MINUTES OF THE IQAC MEETING HELD ON 28th JUNE 2019

AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Rajendra Shinde, 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. Hrishikesh Samant, Vice-Principal, Science

10. Ms. Alpana Palkhiwale, Senior Teacher

11. Dr. Sam Taraporevala, Senior Teacher

12. Mr. Marazban Kotwal, College Controller of Exams

13. Dr. (Ms.) Karuna Gokarn, Senior Teacher

14. Dr. (Ms.) Madhuri Hambarde, Parent

Dr. Jehangir Mistry and Mr. Kishu Daswani had excused themselves from the meeting. The Principal welcomed the members for the first meeting of the new academic year.

AGENDA

a. Passing the minutes of the previous meeting held on 22.01.2019 (emailed to committee)

b. Action Taken Report

c. Summary of feedback from four stakeholders (faculty, students, parents, alumni)

d. Planning for the semester June 2019 to Oct 2019

e. Any other matter

The **Minutes** of the previous meeting (22/01/2019) were read and discussed. The Minutes were proposed by Mr. Ashish Bhasin and seconded by Fr. Francis De Melo.

Action Taken Report:

a. Conduction of workshops/Seminars for Teaching and Nonteaching: Workshops and Seminars were conducted for the Teaching Staff in the months of (15/03/19 and 2/04/19) and for the Non-Teaching Staff sessions were organized on Stress Management and Team Building (14/10/18 ; 25/04/19).

b. Expansion of MIS: It was examination based. The ERP system will take care of Attendance, IQAC, Admissions. The admission process was very fast because of this system. This system will enable students to see their attendance on the College website. We are working on the IQAC and the TAQ module.

c. SWOC Analysis of the College: This analysis has been done at department level. It is now being compiled to get a report.

d. Documentation Centre: we have identified an office space for this Centre and an ex-colleague (Dr. Radiya Pacha-Gupta) has agreed to be the Documentation Officer and a clerical staff will also be made available very soon.

e. Feedback Analysis: The Department of Statistics helped in compiling the feedback forms and getting the summary for the same. Survey was conducted for the parents, teachers, students and alumni. The response from the parents has been good. 97% of the students have said that they would recommend Xavier's to outsiders. They have also said that the washrooms and the water facility have improved and cleanliness is good. Parents' responses to the academic, cultural and social involvement programs was very positive but they felt the washrooms needed attention

Updates:

a. ISO: we have to get our documentation ready for the NAAC Committee at the moment, therefore we are not thinking about ISO right now. We would look into it in a few months time to atleast get our documentation streamlined.

b. Mr. Bhasin suggested that the maintenance of washrooms, water facility and cleanliness could be partnered with Corporates. Companies like DELL or Intel could be partners for computers on the campus.

c. The Research Journal 'XPLORE' published by the College for the Arts and Science Departments has recently been recognized by the UGC as Quality Journal.

d. The Principal informed all that in the month of February an Academic Audit of our College was conducted, wherein 3 experts from other Colleges were invited for the Audit. They suggested that we need to exploit our legacy to the fullest. Each department of our College made a presentation of their best practices.

e. We have to focus on Teaching-learning, online courses, extension activities and research. Student progression has to be maintained. Advanced learners and slow learners have to be addressed. Departments should focus on their strengths. HODs have been asked to highlight on their Department Alumni. Collaborations have to be made.

Planning for the next Academic Year:

a. Administrative Audit is to be conducted.

b. Seminars and workshops have to be organized for the departments. A Seminar for the New Teachers will be conducted.

c. We are looking at a possibility of merging the Xavier Institute of Education with St. Xavier's College.

d. There is a need to hold at least two Seminars or Workshops per Semester for the Faculty, which will help them with the documentation.

e. Our College is looking forward to holding an international seminar sometime in February. We can make use of the funds from RUSA for this Seminar.

   Dr. Vasudha Kamat could be invited as a Resource Person.

f. Speakers have to be chosen for the Seminar if we are clear about the objective and the topic of the Seminar.

g. Diverse speakers should be invited for sharing their expertise. Instead of Competency Based it could be called as 'Relevance Based Education in the future'. We have to look at the problems faced by students in the rural areas. The target audience has to be decided. We can start it as an awareness programme, making higher education socially and professionally relevant.

h. We can take views from different kinds of Thinkers, Alumni, and Industrialists. Experts from among our own faculty and students could be chosen.

