# ST. XAVIER'S COLLEGE
## (AUTONOMOUS)
### 5, Mahapalika Marg, Mumbai - 400 001, INDIA.
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## MINUTES OF THE IQAC MEETING HELD ON 29th AUGUST 2018

## AT 3.00 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. (Fr.) Roy Pereira, S.J., Convener
3. Dr. Annapurna S., Vice-Principal, Arts
4. Dr. Hrishikesh Samant, Vice-Principal, Science
5. Dr. (Ms.) ShyamalaBodhane, Head, Department of Physics
6. Dr. Sam Taraporevala, Head Department of Sociology
7. Ms. S. P. Periyanayagi, Head Department of Mass Media
8. Mr. Marazban Kotwal, College Controller of Exams
9. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
10. Mr. Nitin Pujar, Industry Expert
11. Mr. Dominic D'souza, Student Representative

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

Dr. Menezes proposed the approval of the minutes, seconded by Dr. Shyamala Bodhane

## POINTS ARISING OUT OF MINUTES:

1. Revamping of the TAQ: Pushpa Sinkar has been asked to look into this matter on how the TAQ can be of a broader scope.
2. DQAC – Dr. Menezes has asked different HoDs where they are in the current stage of preparing their DQAC reports.

## MATTERS DISCUSSED:

1. Sesquicentennial Celebrations:

   1.1 The President has tentatively blocked a date via phone. On 28th August 2018, The Principal-in-designate Dr. Rajendra Shinde and Rector Fr. Keith D'Souza visited the President's Office to formally invite the president in person.

   1.2 The tagline for the 150 years has been finalized – Made of Xavier's. There were various discussions on the tagline such as Once a Xavierite, always a

Xavierite was a bit cliché and the tagline Made of Xavier's was disruptive so it was chosen.

1.3 Various alumni will be together and the Press release date was decided which is to be held on 3rd October 2018.

1.4 Malhar: The Faculty team of Malhar is happy with the outcome, there was a some resistance from the students but it worked well in the end.

1.5 Lingua 18: A new fest which clubs together the individual fest of languages: Hindi, English, Marathi and French. It has been decided that the Lingua Fest will be held from 25th November 2018- 1st December 2018. The student team proposed some pre-events for the fest but the staff team felt it was unrequired.

1.6 Payment Gateway: There have been a few challenges with regards to the Payment Gateway for Alumni Contributions mainly due the FCRA requirements and complications as the FCRA laws have become more stringent over the past few years.

2. University Status Discussions and other programmes:

2.1 St. Xavier's College is 4th on the RUSA list.
2.2 St. Joseph's College, Bengaluru have not yet got the University status, but they are trying to become a deemed to be university.
2.3 There have been various institutions who are facing trouble due to UGC not allowing them to open centre in another state.
2.4 Section 3 under UGC Act, 1956 denotes the Deemed to be Universities. Various research has revealed that the deemed universities prospects work differently in urban areas from distribution sector.
2.5 The State is struggling (going away) from funding education, there have been investments in excellence in urban areas.
2.6 Jurisdiction needs to be in order, it needs to be regularized, universities should come up with the backing of the State.
2.7 Currently there is no law in place which regulates or stops online programmes.
2.8 St. Xavier's will get University recognition, the real question is are we ready for it, are we prepared for the success?
2.9 A brief ppt presentation was shown on the deemed to be universities and how the education world works from the perspective of Mr. Nitin Pujar.
2.10 It was stated that Public universities are closely regulated by the State, there is more bureaucracy involved whilst private universities have more freedom and less bureaucracy. An example was given that Flame and Symbiosis Universities are more close to this than public universities.
2.11 Benefits of becoming a University:

a. There is less say of Government when an education institution becomes a university, which gives it more freedom.

b. RUSA will help giving funding from MMRD/UGC

c. If there is ample staffs then Universities can do better work for UGC.

d. Schools Centres can be morphed to initiate distance learning programmes.

e. The Quality Mechanisms will be the same, same format for NAAC and other documentation required by the State.

   Challenges:

   i. The institution will become stand-alone, non-affiliated, will face the challenge of expansion on its own.

   ii. RUSA might help with acquisition of land for the University for Expansion.

   iii. There will be pressure on teaching as the staff will be more focused on research and less on teaching.

   iv. Training will be required for staff to take on the challenge to handle becoming a university. Mostly there won't be any breathing space for the faculty.

   v. Can employees break away from universities supported by the government financially?

2.12 There was a suggestion to implement Foreign Assessment Accreditation wherein foreign assessing party can come and review. In the meeting of the Higher Education where various Jesuits got together there was a discussion to start an own accreditation agency by the Jesuits.

2.13 A case was discussed where an Alumni of IIM, Ahmedabad wanted to start an endowment of 2 million but it couldn't happen because there was no system to bring this in place.

3. Q&A:

   3.1 Will minority status exist after becoming a University? It was said that this has not been brought out as of yet.

   3.2 St. Xavier's Kolkatta, has become a state Pvt. university which has been given a land of 100 acres by the Government and Pittance cost covered for 1 crore long term lease.

   3.3 Will the right to appoint be in the hands of the University or the Government?

   3.4 Case Laws: Minority Universities cannot issue Circulars as they cannot cross legislation.

**Action taken:**

Press Conference for 150 years was held on 3rd October 2018, in the XIMR Building at 3 pm. There was huge coverage given to the Press Conference by the Media.

