



## Minutes of the IQAC meeting held on 8<sup>th</sup> July 2023

A meeting of IQAC was held in the Board Room on 8<sup>th</sup> July 2023 at 3.00 p.m.

### Agenda

1. Passing the previous minutes
2. Action taken report
3. NEP and AQAR updates
4. Ratification of surveys for programme attainments
5. Plans for the AY 2023-24
6. Any other matter

### Attendees

#### The members of the Committee present were:

1. Dr. (Ms.) Karuna Gokarn, Director
2. Dr. (Fr.) Keith D'Souza, S.J. Rector
3. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
4. Mr. Marazban Kotwal, Vice-Principal, Science
5. Dr. Sanjay Parab, Vice-Principal, Commerce
6. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
7. Dr. Aldon Fernandes, Industry Expert
8. Mr. Sunetro Ghoshal –Social Sector Expert
9. Dr. Jotiram Gaikwad, Associate Professor
10. Ms. Alpana Palkhiwale, Associate Professor
11. Dr. Priya Sundarrajan, Associate Professor
12. Dr. Binoj Kutty, Assistant Professor
13. Ms. Piyali Unnikrishnan, Associate Professor, and Parent
14. Dr. Neelam Shetty, Assistant Professor
15. Ms. Saima Khan, Dy. Controller of Exams

### Members not in attendance

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Fr.) Conrad Pessa. S.J. Treasurer
3. Dr. Hrishikesh Samant, Management Representative
4. Ms. Norine D'Souza, Assistant Professor
5. Mr. Peter D'Monte – Registrar

- The meeting of the IQAC was held on 8<sup>th</sup> July 2023 at 3.00 p.m. The meeting began with a short prayer.
- A warm welcome to Dr. Sunetro Ghoshal, who has been attending the IQAC meeting for the first time. There was some confusion with his Email ID hence he was unable to attend the previous meetings.



# ST. XAVIER'S COLLEGE

(EMPOWERED AUTONOMOUS INSTITUTE)

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

☎ 2262 0661/65

## Approval of minutes held on 27<sup>th</sup> April 2023

- A resolution to pass the minutes of the meeting was proposed by Dr. Geeta Ibrahim and seconded by Dr. Aldon Fernandes.

## Action Taken Report: 27<sup>th</sup> April – 7<sup>th</sup> July 2023

- The Government Resolution on NEP guidelines was received on 20<sup>th</sup> April 2023, accordingly the amendments had to be made in the NEP syllabus. There were changes in the number of credits for Arts. The Government Resolution for the PG courses came on 16<sup>th</sup> May 2023, and the NEP structure for PG courses was also to be amended from the current academic year 2023-2024.
- The entrance exams for the unaided UG and PG courses were conducted smoothly.
- The College re-opened for the SY & TY from 12<sup>th</sup> June 2023, and the classes started on 13<sup>th</sup> June 2023. The College for FY started on 7<sup>th</sup> July 2023.
- In the FYBA, 373 students were admitted. Admissions for all the quotas were completed except for the Management quota. In the Bachelor of Science, 412 students' admission to all the quotas has been completed. In B. Com 200 students were admitted and 56 student admission to BAF. Management quota admissions were in process.
- Fees for all the courses will increase by 20-25%. The fees for M.Sc. Physics and BAF were not increased.
- Marathi subject has been introduced under NEP. The courses under IKS and VEC will be in hybrid mode.
- The Graduation Ceremony for the UG and PG Courses was held on 30<sup>th</sup> June and 1<sup>st</sup> July 2023. The Chief Guest on the first day was Mr. Khalid Ansari. On the second day, the Chief guests were Dr. Vinayak Nipun and Dr. Aashish Bhasin.
- The Orientation Programme for the First-Year students was held on 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> July 2023. NEP was explained to the parents and the students.
- The Malhar and ECC Committees have started working already.
- SIP mandatory under NEP.
- Dr. Neelam Shetty designed the 'Work-life-balance' survey. The teaching and non-teaching staff filled in their responses. 70 staff members responded.
- Implications for IQAC: Create more opportunities for departments with fewer people, The Wellness Centre plays a pivotal role. Taking care of personal needs, the financial well-being of the staff, and regular health check-ups are important.
- The Environmental Audit for 2022-23 has been completed.





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## Updates:

- St. Xavier's College has been conferred the status of 'Empowered Autonomy' among 12 Colleges. The College has been granted an Extension of Autonomous Status for 10 years (letter dated 7<sup>th</sup> July 2023).
- Under the Empowered Autonomy status, the degree certificate issued to the students by the University of Mumbai will have the College logo with the University of Mumbai logo.