Introduction of New Courses in the current academic year.

The new courses introduced have to be approved and passed by the IQAC. These courses are passed by the Board of Studies, Academic Board, Governing Body of the College and the CDC. The University of Mumbai has also approved these new courses. It has to be minuted in the IQAC meeting.

New Courses introduced by the P.G. Departments are M.Sc. Physics, M.Sc. Big Data Science (in collaboration with TCS), M.A. in Life Span Counseling, P.G. Diploma in Expressive Art Therapy, P.G. Diploma in Bioinformatics and certificate course in Philosophy. The Xavier
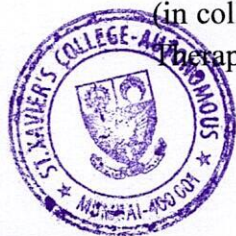
Institute of Communications was merged with St. Xavier's College and their courses will now be affiliated to St. Xavier's College.

XIC would like to introduce Masters in Mass Media and Masters in Advertising and PR.

It was suggested that if we develop courses which can suit the corporate sectors it will also help us with funding. Such courses could be run on weekends.

Online courses can be introduced like Scientific Communication Skills. Students could do these courses online and their grades can be added to their marksheets.

'Massive Online Open Courses (MOOCS)' are available for which government funding is available.

Policy Documents:

About 100 Policy Documents / Standard Operating Procedures will have to be completed by the end of the Academic Year. It was suggested that Retired Faculty Members could be approached for help in preparing these documents.

The meeting ended with a vote of thanks.

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

MINUTES OF THE IQAC MEETING HELD ON

16th OCTOBER 2019, AT 2.00 P.M. IN THE BOARD ROOM

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. Mrs. Elizabeth Mehta, Founder Muktangan (Society)

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

7. Ms. Alpana Palkhiwale, Senior Teacher

8. Dr. Sam Taraporevala, Senior Teacher

9. Mr. Kishu Daswani, Senior teacher

10. Dr. (Ms.) Karuna Gokarn, Senior Teacher

11. Dr. (Ms.) Madhuri Hambarde, Parent

Mr. Ashish Bhasin, Dr. Jehangir Mistry, Dr. Hrishikesh Samant, Mr. Marazban Kotwal and Dr.(Fr.) Conrad Pesso, S.J. had excused themselves from the meeting. The Principal welcomed the members for meeting.

Agenda

1.   Introduction of student member

2.   Passing the minutes of the previous meeting

3.   Action taken report

4.   Updates

5.   Planning for the semester Nov 2019 to April 2020 (college calendar; event)

6.   Any other matter

Requirement of Assistance in multiple areas of College

Ø Website Manager

Ø Coordinator of International Programmes

Ø Documentation centre and Officer

Dr. Sam retiring

1. Mr. Ayush Khanna, TYBMS, the General Secretary of the Student's Council (2018-19) is the student member on the IQAC.

2. The Minutes of the previous meeting were discussed and the motion to approve it proposed by Fr. Francis De Melo, S.J. and seconded by Dr.(Ms.) Annapurna.

3. **Action Taken Report** of meeting held on 28.06.2019:

3.1 3rd July - A Workshop cum Seminar was held on for documentation.
   a. Clarification was provided for queries that were raised regarding documentation, tentative Academic Calendar for 2019-20 and Teaching Plan Forms.
   b. 4th July 2019 - Seminar on Inclusion was conducted by Neha from XRCVC for the Science faculty
   c. 5th Jul - A workshop on 'Mentoring' was held for the Arts Faculty by Fr. Francis De Melo, S.J. of the Wellness Centre. The workshop for the Science Faculty was not conducted, but handouts were given to them.
   d. 10th July 2019 – Young Teacher's seminar Paper setting – Expectations & Outcomes by Mr. Marazaban Kotwal and Dr. Ashma Agarwal
   e. Workshop on writing of PSOs was planned but not held. It was suggested that Perhaps it could be scheduled for the even semester.