2. Lingua was held from 25th November – 1st December. All the language groups worked very well together.

3. If any donations come via NEFT then it is difficult to trace the donor as very few details are provided.

4. RUSA has now invited us to move forward in becoming a university. An initial grant of 5 crores has been earmarked, out of which 1.5 crores has been intended to be released.

The meeting ended with a vote of thanks to Mr. Nitin Pujar and all the members present.

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## MINUTES OF THE IQAC MEETING HELD ON 22nd JANUARY 2019
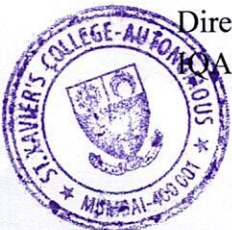
## AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr.RajendraShinde, Chairman

2. Dr. (Ms.) Nandita Mangalore, Director

3. Dr. (Fr.) Conrad Pesso, S.J., Treasurer

4. Dr. (Fr.) Keith D'Souza, S.J. Rector

5. Fr. Francis De Melo, S.J.

6. Mr. Ashish Bhasin, Industry Expert

7. Mrs. Elizabeth Mehta, Founder Muktangan (Society)

8. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts

9. Dr.HrishikeshSamant, Vice-Principal, Science

10. Ms. AlpanaPalkhiwale, Senior Teacher

11. Dr. Sam Taraporevala, Senior Teacher

12. Mr. KishuDaswani, Senior Teacher

13. Mr. MarazbanKotwal, College Controller of Exams

14. Dr. (Ms.) KarunaGokarn, Senior Teacher

15. Dr.Jehangir Mistry, Alumnus

16. Dr. (Ms.) MadhuriHambarde, Parent

The Minutes of the previous meeting were read and discussed.

As per the revised guidelines of the NAAC, we had to re-constitute the IQAC Committee. The IQAC needs to meet 4 times a year. Dr. (Ms.) Nandita Mangalore has been appointed as the new Director of the IQAC. All the members of the IQAC introduced themselves.

1. The minutes of the IQAC meeting were read out by Dr.(Fr.) Roy Pereira, S.J., former Director of the IQAC. Dr. (Fr.) Roy said that many staff members have contributed to the IQAC and he is grateful for all the opportunities and support. He further mentioned about his

other initiatives in the College. The International Programme is generating revenue for the College. XDP was re-started. With the help of the Treasurer's Office swipe machines have been working successfully. Many events are lined up under the 150 years celebrations. Lot of Alumni and the teachers helped in making the Alumni Dinner a success.

2. The IQAC body is a mandatory cell instituted by NAAC. The functions of this cell are development of quality practices, academic administration and financial activities.

3. Information on quality parameters, not only of the College but also other higher education institutions. We need to define our idea of quality. An annual quality report needs to be prepared and submitted to NAAC once a year. The teaching-learning needs to be improved.

4. We faced problems at the time of uploading the IQAC Report. There are some areas under which lot of work needs to be done. There is a need to focus on Documentation. The College could organize a workshop on documentation. Academic and Administrative Audits have to be conducted.

5. Management Information System (MIS) needs to be used. Basic need is to collect the data. This data can be linked with the College software and get an analysis done. We could start a data collection system.

6. The credits have to be systemized. The credits for all courses have to be uniform and they have to carry a uniform weightage. We need a create template for the credits and the number of hours could be fixed.

7. Our college has to get feedback forms done for the students, parents, alumni and the potential employers. The questionnaire could be divided into two parts. Students can get a feedback from the place of their internship and it could also be submitted to the Placement Cell for their record. We need to design an appropriate questionnaire, which could be outsourced.

8. Data protection is necessary. Precautions have to be taken which collecting the data. Questionnaires should be made as brief as possible. The parents could be given the questionnaire at the PTA Meeting. Around 500 people responded to the questionnaire on Vision Statement. Values like social integration, inclusion etc. could be included in the questionnaire. The members of the IQAC could give their suggestions on the questionnaire in 10 days.

9. Workshops and seminars should be organized to address the issues of the staff and to relieve their stress. Short sessions could be conducted for skill enhancement. The purpose of this is to make teaching in Xavier's a joyful experience.

10. Students could be involved into administrative work and they may find it innovative.

11. Identify the areas to be automated and involve the IT department to get it done.

12. There is a gap between the industry and the academics. There is a need for well trained man power and more inputs. It was suggested that teachers could spend atleast a week in the industries to understand their working so that this gap could be bridged. This could help in

relieving some of their stress. Some companies could be reached and even the alumni could be approached.

13. Plans for the next meeting:
    a. Workshops and Seminars for the teaching and non-teaching staff.

    b. Expansion of the MIS

    c. SWOT analysis of the College could be done

    d. Suggestions for the questionnaire. A soft copy will be sent to the IQAC members. The questionnaire has to be finalized by the 5$^{th}$ February 2019. It could be made available to the parents in the month of March.

    e. ISO Audit: this audit is very time consuming. We could think of arranging for it. A manual is to be made for the same.

    f. In the end it was mentioned that data collection is not the only thing we also need to analyze and go forward. We should think of the next step after data collection.

The meeting ended with a vote of thanks.

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