New programmes/initiatives

The Officiating Principal informed the House that permission had been sought, from DHE, to introduce two new Programmes viz. Bachelors in Psychology and Bachelors in Nutrition and Dietetics. The Institution awaits the approval.

10. AOB.

A. The Officiating Principal brought the following matters to the notice of the House:

(a) The 'Best Practices' of the College need to be looked into. She assigned Prof. Maria Fonseca the task of perusing and revising the relevant documentation on the College website. Prof. Fonseca should also look into the possibility of formulating and implementing new 'Best Practices'.

(b) From 19/06/2026, classes would commence at 8:45 a.m. The reporting time for staff would continue to be 8:30 a.m.

(c) Value Education is currently described as a 'Best Practice' of the College. This is one of the hallmarks of our Institution and needs to be further strengthened. Henceforth, Value Education classes would be conducted across the streams on Tuesdays during the 9:45-10:45 a.m. slot. All faculty would be requested to deliver two Value Education lectures, each, during every semester.

(d) Institutional Feedback has been received from only around a hundred faculty members. The Officiating Principal expressed her concern that, despite repeated reminders, faculty had not submitted the Feedback. She stated that the following action had been taken as regards the most-common items received through the Feedback:

- Internet improvement: New routers (which were purchased during the previous FDP) were being installed across campus. Ms. Sandra Fernandes was requested to check, with Edward, the progress of the same.
- Enhancement of research-related workshops: IQAC to do the needful
- JSTOR subscription: The process is in an advanced stage.
- Water availability, sanitation etc.: This has been looked into and addressed. Further, two new PwD-friendly washrooms have been installed.
- Healthy food at reasonable rates: The canteen contractor has been changed. Staff members will be strictly instructed not to feed dogs in/around the canteen.

- Grievance redressal mechanism: The relevant committees are functional. Staff and students could also use the portal to register their grievances.
- Installation of smartboards: Two new Smartboards have been installed using DHE funds. This is an ongoing process and the Institution expects that all classrooms would be provided with Smart boards in due course.

(e) Dr. Ramita Gurav stressed that many courses, now, need the use of the Language Lab and, thus, scheduling becomes a problem. The Officiating Principal stated that Mr. Mahesh Nair has been requested to streamline the Time Table to ensure the judicious utilization of the Language Lab.

(f) Mr. Pradeep Morajkar expressed his concern regarding the deterioration in the students' academic performance, with the passing percentage coming down to 70s from the earlier 80-90s passing percentages. The Officiating Principal stated that each faculty member should analyse the performance of their respective students and initiate remedial measures.

(g) The House discussed, at some length, the issue of attendance and discipline. It was the common consensus that the dress code should be strictly enforced. Attendance requirements should also be strictly adhered to. The matter of late access to Samarth portal for attendance would be remedied through the revival of the earlier software, devised by Mr. Edwin D'Souza, which would enable faculty to enter their attendance records. This would also permit the Attendance Committee to periodically monitor the attendance of students and take necessary measures as regards the defaulters. Mr. Edwin D'Souza has already been requested to do the needful in this regard.

(h) Dr. Ramita Gurav queried whether the Institution was intending to re-start Hostel facility. The Officiating Principal stated that, though the Institution desired to re-start the facility, there were issues like construction, appointment of warden and staff, etc. which need to be first addressed.

(i) Dr. Ubaldina Noronha informed that she would be proceeding on Sabbatical Leave from 20/06/2026. She also stated that the term of the current IQAC would end in September 2026. The Officiating Principal informed the House that Dr. Fr. Ramiro Luis would be assisting the chairperson as the new IQAC Co-ordinator.

(j) Mr. Salvador Pinto stressed on the need for ensuring discipline. He also suggested that corrective measures for defaulters could include detention, library assignments, and engagement in constructive academic/co-curricular/extra-curricular activities on campus.

The meeting ended at 12:10 p.m. with the IQAC Co-ordinator, Dr. Ubaldina Noronha, proposing the Vote of Thanks.

U. Noronha

Dr. Ubaldina Noronha
IQAC Coordinator

Ms Ursula Barreto
Offg. Principal

Date: 22/6/2026