



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

MINUTES OF THE IQAC MEETING HELD ON 28th JUNE 2017
AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. (Ms.) Gulshan Shaikh, Convenor
3. Dr. (Fr.) Conrad Pessa, S.J., Treasurer
4. Dr. Rajendra Shinde, Vice-Principal, Science
5. Dr. (Ms.) Madhuri Raijada, Vice-Principal, Arts
6. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
7. Dr. Sam Taraporevala, Head Department of Sociology
8. Ms. Soni George, Head Department of Management Studies
9. Dr. Asha Dayama, Head, Department of Hindi
10. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
11. Mr. Marazban Kotwal, College Controller of Exams
12. Mr. Rajesh Singh, Department of Physics
13. Mr. Bipin Patil

The meeting began with a short prayer. The Minutes of the previous meeting were read and discussed. A Resolution to pass the minutes was proposed by Ms. Madhuri Raijada and seconded by Dr. (Ms.) Asha Dayama.

Department Quality Assurance Cell (DQAC):

It was stated the DQAC shall consist of one member of the Department who has to take initiative of the Quality Assurance of the Department. A Department Report has to be filled in by all the Departments for the IQAC Report. The Department Coordinator for the DQAC will have to provide evidence for all the details given in the Department Report of their Department. Hard copies of the report could be maintained in the Department and the softcopies can be sent to the IQAC Department. Departments will have to give names of the Department Coordinators who will make a template of the reports and send to the IQAC Committee, which will be finalized and sent back to the Departments.



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Recommendations of the Autonomy Extension Committee:

The following are some of the recommendation given by the Autonomy Extension Committee:

- Satellite Campus
- Seva Niketan to be fixed as Women's Hostel
- Start preparing data from 2013-2014

It was suggested that letter should be written to the Chief Minister stating that the College needs land for a Satellite Campus.

We could write to different hostels for collaboration. MOU could be signed with the Hostels that are willing to take our students.

Following are the recommendations of the NAAC Committee:

- Introduction of new Courses: Our College has already introduced new courses like B.Voc. Tourism & Software, Master in Public Policy (MPP) and XICP. Departments should be asked to identify new courses introduced in their respective departments.
- Increase collaborations
- Initiate inter-departmental linkages in teaching and research.

We can say that we our College conducted a feasibility study and therefore we have chosen not to take it up.

Conduct a survey with an integrated course study.

- Strengthen formal feedback from students for quality improvement and scientific evaluation of teaching. Prepare a questionnaire for the Third year students about the infrastructure of the College
- Choose people with good TAQs and make a Committee of such members. Streamline the documentation. TAQ should not be only for teaching but also for other activities beyond teaching.
- Career Counseling, Placement to be initialized
Individual departments should conduct Career Counseling.
We should organized a Career Fest along with Paradigm.
- Skill Development Programmes should be organized: the Department of BMM conducts Certificate Courses which are open to all students.
- Promotion of Research Projects from UGC
- Science Laboratories need to have quality equipments. Our Under Graduate Labs have been upgraded. Papers are published and numbers of Ph.D's have increased.





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- j. Strengthen Self-Financing Programmes with quality faculty
- k. Academic Audit to be done. ISO to be done

Review of Readiness for Inclusion:

It is to reach out to students. Key points are accessible study material is needed.

This year Antarchakshu's theme is 'Sensitizing towards different Disabilities'. There will be self motivation session for students with disabilities from First years. Students with Learning Disability can build up their confidence by writing their exams through computers. A 9 member joint Committee comprising of the Inclusion Committee and Enabling Committee will be looking through the recommendations. 40 students have registered so far. The venue of the exam is to be decided.

Usage of various equipments acquired through Grants and Funds :

The Chemistry Department has purchased an expensive equipment from the CE Grant. We need to know why this equipment has been purchased if it is not being used.

DISHA:

It was likely to be conducted in January 2018 and the plan was to make it a National Level Seminar. The IQAC Committee thought that is it really necessary to have to Seminar since the College is going for NAAC Evaluation very soon? We will need to prepare the application for NAAC by December 2017 and finalize it by February 2018. The departments which are not involved with NAAC can look after DISHA.

The meeting ended with a vote of thanks.

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MINUTES OF THE IQAC MEETING HELD ON 6th SEPTEMBER 2017
AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. Fr. Roy Pereira, S.J., Convenor
3. Dr. (Fr.) Conrad Pessa, S.J., Treasurer
4. Dr. Rajendra Shinde, Vice-Principal, Science
5. Dr. (Ms.) Madhuri Rajjada, Vice-Principal, Arts
6. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
7. Dr. Sam Taraporevala, Head Department of Sociology
8. Ms. S. P. Periyanyagi, Head Department of Mass Media
9. Dr. Asha Dayama, Head, Department of Hindi
10. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
11. Mr. Marazban Kotwal, College Controller of Exams
12. Mr. Bipin Patil

The meeting began with a short prayer. The Minutes of the previous meeting were read and discussed. A Resolution to pass the minutes was proposed by Ms. Madhuri Rajjada and seconded by Dr. (Ms.) Asha Dayama.