3.2 Several Audits were to be carried out. (Environmental, Electrical, Financial, Academic, Administrative) Of these, some Have been initiated - rest are pending

3.3 DISHA : There will be a MOOC workshop during DISHA. An editorial board involving specialists in the field of education has been set up to vet the papers submitted for the conference

3.4 Feedback on courses/curriculum: The questionnaire had to be finalized.

3.5 Policy documents : Though several have been created, it is still a work in progress.

3.6 Website revamp: The departments have been currently engaged in creating their web pages. The work of collecting data for the website was going on. Dr. Gulshan Shaikh

and Dr. Agnelo Menezes have kindly consented to scrutinize the contents of departmental web pages and approve them for uploading on the website by Ms. Khyati.

3.7   A seminar for gender sensitization was to be conducted. It has been deferred to Feb/April

4.0 Plans, Updates, Suggestions:

1.   Seminars and Conferences

i. DISHA Conference:

a. Speaker list: To be finalized

b. Schedule: Finalized

c. Paper selection team: Savita Ladage, Shahna Murthy, Geeta Shetty,

d. Conference proceedings' Editorial team: Hrishikesh Samanth, Pratiba Naithani, Pearl Pastakia

ii) Seminar on Gender Sensitization for the Non-teaching staff. Red Dot has signed an MOU with us for conducting training programmes for the teaching and non-teaching staff. We will hold a workshop in March-April

2.   A teaching plan template was to be provided to teachers for the even semester.

Teaching plan discussion:

Ms. Liz suggested that the outcome is important

3.   Feedback:

Students course feedback: An online student feedback form will be generated and administered for all courses of the odd semester and even semester. The department of Statistics will conduct the analysis and share the details with the departments concerned and the management. Fr. Francis suggested that the course outcome be clear and then feedback based on this be obtained. The course content should reflect the vision and mission of the institute. Ms . Liz also suggested that attention be paid to outcomes of courses

Feedback from employers – All students going for internships – need to create a form and get the feedback from the 'In-Charge' for the internship. Yet to be done.

4.   The TAQ form has been put online for the students to fill. This exercise has worked out very well, with the TAQ being successfully administered online for every teacher

in the Odd semester. The results are available with the principal for the faculty to peruse.

5. College Website : by Mar 2020. Each department has been given a webpage to be created and maintained by the department. Dr. Agnel (Arts) and Dr. Gulshan(Science) to be approached to check the contents on the department web pages. A Web Manager will be required to scrutinize other items on the website. (VP) Junior College details/notices should not feature on the website.

6. Creation of online courses: For online courses 625 students had registered for SWAYAM. It was decided that a special certificate of merit would be given to students who complete six courses and appear for the online assessment of the same. Such Certification credits are considered for higher studies. Possible collaboration of our college with COURSERA/ XIC . They have their own courses.

7. Policy documents : A detailed list of the policy documents required, needs to be created. Policies for Admission, research and administration were being drafted.

8. New Academic programs to be launched in June 2020 : It was suggested that preparations be made for the launch of new programs such as -
   a.   MA in Conservation of Arts, MA in Economics.
   b.   Certificate course in Sanskrit & Certificate course in Yoga

9. Audits to be carried out – Environment, Structural, Financial, Administrative etc.

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MINUTES OF THE IQAC MEETING HELD ON 17th February, 2020

AT 2.00 PM IN THE BOARD ROOM

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. Ms. Ruhi Jain, General Secretary, Student Council

Agenda

a. Introduction of Dr. Geeta Ibrahim as an alumna and Ms. Ruhi Jain as a student member
b. Approval and Passing of the Minutes of meeting held on 1.10.2019
c. ATR for 16.02.2019 and Updates
d. Plans
e. Any other matter

The Principal welcomed the members for meeting.Mr. Ashish Bhasin, Mrs. Liz Mehta, Dr. Ms. Madhuri Hambarde, Dr. Agnelo Menezes and Dr. (Fr.) Conrad Pesso, S.J. had excused themselves from the meeting. Dr. Nandita then proceeded to announce a few changes in the committee.

a. Dr. Jehangir Mistry who is an alumnus, was included as a sr. teacher (earlier he was in the category of alumnus) as XIC is part of SXC, in place of Dr. SamTaraporevala who had retired in Dec 2019

b. Dr. Geeta Ibrahim, principal-Nirmalaniketan college of Home science had been invited to be a part of the IQAC as an alumna and educationist from a nearby college.

c. A new student member Ms. Ruhi Jain - the general secretary of the newly constituted student council, was introduced to the committee.