## Plans Ahead:

- PG admission process to be started for the aided courses. Classes to begin by 1<sup>st</sup> August 2023. Interim Academic Council meetings for approval of syllabi for PG courses under NEP.
- A workshop for the Non-Teaching Staff and the new teachers on 'Time Management'.
- Socializing opportunity for the Staff – picnic.
- Annual Academic and Administrative Audit: We look forward to conducting it.
- Applications for the Paramarsh Scheme on the UGC Utsah Portal
- Monthly NEP updates must be put up on the online portal.
- International Conference for SWD students in January-February 2024.
- Malhar and IMG will be the major festivals. For other department fests and events, 50% will be conducted in one academic year and the remaining 50% in the next academic year.
- The College Management will take a call on whether we will go for Cluster University or a Private University.
- Data is being collected for AQAR 2022-2023.
- NEP preparations for the second year of 2024-2025 will begin soon.

## Review:

- The NEP structures for Arts, Science Commerce, Self-financing Courses, and PG courses were discussed. The PG Courses does not offer OE, VEC, VSC & IKS. These are major intensive courses. PG Departments have been given the freedom to frame their programmes.
- If the students exit after one year, they will get a PG Diploma. This is as per the NEP norms. If the students continue for the second year, they will be awarded a PG Degree.

## Any other Business:

- The second meeting will be held in September-October 2023.

The meeting ended with a vote of thanks to all the members of the IQAC Committee.



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ST. XAVIER'S COLLEGE, MUMBAI - 400 001.			
IQAC COMMITTEE MEETING			
8th July 2023 : 3.00 P.M.			
SR. NO.	NAME OF THE HEAD/PROF.-IN-CHARGE	DEPARTMENT	SIGNATURE
1	DR. RAJENDRA SHINDE	PRINCIPAL	A
2	DR. KARUNA GOKARN	DIRECTOR	KR Gokarn 8/7/23
3	DR. (FR.) KEITH D'SOUZA, S.J.	RECTOR	K D'Souza
4	DR. (FR.) CONRAD PESSO, S.J.	TREASURER	A
5	DR. S. ANNAPURNA	VICE-PRINCIPAL (ARTS)	S. Annapurna
6	MR. MARAZBAN KOTWAL	VICE-PRINCIPAL (SC)	M Kotwal
7	DR. SANJAY PARAB	VICE-PRINCIPAL (COMMERCE)	S Jay Parab
8	DR. ALDON FERNANDES	MANAGEMENT REPRESENTATIVE	ONLINE
9	DR. HRISHIKESH SAMANT	MANAGEMENT REPRESENTATIVE	-
10	MR. SUNETRO GHOSHAL	SOCIAL SECTOR EXPERT	S Ghoshal
11	DR. GEETA IBRAHIM	EX-PRINCIPAL NIRMALA NIKETAN COLLEGE OF HOME SCIENCE	ONLINE
12	MS. SAIMA KHAN	DY. CONTROLLER OF EXAMS	Saima
13	MS. ALPANA PALKHIWALE	FRENCH	AP 08/07/23
14	DR PRIYA SUNDERRAJAN	LIFE SCIENCES	ONLINE
15	DR NEELAM SHETTY	BMS	Neelam Shetty
16	MS. NORINE DSOUZA	BIOTECHNOLOGY	-
17	DR BINOJ KUTTY	LIFE SCIENCES	Binoj 08/07/2023
18	MS PIYALI UNNIKRIISHNAN	STATISTICS	Piyali 8/7/23
19	DR JOTIRAM GAIKWAD	BUSINESS COMMUNICATION	Jotiram
20	MR. PETER D'MONTE	REGISTRAR	-

*KR Gokarn*

**DR. (MS.) KARUNA GOKARN**  
IQAC DIRECTOR  
ST. XAVIER'S COLLEGE (AUTONOMOUS)  
MUMBAI-400 001.

*Shinde*

**PRINCIPAL**  
ST. XAVIER'S COLLEGE  
AUTONOMOUS  
MUMBAI - 400 001.





## Minutes of the IQAC meeting held on 10<sup>th</sup> October 2023

A meeting of IQAC was held in the Board Room on 10<sup>th</sup> October 2023 at 2.00 p.m.

### Agenda

1. Passing the previous minutes
2. Action taken report
3. Updates
4. Plans ahead
5. Any other matter

### Attendees

**The members of the Committee present were:**

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Ms.) Karuna Gokarn, Director
3. Dr. (Fr.) Conrad Pessa. S.J. Treasurer
4. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
5. Dr. Sanjay Parab, Vice-Principal, Commerce
6. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
7. Dr. Aldon Fernandes, Industry Expert
8. Mr. Sunetro Ghoshal –Social Sector Expert
9. Dr. Hrishikesh Samant. Management Representative
10. Dr. Jotiram Gaikwad, Associate Professor
11. Ms. Alpana Palkhiwale, Associate Professor
12. Dr. Priya Sundarrajan, Associate Professor
13. Ms. Norine D'Souza, Assistant Professor
14. Dr. Binoj Kutty, Assistant Professor
15. Ms. Piyali Unnikrishnan, Associate Professor, and Parent
16. Dr. Neelam Shetty, Assistant Professor
17. Mr. Peter D'Monte – Registrar
18. Mr. Mridul Jain – Student Representative

### Members not in attendance

1. Dr. (Fr.) Keith D'Souza, S.J. Rector
2. Mr. Marazban Kotwal, Vice-Principal, Science
3. Ms. Saima Khan, Dy. Controller of Exams

- The meeting of the IQAC was held on 10<sup>th</sup> October 2023 at 2.00 p.m. The meeting began with a short prayer.



