



ST. XAVIER'S COLLEGE

(AUTONOMOUS)

5, Mahapalika Marg, Mumbai - 400 001,
INDIA.

☎ 2262 0661/65

MINUTES OF THE IQAC MEETING HELD ON 25TH AUGUST 2020.

The members present were:

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Ms.) Nandita Mangalore, Director
3. Dr. (Fr.) Keith D'Souza, S.J. Rector
4. Fr. Francis De Melo, S.J.
5. Dr. Jehangir Mistry, Alumnus
6. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from neighboring College
7. Mr. KishuDaswani, Senior Teacher
8. Dr. Hrishikesh Samant, Vice-Principal, Science
9. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
10. Ms. AlpanaPalkhiwale, Senior Teacher
11. Mr. Marazban Kotwal, College Controller of Exams
12. Dr. (Ms.) Karuna Gokarn, Senior Teacher
13. Dr. (Ms.) Madhuri Hambarde, Parent
14. Ms. Elizabeth Mehta – Founder Mukhtangan (Society)
15. Ms. Ruhi Jain (student representative)

Agenda :

- 1) Passing the minutes of the previous meeting held on 14.05.2020
- 2) Action taken report of the meeting held on 14.05.2020
- 3) Updates and Review of the year 2019-2020
- 4) Sharing the analysis of feedback from students (general and on course content), parents of students, and alumni
- 5) Planning for the semester ahead
- 6) Any other matter



Shinde



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The meeting of the IQAC was held on 25th August 2020. It commenced at 2.30p.m. on the Zoom Platform. The meeting began with a short prayer.

The minutes of the last meeting held on 14th May 2020, were read and passed. A resolution to pass the minutes was proposed by Fr. Francis D'mello, S.J., and seconded by Mr. Ashish Bhasin.

• **Action Taken Report:**

- a) Admission criteria finalization: Our College followed the University recommendations of 50 marks of the earlier semester and 50% of the total marks of the internal assessment of the previous semester. Admissions have been done on that basis even for the 2nd year P.G. 100% of the students have been admitted in all the categories.
- b) For the self-financing course BMS & BAMCJ, there was a video proctored entrance exam, which worked out very well. Admission interviews were conducted for students of BA & B.Sc on Zoom with break out rooms. It was successful. Feedback can be taken from students.
- c) Time-table for online courses: The online classes have started for the students with a 50 minutes lecture and a 10-minute break between each lecture. Conducting practicals was hugely challenging. Virtual labs have been created and practical sessions are being conducted. For online classes, platforms like Zoom and Google Meet are being used. Our College has obtained a Zoom license for which the College had to pay 50% of the charges for the license.
- d) Seminars and Workshops: 5 Webinars were held for the Non-Teaching Staff in collaboration with the Life Science Department. Some of the department faculty were resource persons and some experts were also engaged for the Webinars. The sessions were on Nutrition and Health and Yoga and coping with the COVID situations.



Ashish Bhasin



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• **Updates and Reviews:**

- a) Analysis of feedback from students (general and on course content), parents of students, and alumni:

Self-Analysis was conducted where students participated in every single course. Over 600 courses were needed to be analyzed. Some courses were left out, they will be covered in the current academic year. The details have been sent to the Heads of the Departments, which they will discuss with their department. Feedback on general facilities on the campus was conducted. Last year the TY and SY students were approached. This year FY & SY students were approached for this feedback. Feedback from parents and alumni was also taken. All the questionnaires were designed and a complete analysis was done by the Department of Statistics.

- b) Course-wise feedbacks for Arts, Science & Self-Financing Courses in the Odd Semester and Even Semester were conducted. Due to technical issues, some students were not able to submit their responses.
- c) Students feedback: 1336 students responded to this feedback and the analysis was done for Arts & Science students. About 80% of students have rated as excellent, 70% of students found the Special Courses relevant. About 86% of students were happy to come to College. 77% were happy about computer facilities. 98% were happy about the library facilities and 94% would recommend Xavier's to others. 51% feel that Xavier's provides multiple opportunities. It was suggested that this question needs to be reworded. SY & TY students should be asked for their feedback.
- d) Areas that need improvement: washrooms, canteen, drinking water facility, and network connectivity.
- e) Parents' feedback: 545 parents have responded. 97% would like to recommend Xavier's to others.
- f) Alumni feedback: 679 alumni have responded. According to the Alumni, Xavier's has high academic standards. 97% ranked Xavier's as good and would recommend Xavier's to others. Suggestions were there should be interactions to get industry



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exposure. In the next year, we will need to see what needs to be improved and we could design the questionnaire to focus only on this area.

- For NAAC the documentation has started. Teaching plans were submitted by the Departments. The process of creating these plans have been set in place.
- IQAC reports are ready. They will be uploaded on the website in a couple of days.

Plans for the Semester:

- Seminars & Workshops: Dr. Karuna Gokarn will look into the completion and submission of AQAR for 2018-2019 & 2019-2020. Compilation and submission of NAAC reports (2015-2020). These documents will be finalized by Friday this week. Once the AQARs are uploaded then we will be able to complete the NAAC report.
- Prof. Kevin D'Cruz is looking into the department websites and he is creating this website in parallel. Ms. Khyati has already formatted some Department webpages and is in the process is progressing well.
- Planning of CIAs and End Semester Exams:
 - The first CIA for SY and TY will be from 2nd September. A tentative centralized schedule has been planned. For the End Semester Examinations, we are looking at different options. Additional exams have been planned for FY & SY students.
- The University of Mumbai Circular mentions 7th August as the starting of the College. We will go on 1st August as the starting date.
- Admissions for P.G. Part-I: We are waiting for Lennox and Prof. Conrad to upload the link for admissions. The data is to be added to the system for the new P.G. courses for starting the online link. The M.Sc. students will begin their lectures sometime at the end of September. We will have to plan to organize the M.Sc. Semester.

Any Other Matter:

- Suggestions for focussing on quality parameters in the year ahead.
- The definition of values is changing. It is not going to be the same as usual. It is like a pause. The world will have to re-look at itself. Things will have to be changed.



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Xavier's will have to take a lead. We will have to be more digital. Education will have to move on to the changing world. Some brainstorming will have to be done. We have to change for the better. Students should be taught to convey their emotions through digital space.

- Future of Xavier's in the next 5 years: given the sudden drastic changes in the situation we will have to look into this.
- Revamping of Autonomy has to be done.
- TAQs will be conducted online even this year. It will have to be changed a little since online lectures are going on.

The Principal thanked all the members for their presence at the meeting. The meeting ended with a vote of thanks to the chair.



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