The minutes of the previous meeting (16.10.2019) had been circulated by email. Following a quick recap of the key points of the previous meeting, the minutes were approved. The passing of the minutes was proposed by Fr. Francis De Melo, S.J. and seconded by Dr. (Ms.) Karuna.

Action Taken Report for IQAC meeting held on 16.10.2019

The steps taken for each of the plans was shared with the committee

1. Online courses:
   a. Students have been asked to sign up for 'Swayam', however, it does not have a quality mechanism filter.
   b. DISHA has a session on introduction to online course creation
   c. Inflibnet and XIC could help us to design online courses. It was suggested that XIC could hold a workshop for the staff in the month of April on Online Courses and a checklist could be made of what is required to be done for these courses.
   d. Corsera had agreed to offer online courses at Xavier's. There is a need to identify what we require.

2. DISHA Conference:
   a. Speaker list: Was Still to be finalized
   b. Schedule Finalized - 4 types of sessions: Speakers, Paper presentation, Workshops and Panel discussion
   c. Paper selection team: Savita Ladage, Sahana Murthy, Geeta Shetty,
   d. Conference proceedings' Editorial team: Hrishikesh Samanth, Pratiba Naithani,

3. A **teaching plan** template (even semester) was provided to teachers for the semester ahead.

4. Feedback:
   a. Students course feedback: An online student feedback form had been administered for all courses of the odd semester. The department of Statistics had offered to conduct the analysis and share the details with the departments concerned and the management. Even semester feedback were scheduled between Feb 21-March 10, 2020.
   b. Feedback from employers – It was suggested that to get a feedback from employers, we create a form that all students going for internships would have to get filled – and get the feedback from the 'In-Charge' for the internship. Yet to be done.
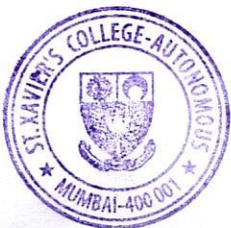
5. The **TAQ** form had been put online for the students to fill. This exercise worked out very well, with the TAQ being successfully administered online for every teacher in the Odd semester. The results were available with the principal for the faculty to peruse.

6. **Website** update: Dr. Nandita felt that the new website might be ready by June 2020. She mentioned that each department had been assigned a webpage which they were expected to create and update. Dr. Agnel (Arts) and Dr. Gulshan (Science) would check the contents on the department web pages.

7. **Seminar on Gender Sensitization for the Non-teaching staff**.

   a. Red Dot had signed an MOU with the college to conduct training programmes for the teaching and non-teaching staff.

   b. A seminar was held for the non-teaching staff of the college on Gender sensitization on 7th Feb 2020. It was conducted by Ms. Renuka Mukadam (Symbiosis) in Marathi

8. **Audits** :

   Status of Audits on campus, 14th Feb, 2020

   a. Structural audit: the preliminary report of the audit, conducted by "Vakil, Mehta and ShethConsultants" wassubmitted on 1st Nov 2019, and the final audit was expected by the end of February, 2020.

   b. Environmental Audit: The environmental audit of the campus was conducted by students. The following areas were covered: waste, energy, greenery, sanitation and water. Changes were made wherever possible based on their recommendations. An external agency will now be conducting a professional environmental audit.

   c. Financial Audit: The internal audit was been completed on 25th Jan 2020. The Statutory financial audit for the accounting year ending 31 Mar 2019 was completed in Sept 2019, and the returns duly filed. The audit for the current year ending 31st Mar 2020 was expected to begin shortly.

   d. Electrical Audit: The audit is being conducted by "Friend's Electricals". It began in December 2019 and the final report will be submitted by the end of February 2020.

   e. Fire Audit: The fire audit will commence as soon as we present our floor plans to the Fire Dept. The revised floor plans are currently in preparation.

   f. Administrative Audit: Dr. Ordetta Mendonca and Dr. Jeevan Kumar conducted an administrative audit on Jan 24 and 25, 2020.