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## Approval of minutes held on 8<sup>th</sup> July 2023

- A Resolution to pass the minutes of the meeting was proposed by Dr. Aldon Fernandes and seconded by Dr. Hrishikesh Samant.

## Action Taken Report: 8<sup>th</sup> July – 9<sup>th</sup> October 2023

- Dr. Radha Kumar conducted the Course on the Indian Knowledge Systems (IKS). Dr. Pratiba Naitthani conducted an online course on the Constitution of India. It was hosted on the Learning Management System (LMS) of our new ERP Qual campus. Offline interactions were conducted and will be held to clarify doubts.
- Principal, Dr Rajendra Shinde attended a meeting at the University of Mumbai, wherein 200 Colleges across Konkan and Mumbai participated and presented papers. The Joint Director also attended the meeting. There was a discussion on Financial Literacy and Arthniti and Career Katta. SXCM was praised for NEP preparations and IKS. The workload calculations under NEP submitted by SXCM were also praised.
- The Honours Certificate Programme activities were opened for the SY & TY students this year.
- The PG admissions for the aided courses were conducted at the end of August.
- A workshop for new teachers on Question Paper setting based on Bloom's Taxonomy was conducted in September.
- A workshop on 'AI in Higher Education' was conducted for our Staff by Fr. Sabu Thomas.
- A session on 'Financial Literacy' was conducted in October for the Non-Teaching Staff. Such a session for the Teaching Staff will be conducted in the next Semester.
- The Academic Council Meeting was held on 6<sup>th</sup> October 2023 to approve PG syllabi.
- With NEP under the co-curricular activities, ECC is helping students to complete the stipulated number of hours.
- Orientation Programme was held for SWD students by ECC. Various programmes are being organized for the SWD students in collaboration with the XRCVC.
- A programme was conducted to spread Anti-Narcotic awareness.

## Updates:

- Dr. Rajendra Shinde, Principal was awarded the 'Best Principal Award' by the University of Mumbai. Dr. Hrishikesh Samant, Dr. Priya Sundarrajan, Dr. Arvind Dhond were conferred the Professor post under CAS.





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- We have received the RUSA grant for 5 years. The college has applied for the PMUSHA grant of 5 crores.
- Socialization for teachers: Wednesday tea was available in the Staff Room. Eye check-up camps can be organized for the health benefit of the staff.
- Seed money proposals submitted by the following departments:  
Geology Department: 2 proposals  
Botany Department: 2 proposals  
Biotechnology Dept: 1 proposal  
The presentations will be held on the 11<sup>th</sup> and 14<sup>th</sup> of October 2023.
- Qual Campus – ERP has been launched from this Semester. Thanks to Mr. Martin for taking the initiative.
- The new website for our college will be launched very soon. The work is in progress.
- Our college has organized some exchange programmes. We have also signed MoUs with Fordham University and Marquette University. Loyola University has proposed a course which has been incorporated into one of our Courses in Sociology. We have also signed an MOU with TCS for a Certificate Course in 'Clinical Data Management System' for the Biological Science students.

## Plans Ahead:

- The data collection for AQAR 2022-2023 is in process. The departments have started submitting data.
- NEP syllabi for SY Semester (III, IV) and PG part II for 2024-2025 need approval.
- Cluster University: meetings were held with some Government Officials. The IDP for 15 years needs to be prepared.
- A workshop for new teachers and the non-teaching staff on 'Time Management'.
- Socializing activities for teachers – picnic, and interaction to be organized in February 2024.
- The Annual Academic Audit will be conducted sometime in Jan-Feb 2024.
- International Conference for SWD students in January 2024. Dr. Rashmi George is in charge.
- ECC Event: 'Mental Health Awareness Week'. There will be sessions on Music Therapy and Dance Therapy
- If we transit from College to Cluster University, we will have to go for School System.

## Review:

- Environmental Audit: Dr. Sunetro Ghoshal got in touch with the Centre for Environment and Education. This audit was carried out considering the carbon audit. A more comprehensive audit needs to be carried out looking at the gaps of



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the environmental assets. The emissions need to be reduced and a proper inventory must be maintained. The Water Audit was also done separately.

- Under NEP there are long gaps between the lectures in the timetable for the students, work is in process to streamline it.

