



ST. XAVIER'S COLLEGE
(AUTONOMOUS)
5, Mahapalika Marg, Mumbai - 400 001,
INDIA.
☎ 2262 0661/65

MINUTES OF THE IQAC MEETING HELD ON 24th AUGUST 2015
AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. (Fr.) Anthony J. D'Souza, Chairperson and Rector
2. Dr. Baptist Agnel Menezes, Principal
3. Dr. Roy Pereira, S.J. Convenor
4. Dr. (Ms.) Asha Naithani Dayama, Vice-Principal, Arts
5. Dr. Rajendra Shinde, Vice-Principal, Science
6. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
7. Dr. (Ms.) Gulshanara Shaikh, Department of Chemistry
8. Dr. (Ms.) Fleur D'Souza, Head Department of History
9. Dr. Sam Taraporevala, Head Department of Sociology
10. Ms. Periyamayagi Subramanian, Head Department of Mass Media
11. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
12. Dr. (Ms.) Jyoti Singh, Head Department of Information Technology
13. Dr. (Ms.) Dionysia Coutinho, Department of Chemistry
14. Mr. Bipin Patil

Fr. Conrad Pessa, S.J. the Treasurer had excused himself from the meeting.

The IQAC meeting commenced at 2.30 p.m. in the Board Room. The meeting began with a short prayer. Fr. Roy the Convenor welcomed the new Principal and all the members for the first meeting of the new academic term. The NAAC Committee had said that the IQAC Committee is supposed to look into the academics as well as other concerns of the College. Two representatives of the Student Council, some alumni and parents of some students were invited to be a part of the current IQAC committee. The Minutes of the last meeting were read out and discussed. The members suggested that the action taken with respect to some issues that were discussed in the previous meeting, should be mentioned at the end of the minutes.





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Points arising out of the Minutes:

Fests, Seminars and conferences:

- a. As per the decision taken in 2014-15, where it was decided to hold Paradigm- the science festival- every alternate year, Dr. Raju Shinde announced that in the year 2015-2016 we will not have Paradigm, Instead, the Science departments will have their fests within their departments in 2015-16 and the next year all the Science departments will have Paradigm as a common festival. Each department would be made responsible for an event so that all the departments take active part in the festival. It was pointed out that students usually do not take active part in these events. We get good speakers but the number of students attending these events is dropping. The Student Council members felt that by having intercollegiate events we get good exposure and we can enrich our academics.
- b. It was suggested that we could organize an event on Research Projects for students. They could be encouraged to put up posters and make presentations. This could be organized for the Second Year and Third Year students. We could make it intra-collegiate. It was decided to take this up in the Heads of the Departments meeting.
- c. It was suggested by the Principal said that we organize a Seminar across Colleges on one of the seven criteria given by NAAC. It was decided that the Seminar could be organized on the 5th & 6th of February 2016, so that we get enough time to prepare for it. Would be able to provide better insight after attending one such seminar in Bangalore

Autonomy review:

The college had approached the University for a Review Committee for Autonomy. The tentative time for the visit was July, however it has now been rescheduled in October. Dr. Raju Shinde suggested that may be a new Inspection Committee is not yet appointed that is why it must be getting delayed.

ID cards:

- a. The Principal and Fr. Roy shared the idea of creating Smart ID cards for students. The card would have a microchip with all the relevant details of the student stored on it. This kind of a system will need to have a network, with software and constant monitoring of this system will be required to be done. The Principal said that first step would be to have a system that looks after the attendance, marksheets into one ICT system. Once we have this system in place we could work on the I.D. Cards



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- b. The Principal said that we should increase the charges for duplicate I.D. Cards, since too many students are applying for it. We could consider the possibility of an F.I.R. for a lost I.D. Card. The Principal also suggested that instead of wearing the I.D. Cards around the neck the students could pin it up. He also suggested that students should be given tokens to be handed over to the MMR & SCAVI instead of giving out their I.D. Cards. The charges for booking classrooms will be different for the Student Associations and for outsiders.