9. Policy documents: Dr. Nandita explained that several policy documents were required for the accreditation and these were in the process of being prepared. Dr. Ordetta had shared a list of the policy documents required.

10. Student council: The students' council elections at the University of Mumbai have been postponed. College has appointed a team to act as student council for the current semester/till the University declares the date of the election. Ruhi Jain – the current general secretary, would be representing the students at the IQAC meeting.

KNew Academic programs to be launched in June 2020 : In the last meeting, it was suggested that preparations be made for the launch of new programs. The following programs were suggested by faculty and approved for launch by the IQAC at the 16.10.2019 meeting. The syllabi for these programs are due to be presented at their respective boards of study:

a. MA in Conservation of Arts
b. MA in Economics.
c. Certificate course in Sanskrit
d. Certificate course in Yoga

PLANS, Updates and Discussions:

1. Seminars:
   It was proposed that we:

   a. Conduct a seminar to address topics such as time management, coping with stress, etc. (this was input from faculty), bonding amongst the staff etc. Khandala18-20, Feb 2020
   b. It was suggested that we plan pre conference seminars using international faculty who would be arriving a day earlier for DISHA
   c. Plan a seminar on online course formulation
      i. A template could be designed for the creation of online courses with the help of Dr. Mistry, who could hold a workshop for college teachers introducing them to online teaching. Or we could approach start ups to train the teachers that are interested in creation of online courses.
      ii. Mr. Daswani suggested creating Distance Learning Programmes (online courses) as it would reach a larger target group and help raise funds for the college
      iii. SCS could go online one semester at least curated by Marazban, where students from other colleges may be permitted to enroll participate. This would give the college a monetary advantage.
      iv. It was suggested that we could look at need based courses and short term courses. Ms. Ruhi offered to get feedback from the students on Swayam
      v. It was felt that a Committee including a student representative needs to be appointed to study the feasibility of these courses. Dr. Mistry to head the committee.
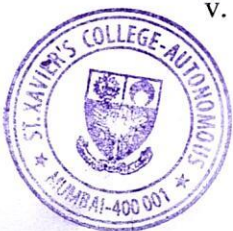
It was also suggested by Fr. Francis that a team of content writers, organizers, technologically empowered people would need to come together if the college chose to get into online teaching in a significant way.

2. Dr. Nandita stated that we would have to administer the course feedback to students for the even semester and analyze the results.

3. Encouragement of Non Teaching Staff: Various measures to show our appreciation and to encourage the non teaching staff were mentioned. These included:
   a. Holding a bonding session for the non teaching staff in the form of a picnic.
   b. Creating a notice board with a Wall/Hall of Fame section to showcase the achievements of
   c. the non teaching staff was brought up
   d. Instituting an award with a small monetary benefit/ name highlighted in a notice and a certificate for
      i. The most efficient worker as rated by the HODs, with input from the faculty. It was, however, pointed out that to put this into practice we would first have to have a very objective method to analyze the staff.
      ii. Staff who had acquired additional qualifications such as a degree/diploma while they were working with us need to be applauded and mentioned.
      iii. The teaching and non-teaching staff who have completed 25 years of service.

4. Introduction of new programs in the academic year 2020-2021.
   a. MA in Conservation of Arts
   b. MA in Economics.
   c. Certificate course in Sanskrit
   d. Certificate course in Yoga
   e. M.A. in Philosophy – with exit points that allow a diploma to be awarded (with DIRS/Heras)
   f. Diploma in Travel & Tourism
   g. Diploma in Landscape Designing and Gardening by the Department of Botany
   h. Certificate course in IPR (Prof. Kishu would help in syllabus design) and Entrepreneurship – Dept. of Microbiology
   i. Masters in Media (XIC)
   j. Diploma in Event Management (XIC)

5. Preparation for NAAC:
   a. Hold workshops to train staff in specific aspects of documentation. (BOS/Committee meetings)
   b. Create forms for as many activities as possible, so that the reporting format remains unchanged.
   c. Compile the 5-year data for NAAC SSR– teams have been created to do this

6. Website: Dr. Nandita pointed out that the college management would have to create a website management policy. It was suggested that a control panel be formed with a web Master- preferably someone external, with a clear hierarchy created for the website management. She also stated that the Junior college details would have to be moved from the website with immediate effect.