## Any other Business:

- ECC Points are given to students at the end of the activities. There is an ECC website, which is revamped. The students are made aware of this website at the time of Orientation. ECC is called Co-Curricular under NEP.
- Cleanliness is a concern on the campus. The Student Council needs to discuss this and come up with a solution.
- Career Katta: these are compulsory courses. Students will be charged Rs. 365/- during the admission. A summary of this will have to be submitted to the Government at the time of submission of the Salary Bills.
- Financial Literacy and Arthniti: every student will open a Bank Account starting with Rs.100/-. The details will be on the Government portal in the next 4-5 months.
- The next meeting will be held in December-January.

The meeting ended with a vote of thanks to all the members of the IQAC Committee.

*KR Gokarn*

**DR. (MS.) KARUNA GOKARN**  
**IQAC DIRECTOR**  
**ST. XAVIER'S COLLEGE (AUTONOMOUS)**  
**MUMBAI-400 001.**

*Shinde*

**PRINCIPAL**  
**ST. XAVIER'S COLLEGE**  
**AUTONOMOUS**  
**MUMBAI - 400 001.**





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ST. XAVIER'S COLLEGE, MUMBAI - 400 001.			
IQAC COMMITTEE MEETING			
10th OCTOBER 2023 : 2.00 P.M.			
SR. NO.	NAME OF THE HEAD/PROF.-IN-CHARGE	DEPARTMENT	SIGNATURE
1	DR. RAJENDRA SHINDE	PRINCIPAL	
2	DR. KARUNA GOKARN	DIRECTOR	
3	DR. (FR.) KEITH D'SOUZA, S.J.	RECTOR	ABSENT
4	DR. (FR.) CONRAD PESSO, S.J.	TREASURER	
5	DR. S. ANNAPURNA	VICE-PRINCIPAL (ARTS)	 10/10/2023
6	MR. MARAZBAN KOTWAL	VICE-PRINCIPAL (SC)	ABSENT
7	DR. SANJAY PARAB	VICE-PRINCIPAL (COMMERCE)	 10/10/23
8	DR. ALDON FERNANDES	MANAGEMENT REPRESENTATIVE	ONLINE
9	DR. HRISHIKESH SAMANT	MANAGEMENT REPRESENTATIVE	 10/10/2023
10	MR. SUNETRO GHOSHAL	SOCIAL SECTOR EXPERT	
11	DR. GEETA IBRAHIM	EX-PRINCIPAL NIRMALA NIKETAN COLLEGE OF HOME SCIENCE	ONLINE
12	MS. SAIMA KHAN	DY. CONTROLLER OF EXAMS	ABSENT
13	MS. ALPANA PALKHIWALE	FRENCH	 10/10/23
14	DR PRIYA SUNDERRAJAN	LIFE SCIENCES	
15	DR NEELAM SHETTY	BMS	 10/10/23
16	MS. NORINE DSOUZA	BIOTECHNOLOGY	 10/10/23
17	DR BINOJ KUTTY	LIFE SCIENCES	 10/10/23
18	MS PIYALI UNNIKISHNAN	STATISTICS	 10/10/23
19	DR JOTIRAM GAIKWAD	BUSINESS COMMUNICATION	 10/10/23
20	MR. PETER D'MONTE	REGISTRAR	 10-10-23
21	MR. MRIDUL JAIN	STUDENT REPRESENTATIVE	



## Minutes of the IQAC meeting held on 4<sup>th</sup> January 2024

A meeting of IQAC was held in the Board Room on 4<sup>th</sup> January 2024 at 2.00 p.m.

### Agenda

1. Passing the previous minutes
2. Action taken report
3. Updates
4. Plans ahead
5. CO-PO attainment presentation
6. Any other matter

### Attendees

#### The members of the Committee present were:

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Fr.) Keith D'Souza, S.J. Rector
3. Dr. (Ms.) Karuna Gokarn, Director
4. Ms. Alpana Palkhiwale, Vice-Principal (Arts)
5. Mr. Marazban Kotwal, Vice-Principal, Science
6. Dr. Sanjay Parab, Vice-Principal, Commerce
7. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
8. Dr. Aldon Fernandes, Industry Expert
9. Ms. Saima Khan, Dy. Controller of Exams
10. Dr. (Ms.) S. Annapurna- Management Representative
11. Dr. Hrishikesh Samant, Management Representative
12. Dr. Jotiram Gaikwad, Associate Professor
13. Dr. Priya Sundarrajan, Associate Professor
14. Ms. Norine D'Souza, Assistant Professor
15. Dr. Binoj Kutty, Assistant Professor
16. Ms. Piyali Unnikrishnan, Associate Professor, and Parent
17. Dr. Neelam Shetty, Assistant Professor
18. Mr. Peter D'Monte – Registrar
19. Mr. Mridul Jain – Student Representative

### Members not in attendance

1. Dr. (Fr.) Conrad Pessa. S.J. Treasurer
2. Mr. Sunetro Ghoshal –Social Sector Expert

- The third meeting of the IQAC was held on 4<sup>th</sup> January 2024 at 2.00 p.m. The meeting began with a short prayer.