Examinations:

- a. The Principal said that there is not going to be a CIA for the Science Practicals. The practicals for the first term will be in the regular slots and the 2nd Semester will have to be done specially. This was followed earlier under the Non-Autonomous system. It was also suggested that it could be spread over two successive weeks instead of having them in one week itself so that the teaching hours are not affected. In general this is accepted and will be moved to the Heads meeting to be discussed.
- b. The portion for the CIA should be put up on the website for the students for all courses except those that are based on case studies.

Teaching-Learning:

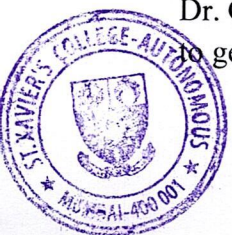
- a. There was a complaint by some students that multiple chapters were started at the same time as a single course in science is often taught by multiple teachers(2-3), thus making it difficult for the students to keep track of all the topics.
- b. In addition, in large classes with more than one division learning the same course and appearing for the same paper, it was suggested that we should let the same teacher teach a course in both the divisions otherwise there is no link between the portion in the two divisions. Or else allow two divisions to set two different papers. The students are overburdened because sometimes in one they are asked to do presentations while in the second division the students are asked to do surveys.

Public relations:

It has been clarified that a Professor or students are not allowed to speak to the press on issues related to the College. It a serious violation against the College. A spokesperson duly appointed by the principal should speak to the press on behalf of the College. The Principal said that Fr. Roy could be appointed as the spokesperson who could speak to the media on issues related to the College.

Protocol for publishing:

Dr. Gulshan pointed out an issue related to the Xavier's Press, wherein a student was supposed to get a signature and permission from Fr. Roy to publish an article in the Xavier's Press, but





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did not bother to do so and the article was published without the permission. A similar issue took place with the Placement Cell. It was suggested that all this have to be reviewed by a Professor-in-charge. Earlier there used to be Professor-in-charge of the Editorial group of students which was selected by the Principal. The Principal said that as discussed in the Vice-Principals Meeting he will look into this matter and every publication there should be Staff Advisor appointed by the Principal and the name of the Staff Member should be mentioned.

It was mentioned that some teachers book the MMR & Scavi too many times and therefore others do not get a chance to book. Therefore this needs to be looked into. It was also pointed out that whenever the MMR or SCAVI is booked at 8.00 a.m. the Technicians are not available on time to start the lecture. The Principal said that this issue has been discussed and there will always be somebody available to open the MMR & SCAVI at 8.00 a.m.

Dr. Nandita asked whether can there be an English Language Course for the Science Students. There are lots of students coming from other States and they find it difficult to communicate well. Many of these students also do not have a local guardian and therefore we do not understand who could be contacted in case of emergencies.

New Courses:


It was suggested that a Staff Committee should be appointed for Learning for Life Courses. We could turn these courses into academic courses to make them more popular among the students. These should be a skill based courses.

Animal House:

The Principal said that the College requires additional space to house the animals used for research. We will need at least 150 sq.ft. space for this. Ruia College has a well organized Animal House. It was suggested that we take help from Ruia College and design something accordingly.

The next meeting will be scheduled on Tuesday 29th September 2015. The meeting ended with a vote of thanks.




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**MINUTES OF THE IQAC MEETING HELD ON
29th SEPTEMBER 2015 AT 2.40 P.M. IN THE BOARD ROOM**

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. Roy Pereira, S.J. Convenor
3. Dr. (Ms.) Asha Naithani Dayama, Vice-Principal, Arts
4. Dr. Rajendra Shinde, Vice-Principal, Science
5. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
6. Dr. (Ms.) Gulshanara Shaikh, Department of Chemistry
7. Dr. (Ms.) Fleur D'Souza, Head Department of History
8. Dr. Sam Taraporevala, Head Department of Sociology
9. Ms. Periyamayagi Subramanian, Head Department of Mass Media
10. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
11. Dr. (Ms.) Jyoti Singh, Head Department of Information Technology
12. Dr. (Ms.) Dionysia Coutinho, Department of Chemistry
13. Mr. Bipin Patil
14. Ms. Shreya Mathur
15. Ms. Meeta Tarani

Fr. Conrad Pessa, S.J. the Treasurer had excused himself from the meeting.