POINTS ARISING OUT OF MINUTES:

- a. The DQAC Meeting was conducted in the Seminar Room. It was decided that the departments would be provided box files, wherein the Heads of the Departments would be able to list all the required information. We could provide student volunteers from the Commerce College to help the HODs to get their things ready.
- b. Regarding the Satellite Campus the Rector said that we are looking at options. Provisional sites are one at Tara with 3 ½ acres (1st possibility) Xavier's Villa (2nd possibility) Kharghar (3rd possibility). We would approach the CIDCO with looks at the plot allotments at Navi Mumbai. The unaided courses could be started at the Satellite campus.



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- c. Seva Niketan: the Hostel Warden at Seva Niketan is ready to give us 2 floors for the Girls Hostel and one floor for Boys Hostel. 75 boys from our College Hostel can go to Seva Niketan and we can start a Girls Hostel here in our College. We could start the process and applications can be invited for the next year.
- d. The TAQs have to be standardized. We cannot point out saying that a certain teacher is not teaching well. Action could be taken on disciplinary grounds in form of memos that is only if we get a written complaint from the students. It can be done during the probation period of the teacher and the memo has to be in legal format. Only after 3 memos strict action could be taken.
- e. The Principal informed the Committee that Dr. Freddy Havaldar has been issued a letter for the harassment and it looks like the matter could go to court. Dr. Hrishikesh said that these kind of matters should not be discussed at the IQAC meeting.
- f. The Principal said that the College has sent a letter to the incharge of the Student's Welfare of the University of Mumbai regarding the constitution of the Student's Council. The Principal said that we should also have one Non-Teaching Staff as a member of the IQAC. We should look at the constitution of the IQAC.
- g. In the next IQAC Meeting we will have a session on what is IQAC and make ourselves aware of the functions of the IQAC.
- h. We should have a system in place for registering students for M.Sc. By Research. For the Ph.D. registration we might have to file an RTI.



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MINUTES OF THE IQAC MEETING HELD ON 18th JANUARY 2018
AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. Fr. Roy Pereira, S.J., Convenor
3. Dr. (Fr.) Conrad Pessa, S.J., Treasurer
4. Dr. Rajendra Shinde, Vice-Principal, Science
5. Dr. (Ms.) Madhuri Rajjada, Vice-Principal, Arts
6. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
7. Dr. Sam Taraporevala, Head Department of Sociology
8. Ms. S. P. Periyannayagi, Head Department of Mass Media
9. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
10. Mr. Marazban Kotwal, College Controller of Exams
11. Mr. Bipin Patil

The meeting began with a short prayer. The Minutes of the previous meeting were read and discussed.

POINTS ARISING OUT OF MINUTES

As per the NAAC perspective, we need to have Student Representatives and also Alumni on the IQAC. Normally students from Students Council were chosen, but since the University has asked to have elections for the Students Council we could not appoint any student representatives. We use to have separate meetings with the Alumni of the College.

Each department has been given a box file for collecting their department data. The soft copies of each departments should be in place very soon.

Re-visioning is being done regarding the Satellite Campus.

Seva Niketan: everything is in place for the Boys Hostel to be shifted and to start the Girls Hostel in our College Campus.

MSA





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- a. We need to have an administration process for the TAQs. There needs to be a discussion on how the TAQs have to be interpreted. Few years ago the Vice-Principal (Academics) used to give the TAQs personally to the teachers. Earlier the unconfirmed teachers were called and asked to improve on the areas that they were weak in. the confirmed teachers were just handed over their TAQs directly.
- b. The members were informed that Ms. Linda Dhakul, Dr. Geeta Kotian and Ms. Lydia Fernandes attended a Seminar on NAAC on 21st December 2017
- c. The Principal said that the College has sent a letter to the incharge of the Student's Welfare of the University of Mumbai regarding the constitution of the Student's Council. The Principal said that we should also have one Non-Teaching Staff as a member of the IQAC. We should look at the constitution of the IQAC.

150 years sesquicentennial celebrations:

- a. Mr. Debdutta Das has been appointed as the XDP Co-ordinator. Emails have been sent regarding the celebration. The College has a database of approx. 2000 students who have been sent emails.
- b. Dr. Sam said that our current website needs to be integrated and re-designed.
- c. Payment gateway has been made available to swipe cards. International Debit Cards cannot be swiped on this system
- d. It was suggested that we could approach an Alumni who is involved in website designing to update our College website.
- e. A company called DBD Mudra is willing to help us with the designing of the 150 years celebrations and other related things.
- f. The XDP has thought of having long term fund raising for the 150 years. If there are any suggestions please drop by the XDP Office.
- g. Endowed Chair will help to pay the salaries for the new teachers. If someone gives a donation for the Chair we will need to know the purpose for which it will be used. We have to develop a nomenclature for a common fund and decide the purpose for which it will be used.
- h. We also need to create a nomenclature for payment of teachers salaries so that we can make an appeal for that particular purpose.
- i. It was suggested that Endowed Chair should not be in the name of a particular department because all departments may not have students who can donate for an Endowed Chair.
- j. Other Jesuit Institutions across the country should be approached for the requirement of documents for the Endowed Chair, which could be used to frame guidelines for the corpus to be created.
- k. Mr. Brian Almeida is one of the industry experts who can be on the IQAC Committee.
- l. Fire drills should be conducted every 6 months in our College. Students and Laboratory attendants should be trained, Fire Extinguishers have to be in place