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## Approval of minutes held on 10<sup>th</sup> October 2023

- A Resolution to pass the minutes of the meeting was proposed by Dr. Priya Sundarrajan and seconded by Dr. Geeta Ibrahim.

## Action Taken Report: 10<sup>th</sup> October 2023 – 3<sup>rd</sup> January 2024

- In this new year we need to have ideas to see how things can be taken differently and start some new programmes under NEP.
- A meeting of the principals was held in November at the University of Mumbai. They will be meeting again in February. There was good feedback on the matters related to financial literacy. We could organize a session for our teaching and non-teaching staff and can be extended to the students as well. It could be part of our IQAC event.
- Training sessions for teachers to do the attendance entry on the online portal have started from 2<sup>nd</sup> January 2024.
- Inputs were given on the Environment Audit. There was an issue regarding the cleanliness of the ladies' washrooms. After a meeting with the Administrator, the washrooms are being cleaned three times a day.
- Career katta has been implemented in other districts in Maharashtra. The college must educate students to opt for these programmes. Weekly programmes are made available for students for three years. Students from the Commerce section have already registered. We need to encourage other students to register as well. The fees of Rs.365/- should be charged in the fee receipt from the First year itself. Second-year students can register next year.
- The DQAC members have submitted the AQAR and have uploaded the ADMS. The opening of the AISHE portal for 2022-2023 is awaited. The NIRF data will be submitted by 12<sup>th</sup> January 2024.
- The seed money has been sanctioned to the members of six departments, namely, Geology – 2, Botany – 2, Biotechnology – 1 and Ancient Indian Culture – 1.
- TAQs are being conducted through ERP and will be discussed with the faculty.
- The End Semester Exams for the IKS course have been conducted in hybrid mode. It is well appreciated by the Maharashtra Government and our College has been asked to share our syllabus with them.

## Updates:

- Principal, Dr. Rajendra Shinde and Dr. Karuna Gokarn were invited to St. Xavier's College, Simdega on 18<sup>th</sup> December 2023, to mentor them for their NAAC preparations.
- The DBT Government of Indian officials will visit SXCM on 5<sup>th</sup> January 2024, for the 'DBT Builder Grant' status.
- The College Alumni Dinner will be on 6<sup>th</sup> January 2024.



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## Plans Ahead:

- Verification of the AQAR data for 2022-2023.
- The data collection for 2022-2023 is in process. The departments have started collecting data.
- NEP syllabi preparation for SY Semester III & IV and PG part II for 2024-2025 and TY Semester V & VI for 2025-2026.
- IDP for 5 years/15 years is being drafted. We need to have an institutional development plan for this. A Seminar on Becoming a university will be organized on 20<sup>th</sup> January 2024,
- Workshops for faculty on Course Mapping and OBE.
- The Annual Academic and Administrative Audit of our College will be conducted on 20<sup>th</sup> February 2024.
- International Conference for SWD students on 19<sup>th</sup> & 20<sup>th</sup> January 2024.
- Passing of the AQAR for 2022-2023 will be in April followed by submission.
- Plans to make a School System. The structure will change. Students can drop one subject from the same faculty based on merit in SY.

## Any other Business:

- Workshop on CO-PO mapping and attainment. Uniformity in courses and evaluation is required for this. It could be introduced in the Second Year NEP syllabus. Question papers could be mapped easily with the help of this system.
- Direct attainment will be used for mapping in the End Semester Exams and CIAs. 60% of the COA will be represented by DA. 20% will be done by using a course-end survey, which will be administered to students by the department. COA = 80% DA+ 20% IDA. The calculation will be done at the ERP level. This is a NAAC requirement. A Seminar for the Staff could be conducted to understand this system.
- The next meeting will be April 2024.

The meeting ended with a vote of thanks to all the members of the IQAC Committee.

