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 IQAC MEETING HELD ON 6TH MAY 2026

The meeting of the IQAC for the fourth and last quarter for the AY 2025-26 was held on 6th May 2026, at 9.15am 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. AOB
7. Vote of thanks

Those present for the meeting were:
Ms. Ursula Barreto, Officiating Principal
Ms. Sandra Fernandes
Mr. Salvador Pinto
Dr. Ubaldina Noronha
Prof Bosco Lawrence
Prof. Maria Fonseca
Dr. Caje Pinto
Dr. Santana Fernandes
Dr. Zen Lobo
Dr. Fr. Ramiro Luis
Mr. Worrel Dsouza
Mr. Herwin Furtado
Mr. Mahesh Nair
Dr. Sharmila Pais
Ms. Vilma Fernandes
Ms. Andrea Dsouza
Mr. Mauricio Carvalho
Mr. Thomas Alvares
Mr. Lokesh Pople

Points 1 and 2 of the Agenda: Prayer and Welcome
Dr Fr Ramiro Luis opened the meeting with a Prayer that was followed by a cordial welcome extended to all who were present, by the IQAC coordinator, Dr Ubaldina Noronha. She informed that the Officiating Principal Ms Ursula Barreto is occupied with some official work, however she has requested to proceed with the meeting until she joins in shortly.

Point 3 of the Agenda: Reading and Approval of minutes
Dr. Ubaldina Noronha, the IQAC Coordinator, read the minutes of the previous meeting and the minutes were approved by Dr. Sharmila Paes and seconded by Ms. Vilma Fernandes.

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

1. The draft policy of the three centers, that is the Indian Knowledge System, Wellness and Value Education and Community Engagement were already posted on the college website for comments and feedback. There were no comments or feedback from the IQAC members at this point of time.

2. Mr. Pradeep updated the members with regard to the Alumni Association. Presently the re-registration of the Alumni Association is in process. Additionally, the Central Bank of India which is on campus and holds the alumni association account, has already been contacted with regard to generating a QR Code for new registrations of alumni and subsequent payments of registration fees.

3. Dr. Fr Ramiro requested that all activities for the forthcoming academic year be aligned to the proposed Institutional Development Plan of the college.

4. With regard to the ISO certification on Green Audit, Prof Filipe informed that along with Prof Jakati and Ms Maria Beatriz, who are part of his team, the ground work has started. The team had met just yesterday, that is 5th May with Ms. Ursula with regard to this. Prof Filipe also mentioned that the fees for the certification were high but was not able to get an actual figure.

5. With regard to the teachers feedback towards the institution for the year 2023-24, over 100 faculty members responses have been recorded.

6. Prof Bosco informed that the DSE had constituted a committee to discuss the prospect of opting in for Autonomy for its colleges. Faculty and Administrators from Rosary College, St. Joseph Vaz and St Xavier's colleges were representatives in the committee. A decision about the feasibility of opting for autonomy will be discussed in the forthcoming period.

   Point 5 of the agenda: Academic and Administrative Audit
   Prof Filipe pointed out that the Academic and Administrative Audit will be done in the next academic year 2026-27. Prof Bosco updated the members that Sr. Deepti from Xavier Board was contacted however, the board does not have a format for the audit and in fact have asked the college to prepare one based on the recent 10 attributes according to the NAAC guidelines. NAAC has not yet released their official guidelines and hence where the college is concerned some things remain ambiguous. Institutional data accounts for almost 70% of the data, while departments are much less. It was also clarified that the administrative audit has to be done along with the academic audit. Prof Bosco suggested that the data be collected both in soft copy and hard copy and keeping

in mind that the Binary Accreditation will ask for three years data, that we should also collect data for the last three academic years, that is 2023-24, 2024-25 and 2025-26. He was also concerned about the storage of the soft data as it would be in a large volume and the college should consider some cloud storage. It was decided that the template for the audit should closely be according to the draft released with regard to the ten attributes of the MBGL.

Prof Maria felt that it would be better that audit is done at departmental level first and then the institutional level. Dr Ubaldina felt that while some data can be pulled from departments itself, there is data such as revenue expenditure, capital expenses that can come from administrative side. Such data should be collected by administrative staff instead of faculty. Dr Sharmila said that departments should be informed about the audit so that they can keep data and files ready and upto date.

The officiating Principal informed that we have to send a letter of intent to the Xavier Board in order to formalize the request for audit.

The IQAC coordinator, Dr Ubaldina opined that since the year 2023-24 was already audited for academic purposes, it can be left out for the forthcoming audit. Further she stated that the AQAR for 2023-24 has been already uploaded as per the Revised Accreditation framework of NAAC, and there should not be any discrepancies in data collected now for 2023-24. So while we can collect the data for the said year, it would be wiser not to include it for the audit.

Prof Bosco, who is the overall incharge for the coming audit will form a core team to take the process forward and make a time line. He informed that he is working on the formats to collect information and the same should be ready by mid May.

Point 6 of the Agenda, AOB:

1. Prof Bosco requested that the DSE appraisal forms be submitted by the faculty after the declaration of the results, as the form asks for such data from the respective teacher. This would not be possible to give without declaration of the results.
2. Prof Maria enquired if some clarity could be given with regard to how evidence of usage of AI tools in teaching are to be kept and submitted.
3. Ms. Ursula felt that our best practices need to be looked into. We have been projecting the mentor-mentee and value education programme as our best practices for a couple of years. She wondered if it would be possible to look into adopting some new practices such as community engagement, sustainable environmental practices, women's empowerment etc.

   Dr. Fr. Ramiro said that the outreach cells could carry out some activities in collaboration with the various departments and cells, for instance, a yoga day, being held at the panchayat level could benefit both the college and village. There are already existing MoUs signed with a few village panchayats.

   Ms. Ursula put forth that we need to also update our pedagogy with blended learning, using MOOC courses, she suggested an online course for students (like IGOT programme) on substance abuse, conversational Konkani and stress management. These courses to be made mandatory for students together with motivational theme incorporating series done by Prof Oscar.

The meeting came to an end at 10.30 am with a vote of thanks from the IQAC coordinator, Dr. Ubaldina Noronha.

Dr. Ubaldina Noronha
IQAC Coordinator

Ms. Ursula Barreto
Officiating Principal

Date: 16th May 2026