7. Digitization: It was mentioned that the digitization of key activities is in process.
All key activities [ERP/MS]: admission, attendance, marks, usage of library etc. would need to be digitized and the identity cards of staff and students would need to be redesigned to include a barcode that could be read at the various facilities such as library etc.

8. Employment of more staff:
Dr. Nandita brought up the issue raised by the peer team during the Academic audit of inadequate number of teaching staff and the overload of administrative work faced by them. She also drew the attention of the committee to the number of faculty that were due to retire over the next three years. She said that the college management needed to look for ways to finance the following if we hoped to become a University in the decade ahead:

a. Employ more staff to do the administrative work.
b. Build a team around the doc centre to ultimately take over all documentation and report writing on campus.
c. Fill all vacancies in the teaching faculty
d. Get a projection of the number of vacancies that are going to arise every year from 2020 June onwards and devise a strategy to get good teachers to fill the posts.

9. Feedback from employers
Prof. Daswani pointed out that in order to consider student internship as a work experience and to make the feedback valid, an MOU would need to be signed between the college and the parties concerned. He offered to help us draft a simple MOU.

Student Voice – Ruhi Jain

a. TAQ:

i. Ms. Jain mentioned that the students felt no action was taken after they had filled out the TAQ. Dr. Shinde, Dr. Mistry and Fr. Francis helped explain the process and the action taken for faculty with poor TAQs.

ii. It was also felt that the college needed to address the problem areas in TAQs. An option was to re-introduce the additional comments sheet with a pre amble that clearly stated No personal comment on the teacher. Also, it was suggested that the steps taken after the TAQ was submitted might be mentioned.
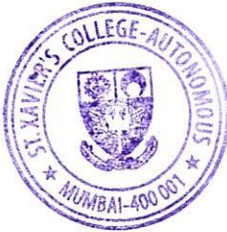
b. Communication and Feedback:

    i.   Ruhi offered to obtain a feedback from the students who had signed up for online courses with Swayam

    ii.   Ruhi suggested that a positivity portal be started where students could post positive experiences/suggestions for their peers. This porta would be moderated by the student council

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MINUTES OF THE IQAC MEETING HELD ON 14th MAY 2020
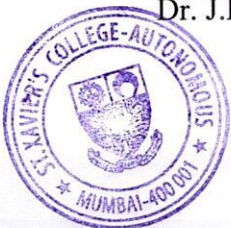
AT 11.45 A.M - ZOOM

The members present were:

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Ms.) Nandita Mangalore, Director
3. Dr. (Fr.) Keith D'Souza, S.J. Rector
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10. Ms. Alpana Palkhiwale, 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 Muktangan (Society)

Ms. Ruhi Jain did not attend the meeting.

The meeting of the IQAC was held on 14th May 2020 using the Zoom Platform. It commenced at 11.45 a.m. The meeting began with a short prayer.

Agenda :

1) Passing the minutes of the previous meeting held on 17.02.2020
2) Action taken report for meeting held on17.02.2020
3) Updates and Review
4) Plans and Suggestions for the year ahead
5) Any other matter

1. The **minutes** of the last meeting held on 17th February 2020, were read and passed. A resolution to pass the minutes was proposed by Fr. Francis D'mello, S.J. and seconded by Dr. J.B. Mistry.