**DR. (MS.) KARUNA GOKARN**  
IQAC DIRECTOR  
ST. XAVIER'S COLLEGE (AUTONOMOUS)  
MUMBAI-400 001.

**PRINCIPAL**  
ST. XAVIER'S COLLEGE  
AUTONOMOUS  
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ST. XAVIER'S COLLEGE, MUMBAI - 400 001.			
IQAC COMMITTEE MEETING			
4TH JANUARY 2024 : 2.00 P.M.			
SR. NO.	NAME OF THE HEAD/PROF.-IN-CHARGE	DEPARTMENT	SIGNATURE
1	DR. RAJENDRA SHINDE	PRINCIPAL	
2	DR. KARUNA GOKARN	DIRECTOR	
3	DR. (FR.) KEITH D'SOUZA, S.J.	RECTOR	
4	DR. (FR.) CONRAD PESSO, S.J.	TREASURER	
5	DR. S. ANNAPURNA	VICE-PRINCIPAL (ARTS)	 24/01/24
6	MR. MARAZBAN KOTWAL	VICE-PRINCIPAL (SC)	
7	DR. SANJAY PARAB	VICE-PRINCIPAL (COMMERCE)	
8	DR. ALDON FERNANDES	MANAGEMENT REPRESENTATIVE	ONLINE
9	DR. HRISHIKESH SAMANT	MANAGEMENT REPRESENTATIVE	 24/01/24
10	MR. SUNETRO GHOSHAL	SOCIAL SECTOR EXPERT	
11	DR. GEETA IBRAHIM	EX-PRINCIPAL NIRMALA NIKETAN COLLEGE OF HOME SCIENCE	 4.1.24
12	MS. SAIMA KHAN	DY. CONTROLLER OF EXAMS	 4.1.24
13	MS. ALPANA PALKHIWALE	Vice Principal (Arts) FRENCH	 04/01/24
14	DR PRIYA SUNDERRAJAN	LIFE SCIENCES	 4/1/24
15	DR NEELAM SHETTY	BMS	 4/1/24
16	MS. NORINE DSOUZA	BIOTECHNOLOGY	 4/1/24
17	DR BINOJ KUTTY	LIFE SCIENCES	 4/1/24
18	MS PIYALI UNNIKRIHNNAN	STATISTICS	 4/1/24
19	DR JOTIRAM GAIKWAD	BUSINESS COMMUNICATION	
20	MR. PETER D'MONTE	REGISTRAR	 4.1.24
21	MR. MRIDUL JAIN	STUDENT REPRESENTATIVE	



## Minutes of the IQAC meeting held on 26<sup>th</sup> April 2024

A meeting of IQAC was held in the Board Room on 26<sup>th</sup> April 2024 at 2.00 p.m.

### Agenda

1. Passing the previous minutes
2. Action taken report
3. Updates
4. Plans ahead
5. Any other matter

### Attendees

#### The members of the Committee present were:

1. Dr. Rajendra Shinde, Chairman
3. Dr. (Ms.) Karuna Gokarn, Director
4. Ms. Alpana Palkhiwale, Vice-Principal (Arts)
5. Dr. Sanjay Parab, Vice-Principal, Commerce
6. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
7. Ms. Saima Khan, Dy. Controller of Exams
8. Dr. (Ms.) S. Annapurna- Management Representative
9. Dr. Jotiram Gaikwad, Associate Professor
10. Dr. Priya Sundarrajan, Associate Professor
11. Ms. Norine D'Souza, Assistant Professor
12. Dr. Binoj Kutty, Assistant Professor
13. Ms. Piyali Unnikrishnan, Associate Professor, and Parent
14. Dr. Neelam Shetty, Assistant Professor
15. Mr. Peter D'Monte – Registrar

### Members not in attendance

1. Dr. (Fr.) Keith D'Souza, S.J. Rector
2. Dr. (Fr.) Conrad Pessa. S.J. Treasurer
3. Mr. Sunetro Ghoshal –Social Sector Expert
4. Dr. Aldon Fernandes, Industry Expert
5. Mr. Marazban Kotwal, Vice-Principal, Science
6. Dr. Hrishikesh Samant, Management Representative
7. Mr. Mridul Jain – Student Representative

- The fourth meeting of the IQAC was held on 26<sup>th</sup> April 2024 at 2.00 p.m. The meeting began with a short prayer.
- This is the last IQAC meeting of the academic year. Thanks for your suggestions and inputs from time to time. In the next academic year, the Committee will be





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modified as per the UGC guidelines. Two external peer team members of Professor grade will be appointed on the Committee

## Approval of minutes held on 4<sup>th</sup> January 2024.

- A Resolution to pass the minutes of the meeting was proposed by Dr. Priya Sundarrajan and seconded by Dr. Geeta Ibrahim.