The IQAC meeting commenced at 2.40 p.m. in the Board Room. The meeting began with a short prayer. The Minutes of the previous meeting were passed by Fr. Roy Pereira.

Amendments to the Minutes:

- a. Contact details for Outstation Students: As discussed in the last meeting it was suggested that information should be verified of the outstation students. It was also said that we should ask these students to submit a copy of their Aadhar Card and there should be a system for effective tracking of a family member or guardian of these students. There should be an emergency contact number mentioned on their ID Card.





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- b. Fr. Roy said that we need to have alumni, an industry expert and parents on our Committee. He asked the members to suggest some names. We could think of appointing parents working in the close vicinity of the College.

Action Taken Report:

1. The DBT has offered to give us a funding to organize Seminars and Workshops, therefore it was suggested that we should reinstate the idea of organizing Paradigm.
2. The Principal informed the members that Fr. Roy has been appointed as the spokesperson to address the media on issues related to the College.
3. A notice has been put up regarding the booking of MMR & SCAVI too many times. It will be curtailed in the next term. It was suggested that faculty members should be asked to write the reason for booking the MMR or SCAVI. A duplicate key should be made of all the boxes in the classrooms.
4. The Principal said that a couple of parents were called in case of students who had misplaced the I.D. cards and were found to be misused. It was suggested that we increase the amount of fees for the duplicate I.D. cards. There should be software developed where we could record the number of times a student has applied for a duplicate I.D. card and the fees could be increased each time accordingly.
5. Students get an additional marksheet every time they appear for an additional exam. Therefore it was suggested that the final marksheets should mention the number of additional marksheets a particular student has.
6. Learning for Life: The Principal said that he had met with Fr. Gordon Daniells in connection with the Learning for Life. Fr. Gordon said that he will give us ideas to implement the Learning for Life.
7. The Principal said that we are working on the animal house for the Zoology Department. There is a small room in the Zoology Department which is being looked into.
8. The Principal informed the members that there are some students on campus who are creating problem because of drug addiction. The Principal asked for IQAC's help in this matter. Students have come out with names and two students belong to the Statistics Department. 40% of the names were girls and most of the students are from the S.Y. Their hub is the YMCA hostel. Some peddlers' names have come out and we are going to ask the police to keep our College out of it. The members suggested that we should come out with some solution for getting our students out of this drug addiction. It was suggested these students should be taken to a drug rehabilitation centre where they need to be explained about the consequences of drug addiction. One of our student's father Mr. Yusuf Merchant works on Drugs Awareness. He could be asked to speak to the





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students on Drug Awareness. We could organize awareness programmes among these students. The Principal said that the problem is how to identify such students. Dr. Nandita said that it is possible during the Science Practicals where the teachers have to deal directly with the students. Fr. Roy said that we have thought about setting up an AA group for students where the parents of the alcoholic students could be invited.

9. The Principal said that the security on the campus has to be made strict. The suggestions were that every person entering the College should be made to sign in the register at the entry point and they should also mention the name and the department of the person they want to meet. We should increase the number of security people. There should be more CCTV cameras in the campus and a Committee should be formed for Security.
10. The Principal said that an external group has approached our College and they want to organize a Lito-Fest on our Campus. This contact has come through one of our SYBA student. They would like to organize this fest in February. Should we allow these kind of fests to be organized in our College? They will be asked to pay the regular rates for hiring our College premises. The Naval Band wants perform in our College on 23rd November 2015 at 4.30 p.m.
11. Dr. Indu Shahani's son is running an Indian School of Design at Lower Parel and their school has invited our staff to come and work on their design equipments. Those interested can take an advantage of this.
12. It was brought up that our question papers should be anonymous. They should not disclose the identity of the student. There should be some code on the question papers. The NAAC Committee had also brought up this issue.

Points raised:

- a. The place where the exam papers are kept should have proper security.
- b. Only authorized personnel should be allowed to enter this room
- c. Teachers and Peons should not be allowed to use cell phones in the exam room.

The Principal said that the Exam Room is going for renovation. There will be cubicle inside it where the Question Papers will be stored and the access to this room will be through Dr. Hoshang's room.

The meeting ended with a vote of thanks.

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