2. **Action Taken Report for meeting held on17.02.2020**

2.1 <u>Seminars/Workshops:</u>

a. Khandala Seminar at Kune Mission:

The Staff Seminar from February 18th evening to 20th evening was held at the Loyola Social Welfare Centre, Kune [between Khandala and Lonavala]. Sixty five staff members attended. The Theme of the seminar was "Aspects of Development: institutional, communitarian and personal'' .The Goals of the seminar were twofold: to have a training program for the college staff on different aspects of development, and to have an extra-mural opportunity to bond together as an educational community.

b. Pre conference (DISHA) workshop : 70 staff attended

A pre conference workshop was conducted by Prof. Bart McGettrick for about 70 faculties on 11th march from 9.00am to 12.30pm. The theme of the workshop was "Global perspectives on Values Education in Higher Educational Institutions"

c. DISHA: International conference on Evolving Trends in Higher Education

The conference was held on 12th and 13th March 2020 amidst lot of uncertainty due to the threat of the Covid 19 outbreak. Several changes had to be made at the eleventh hour due to the non arrival of key speakers from within and outside the country. However, team DISHA pulled it off without any serious setbacks. They need to be applauded for a job superlatively done. In particular two of our international speakers spoke very highly of the quality of talks, and precision of organization that they had observed.

d. Online courses:

   i. An online diploma course on Applied Philosophy and Professional Ethics started on 2 May 2020

   ii. An online course on Python in collaboration with the Xavier's Engineering College was started from 10th May 2020. It is a 10 weeks course.

   iii. During the lockdown, till 12th May 2020, a total of 7 webinars on topics such as Transition to online teaching, Creative Thinking for Educators, Covid19, Fear of Fight?' question and answer session, Microsoft Teams App Training, Virus Vaccine & We, COVID-19: PAN(ACA) DEMIC -A multi-disciplinary approach to the coronavirus and Mind Maps - A Creative Tool for Teaching, Learning and Beyond to name a few were conducted by the IQAC in collaboration with various institutes/departments/resource persons for the capacity building and development of in-house faculty .

   iv. This method was also used by IQAC to facilitate faculty training for NAAC during the time of the lockdown in Mumbai. Between 2^{4th} March 2020 and 11th May 2020 more than 20 faculty have received

      training in various aspects of NAAC accreditation via online programs run by IQAC clusters

    v. Several faculty (**18**) were also invited by other institutes/departments as resource persons to conduct online sessions during this time.

2.2 Student Council: Survey

a. The student council with input from Ms. Ruhi Jain created and administered a form for the student response to **Swayam**, an existing provider of online courses. The analysis of the result revealed that:

    i. 32 students out of around 600 who signed up for swayam , completed the questionnaire

    ii. 59% of the students (who filled the questionnaire) have registered for one/more online courses with Swayam/Coursera/Udemcy/My captain after joining SXC

    iii. 78% felt their course was good – excellent

    iv. > 81-90% felt that the course was conducted reasonably well and the objectives were met

    v. 52% said they were able to manage the course with college work, but 13% found it very difficult to balance both

b. In order to determine the kinds of **online courses** that students would be interested in, the student council headed by Ruhi, conducted a survey to which 217 students responded. Of them, 95% stated that they would be interested in online courses that were conducted by SXC.

    i. The most in-demand' courses were computer programming/language; psychology; economics; Language/creative writing/humanities; Anthropolgy/Sociology/History followed by

    ii. Finance management, Life Sc., Management skills, Statistics

2.3 The course feedback from students for the even semester was successfully completed and the analyzed results have been submitted to the IQAC by the Head, Dept. of Statistics. They have been shared with the individual departments for discussion in their Boards of Study.

2.4   <u>Encouragement of Teaching/Non Teaching Staff</u>:

The following measures to show our appreciation and to encourage the non teaching staff were approved:

a. Holding a bonding session for the non teaching staff in the form of a picnic was scheduled for March-April 2020 but could not be held due to the lockdown.

b. Creating a notice board with a Wall/Hall of Fame section to showcase the achievements of the non teaching staff was brought up

c. Instituting an award with a small monetary benefit/ name highlighted in a notice and a certificate for:

- Staff who had acquired additional qualifications such as a degree/diploma while they were working with us need to be applauded and mentioned.
- The teaching and non-teaching staff who have completed 25 years of service.