## Action Taken Report: 4<sup>th</sup> January 2024 – 25<sup>th</sup> April 2024

- The AISHE data for the year 2022-2023 was submitted on 23<sup>rd</sup> February 2024.
- NIRF data was also uploaded. The results are awaited.
- Seed money was granted in the current year. The members who have been granted the seed money will have to do presentation in June 2024.
- The TQAs for the Odd Semester 2022-23 were processed and discussed with the faculty members for UG and PG in the Even Semester.
- International Conference for students with disability was held on 19<sup>th</sup> January 2024. The report is awaited.
- The Academic Council meetings were conducted on 27<sup>th</sup> February 2024 for passing the SY syllabus under NEP. The PG Part-II syllabus was passed in the meeting held on 13<sup>th</sup> April 2024.
- Two workshops were conducted on Outcome Based Education on 16<sup>th</sup> February and 19<sup>th</sup> April 2024. The Resource Persons were invited from St. Xavier's Institute of Education.
- The Academic & Administrative Audit was conducted on 20<sup>th</sup> February 2024. We are awaiting their report.
- Socialization for teachers for the teaching faculty was held on 24<sup>th</sup> & 25<sup>th</sup> February 2024 at St. Xavier's Villa, Khandala.
- The College Alumni Dinner was held on 6<sup>th</sup> January 2024. It was well attended.
- NEP Orientation was held for the 12<sup>th</sup> Std. students and their parents on 15<sup>th</sup> April 2024.
- NEP Orientation was held on 16<sup>th</sup> April 2024, for the General Office Staff.
- Research Poster presentation by students - 'Empowering Perspectives: Celebrating Science' on National Science Day 2024
- NEP Orientation for 12<sup>th</sup> std students and their parents was held on 15 April
- NEP Orientation for general office staff was held on 16 April
- **AQAR 2022-23 approval**
- MOU was signed with Envirocare, Thane for internships.



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- SXCM is the Nodal centre for virtual labs under the Ministry of Science through IITB
- RUSA 2.0 grant was fully utilized and culminated.
- SXCM was the recipient of Times Edge award and Education Times award
- The DST-FIST application was submitted on 29 April 2024
- The nomenclature of the BMS Course has been changed to B.Com. in Management Studies.
- A self-financed programme BA Psychology-English with 60 students will begin from 2024-25.
- A second division for BAF with 60 students will begin from 2024-25.

### Updates:

- It's a Proud Moment for Xavier's in the 18<sup>th</sup> Avishkar Convention, 2023-24 Organized by Mumbai University, Zone -1, at Lala Lajpat Rai College, Mahalakshmi on 9<sup>th</sup> December 2023. A total of 14 teams participated from our college. The following 5 Teams won prizes and were selected for the Final round on December 17/18, 2023, at Vaze College. One student, Ms Ruchira qualified for the final podium round held at Vaze College on Dec 17/18 2023.

Sl.no.	Names of students	Category	Level	Guiding mentor	Position
1	Sarma Ruchira Balakrishna	Humanities, Languages and Fine Arts	PG	Dr. Radha Kumar	Second
2	Khan Aarish Abdulhai Shaji Sharon Faby Felin Vasamsetti Chaitanya Patole Harshal Rajesh	Commerce, Management and Law	UG	Ms Soni George	First
3	Sayyed Adeeba Afshin Wasim Ahmed, Mascarenhas Marlyn Xavier	Pure Science	PG	Dr. Aparna Talekar	Second
4	Jani Mahek Hitesh, Biju Anita Maria	Agriculture and Animal Husbandry	PG	Dr. Pampi Chakraborty	Second
5	Shaikh Mubasshira Mazharul Haque	Agriculture and Animal Husbandry	PPG	Prof. Dr Priya Sundarrajan	Second





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- The Progress Monitoring Team from the DBT Government of India visited our college on 5<sup>th</sup> January 2024, to review the progress of our 'DBT Builder Grant' Project.
- NEP Orientation for the Treasurer's Office Staff will be conducted soon.

## Passing of the AQAR 2022-2023:

- **Criterion 1:**  
This criterion covers the details of programmes with syllabus revision. Two new programmes have been added in the academic year 2022-2023. There is no major change in the syllabi. The PSO and Pos are already there. New combinations will be added. The list has been prepared and endorsed by the Registrar of the University of Mumbai. The criterion is being passed subject to clarification from the University.  
Criterion 1 was proposed by Dr. Geeta Ibrahim and seconded by Ms. Saima Khan.
- **Criterion 2:**  
This criterion covers the details of the total number of reservations. Since we are a Minority Institution, we do not fall under the reservation policy. We will be uploading the Court Order as proof.  
2.1.1: list of the courses with the number of students is added  
2.2.2: List of teachers and students  
2.4.2: Faculty and students registered under them for Ph.D.  
2.5.1: Examination data & 2.6.3: Pass Percentage of students.  
Criterion 2 was proposed by Dr. S. Annapurna and seconded by Ms. Alpana Palkhiwale.
- **Criterion 3:**  
3.1.2: seed money – 6 of our faculty members received the seed money  
3.2.1: Grants received from the Government  
3.3.2: workshops and seminars conducted  
3.4.2: details of the students with Ph.D.  
3.4.3: publications, 3.4.4: 20 books are being published per year.  
3.4.5 & 6: Scopus Citation  
3.5.1 & 2: Consultancies, 3.6.3 & 4: Extra Curricular activities of the students.  
3.7.1 & 2: MOUs and Collaborations  
Criterion 3 was proposed by Dr. Sanjay Parab and seconded by Dr. Geeta Ibrahim.
- **Criterion 4:**  
4.1.3: Classrooms, 4.1.4: Expenditure of infrastructure augmentation.  
4.2.3: Library Books, 4.4.1: Expenditure for maintenance of physical facilities.  
The corrections suggested will be implemented.