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- m. Self-Defense should be made compulsory for all female students. Such workshops should be conducted on days when the students can attend and are aware of such things.
- n. Students should be informed that Letters of Recommendation are not a matter of right. The money collected for the LORs will go to the SBF.

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MINUTES OF THE IQAC MEETING HELD ON 20th APRIL 2018

AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. Fr. Roy Pereira, S.J., Convenor
3. Dr. (Fr.) Conrad Pessa, S.J., Treasurer
4. Dr. Rajendra Shinde, Vice-Principal, Science
5. Dr. (Ms.) Madhuri Raijada, Vice-Principal, Arts
6. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
7. Dr. Sam Taraporevala, Head Department of Sociology
8. Ms. S. P. Periyayagi, Head Department of Mass Media
9. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
10. Mr. Marazban Kotwal, College Controller of Exams
11. Mr. Bipin Patil

The meeting began with a short prayer. The Minutes of the previous meeting were read and discussed. The minutes of the meeting were proposed by Dr. Agnelo Menezes and seconded by Dr. Sam Taraporevala.

POINTS ARISING OUT OF MINUTES

Student Representatives were required to be appointed on the IQAC. Ms. Jahnavi, the awardee of the STUDENT OF THE YEAR AWARD (SOYA) and Mr. Dominic student from the Commerce Section have been appointed as the student representatives.

Fire drills will take place in the month of July.

For the Letter of Recommendation the students will have to be charged Rs.500/- per document per course from the next academic year. The amount collected will be going to the Department Accounts instead of SBF.

The students will approach the departments for the LOR which will have to be printed on the Department Letter Heads and the payment shall be made at the Treasurer's Office. If the



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departments do not have a letter head of their own then students can be sent to the General Office with a note from the department.

- Fr. Roy informed the members about the Seminars held during the year:
- Fr. Keith D'Souza, S.J., conducted a Faculty Seminar on 12th July 2017.
- Fr. John Cyriac, S.J., conducted a Seminar for the New Teachers on
- 7th September 2017. One more Seminar for the New Teachers was conducted by
- Ms. Madhuri Raijada and Dr. Geeta Kotian.
- Mrs. Yogini Ghare was invited as a Resource Person for a Seminar organized by the Staff Council.

The TAQ Committees have completed all the TAQ's. The Unconfirmed Teachers will be given their TAQ's on 24th April 2018. It was suggested by the members that the TAQ results should be displayed on the Department Notice Boards, which the students can have an access to. It was also suggested that a separate Committee should be formed to look at the TAQ's and look at the requirements for CAS regarding TAQ. The following suggestions were made regarding the TAQ.

- If a student does not have satisfactory attendance he/she should not be allowed to fill the TAQ form.
- We have received an RTI on the outcome of a TAQ of a teacher.
- In case of an Unconfirmed Teacher if there are negative markings in the TAQ, that particular teacher should be given a chance to improve. If there is no improvement the teacher should be given a memo.
- The teacher could be given mentoring and a lecture-sit-in during the lecture.
- The TQA could be called CAQ (Course-wise Assessment Questionnaire) where the students can get a better perspective course-wise.
- TAQ's should be administered at the beginning of the lecture or in the middle of the lecture so that the students get enough time to fill in the information. There should be section of 'other comments' on the TAQ form for the students to add-on their information.
- TAQ is only a part of the Assessment. Self Evaluation, Department Evaluation and the TAQ Assessment have to come together.

Review of the IQAC Team for DQAC:

- Science Departments were covered on 18th April and Self Financing Courses were covered on 19th April 2018.
- The departments were given 22 points and for 22 files.
- The data can be stored in the form of hard copy or even as soft copy.

Departments should be given a link on the website where the departments can update their department information and they could also have their own webpage.



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- e. The departments should appoint a responsible person from their department to update their details.

The logo for the 150 years has been finalized. 29th December 2018 will be inaugural mass and 3rd January 2019 will be the inauguration ceremony.

A marketing team will be appointed for the whole fest.

Payment gateway through swipe cards is in place. Indus Ind Bank will be collecting the money through payment gateway.

On the day of Fr. Terry's farewell there will be trial round for the payment gateway or payment through swipe cards called as Fr. Terry's Fund.



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