2.5   The <u>new programs</u> that were ready to begin in the academic year 2020-2021 are listed below. However, not all will be introduced in the academic year 2020-2021.

a. MA in Conservation of Arts – Commencement from the next academic year

b. MA in Economics- Commencement from the next academic year

c. Certificate course in Sanskrit and Yoga

   The Sanskrit and Yoga Course will commence when the College re-opens if there is adequate enrollment. This course will not be started online as there are physical exercises to be taught and that is best demonstrated on campus.

d. M.A. in Philosophy (with DIRS/Heras) – with exit points that allow a diploma to be awarded, to commence in the next academic year

e. Diploma in Travel & Tourism – To be ratified in the Academic council meeting on 22nd May 2020 for commencement from the next academic year

f. Certificate course in Plantsmanship with basic garden hardscaping materials and tools (Botany dept) - To be ratified in the Academic council meeting on 22nd May 2020 for commencement from 2020-21

g. Certificate course in IPR and Entrepreneurship by the Dept. of Microbiology - Course idea approved, probable commencement from 2021-22

h. Diploma in Event Planning and Experiential Marketing by XIC - To be ratified in the Academic council meeting on 22nd May 2020 for commencement from 2020-21

i. Diploma in Inter-Religious Traditions (DIRS)- commencement 2020-21

j. The following courses were begun in May 2020

- Certificate course in Basics of Python (Maths dept) commenced on 10th May 2020
- An online diploma course on Applied Philosophy and Ethics started on 2 May 2020.
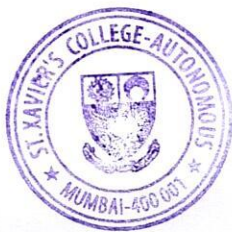
2.6 Preparation for NAAC

    i.   Poor progress in the work due to the lockdown as most faculty who are working on this, have data in college/need to approach people in college for the data.

    ii.   No additional in-house training for NAAC could be conducted, however 20 faculties successfully completed online training conducted by various institutes on matters related to NAAC and several more are expected to receive training in the near future.

2.7 Website construction work and Digitization work is ongoing. The governing body to provide website management policy and hierarchy

2.8 Employment of more staff – Governing body to work on a plan. A ball park figure is about 30% of faculty will be unconfirmed/temporary by June 2023.

2.9 TAQ: Should the following be added to the TAQ form?

    i.   a comments sheet

    ii.   a preamble that clearly stated 'No personal comment on the teacher' be added to the sheet

    iii.   an outline of the steps taken after the TAQ is submitted
It was suggested that we introduce an online system, where the comments made by the students will be sent directly to the teacher as an email.

3. Updates and Review

    i.   Website: There is a need for a website management committee and a policy to be created on website management (for eg. generally accepted principles for a website, a code of conduct required, persons who are authorized to post notices, monitoring data uploaded by department data- Dr Aggie for Arts and BMM BMS and Dr Gulshan for Science and IT
Does the Mumbai University have a code of conduct for their website- Department page editing not directly to be done by HOD maybe a committee who reports to the Principal)

    ii.   The Third Year exams are awaited. The First and Second Year students will be moved up to the next year. Total marks allotted will be based on: 50% of First Semester marks and 50% of internal assessment marks of the Second Semester. The TY Exams and Post-graduate exams are likely to be conducted in the month of July and the classes are expected to commence from 1st August 2020. The classes for the First Year students are expected to commence in September 2020. Clarifications from the University of Mumbai are awaited.

4. Plans and Suggestions:

i.   The Vice-Principals to finalize the Admission criteria.

ii.   Time-table for the regular and online classes to be created after assessing the present situation.

iii. A decision has to be taken regarding conducting the Practicals.

iv.   Platforms to be used for conducting the online lectures to be finalized.(It was suggested that Google Classroom and Zoom platforms were good options).

v.   Prof. Marazban Kotwal and Prof. Conrad Cabral to be asked to design a workshop for conduction of online classes to train the faculty for online teaching and learning

vi.   Training programme to be conducted for the non-teaching staff.

vii. There was a concern regarding the admissions, as a lot of good students from out-station used to apply, but may not now because of the current situation. Uncertainty about the number of applications and the quality of students that we will get this year due to social distancing.

viii. XIC has received 73% of applications for admissions from outside Mumbai.

ix.   The Principal further stated that we have been getting enquiries from the US regarding admissions and people are asking about transfer of credits. But we are unable to commit anything to them right now.

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