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Criterion 2 was proposed by Ms. Norine D'Souza and seconded by Dr. Priya Sunderrajan.

- **Criterion 5:**

- 5.1.1: Scholarships from the Government. 5.1.2: Non-Government Scholarships
  - 5.1.3: Capability enhancement
  - 5.1.4: Competitive Exams and Career Counselling.
  - 5.2.1: Placement data: we have a list of 121 placements done through our Placement Cell.
  - 5.2.2: Student Progression, 5.3.1: Outstanding performances in Sports & Cultural.
- Criterion 5 was proposed by Dr. Karuna Gokarn and seconded by Dr. Rajendra Shinde, Principal.

- **Criterion 6:**

- 6.2.3: E-Governance
  - 6.3.2: Support to the teachers to attend conferences
  - 6.3.3: Professional development organized by the IQAC for teaching and non-teaching staff.
  - 6.3.4: FDPs attended by the faculty.
  - 6.4.2: Grants received from non-government bodies
  - 6.5.3: Quality assurance initiative of the institution
- Criterion 6 was proposed by Dr. Binoj Kutty and seconded by Dr. Jotiram Gaikwad.

- **Criterion 7:**

- This criterion covers the activities conducted and features or highlights of our college.
- Criterion 7 was proposed by Dr. Sanjay Parab and seconded by Dr. Neelam Shetty.

### Plans Ahead:

- AQAR 2022-2023 will be uploaded by 30<sup>th</sup> April 2024.
- Financial literacy workshop for teachers on 30<sup>th</sup> April 2024.
- The Academic council meetings for TY NEP and the fourth year will be conducted in June-July and September-October 2024.
- IDP completion, review of policies, OBE workshops.
- Plans for the School System are still pending.
- The next meeting will be in August 2024.

The meeting ended with a vote of thanks to all the members of the IQAC Committee.

*KR Gokarn*

*Shinde*



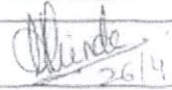
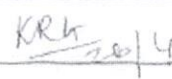

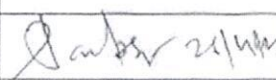
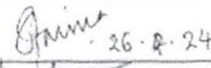
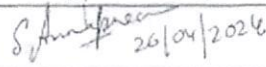
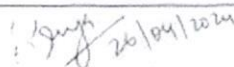
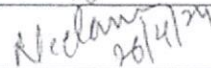
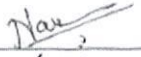
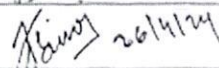
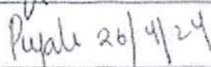
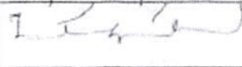



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ST. XAVIER'S COLLEGE, MUMBAI - 400 001.			
IQAC COMMITTEE MEETING			
26th APRIL 2024 : 2.00 P.M.			
SR. NO.	NAME OF THE HEAD/PROF.-IN-CHARGE	DEPARTMENT	SIGNATURE
1	DR. RAJENDRA SHINDE	PRINCIPAL	
2	DR. KARUNA GOKARN	DIRECTOR	
3	DR. (FR.) KEITH D'SOUZA, S.J.	RECTOR	
4	DR. (FR.) CONRAD PESSO, S.J.	TREASURER	
5	MS. ALPANA PALKHIWALE	VICE-PRINCIPAL (ARTS)	
6	MR. MARAZBAN KOTWAL	VICE-PRINCIPAL (SC)	
7	DR. SANJAY PARAB	VICE-PRINCIPAL (COMMERCE)	
8	DR. ALDON FERNANDES	MANAGEMENT REPRESENTATIVE	
9	DR. HRISHIKESH SAMANT	MANAGEMENT REPRESENTATIVE	Ab
10	MR. SUNETRO GHOSHAL	SOCIAL SECTOR EXPERT	
11	DR. GEETA IBRAHIM	EX-PRINCIPAL NIRMALA NIKETAN COLLEGE OF HOME SCIENCE	Online
12	MS. SAIMA KHAN	DY. CONTROLLER OF EXAMS	
13	DR. S. ANNAPURNA	STATISTICS	
14	DR PRIYA SUNDERRAJAN	LIFE SCIENCES	
15	DR NEELAM SHETTY	BMS	
16	MS. NORINE DSOUZA	BIOTECHNOLOGY	
17	DR BINOJ KUTTY	LIFE SCIENCES	
18	MS PIYALI UNNIKISHNAN	STATISTICS	
19	DR JOTIRAM GAIKWAD	BUSINESS COMMUNICATION	
20	MR. PETER D'MONTE	REGISTRAR	
21	MR. MRIDUL JAIN	STUDENT REPRESENTATIVE	Ab