



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

**MINUTES OF THE IQAC MEETING HELD ON 25<sup>TH</sup> AUGUST 2020.**

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. Dr. (Ms.) Madhuri Hambarde, Parent
14. Ms. Elizabeth Mehta – Founder Muktangan (Society)
15. Ms. Ruhi Jain (student representative)

**Agenda :**

- 1) Passing the minutes of the previous meeting held on 14.05.2020
- 2) Action taken report of the meeting held on 14.05.2020
- 3) Updates and Review of the year 2019-2020
- 4) Sharing the analysis of feedback from students (general and on course content), parents of students, and alumni
- 5) Planning for the semester ahead
- 6) Any other matter



*Rajendra Shinde*



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The meeting of the IQAC was held on 25<sup>th</sup> August 2020. It commenced at 2.30p.m. on the Zoom Platform. The meeting began with a short prayer.

The minutes of the last meeting held on 14<sup>th</sup> May 2020, were read and passed. A resolution to pass the minutes was proposed by Fr. Francis D'mello, S.J., and seconded by Mr. Ashish Bhasin.

• **Action Taken Report:**

- a) Admission criteria finalization: Our College followed the University recommendations of 50 marks of the earlier semester and 50% of the total marks of the internal assessment of the previous semester. Admissions have been done on that basis even for the 2<sup>nd</sup> year P.G. 100% of the students have been admitted in all the categories.
- b) For the self-financing course BMS & BAMCJ, there was a video proctored entrance exam, which worked out very well. Admission interviews were conducted for students of BA & B.Sc on Zoom with break out rooms. It was successful. Feedback can be taken from students.
- c) Time-table for online courses: The online classes have started for the students with a 50 minutes lecture and a 10-minute break between each lecture. Conducting practicals was hugely challenging. Virtual labs have been created and practical sessions are being conducted. For online classes, platforms like Zoom and Google Meet are being used. Our College has obtained a Zoom license for which the College had to pay 50% of the charges for the license.
- d) Seminars and Workshops: 5 Webinars were held for the Non-Teaching Staff in collaboration with the Life Science Department. Some of the department faculty were resource persons and some experts were also engaged for the Webinars. The sessions were on Nutrition and Health and Yoga and coping with the COVID situations.



*Ashish*



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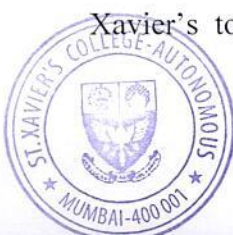
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- **Updates and Reviews:**

- a) Analysis of feedback from students (general and on course content), parents of students, and alumni:

Self-Analysis was conducted where students participated in every single course. Over 600 courses were needed to be analyzed. Some courses were left out, they will be covered in the current academic year. The details have been sent to the Heads of the Departments, which they will discuss with their department. Feedback on general facilities on the campus was conducted. Last year the TY and SY students were approached. This year FY & SY students were approached for this feedback. Feedback from parents and alumni was also taken. All the questionnaires were designed and a complete analysis was done by the Department of Statistics.

- b) Course-wise feedbacks for Arts, Science & Self-Financing Courses in the Odd Semester and Even Semester were conducted. Due to technical issues, some students were not able to submit their responses.
- c) Students feedback: 1336 students responded to this feedback and the analysis was done for Arts & Science students. About 80% of students have rated as excellent, 70% of students found the Special Courses relevant. About 86% of students were happy to come to College. 77% were happy about computer facilities. 98% were happy about the library facilities and 94% would recommend Xavier's to others. 51% feel that Xavier's provides multiple opportunities. It was suggested that this question needs to be reworded. SY & TY students should be asked for their feedback.
- d) Areas that need improvement: washrooms, canteen, drinking water facility, and network connectivity.
- e) Parents' feedback: 545 parents have responded. 97% would like to recommend Xavier's to others.
- f) Alumni feedback: 679 alumni have responded. According to the Alumni, Xavier's has high academic standards. 97% ranked Xavier's as good and would recommend Xavier's to others. Suggestions were there should be interactions to get industry



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exposure. In the next year, we will need to see what needs to be improved and we could design the questionnaire to focus only on this area.

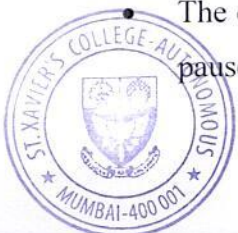
- For NAAC the documentation has started. Teaching plans were submitted by the Departments. The process of creating these plans have been set in place.
- IQAC reports are ready. They will be uploaded on the website in a couple of days.

### **Plans for the Semester:**

- Seminars & Workshops: Dr. Karuna Gokarn will look into the completion and submission of AQAR for 2018-2019 & 2019-2020. Compilation and submission of NAAC reports (2015-2020). These documents will be finalized by Friday this week. Once the AQARs are uploaded then we will be able to complete the NAAC report.
- Prof. Kevin D'Cruz is looking into the department websites and he is creating this website in parallel. Ms. Khyati has already formatted some Department webpages and is in the process is progressing well.
- Planning of CIAs and End Semester Exams:
  - The first CIA for SY and TY will be from 2<sup>nd</sup> September. A tentative centralized schedule has been planned. For the End Semester Examinations, we are looking at different options. Additional exams have been planned for FY & SY students.
- The University of Mumbai Circular mentions 7<sup>th</sup> August as the starting of the College. We will go on 1<sup>st</sup> August as the starting date.
- Admissions for P.G. Part-I: We are waiting for Lennox and Prof. Conrad to upload the link for admissions. The data is to be added to the system for the new P.G. courses for starting the online link. The M.Sc. students will begin their lectures sometime at the end of September. We will have to plan to organize the M.Sc. Semester.

### **Any Other Matter:**

- Suggestions for focussing on quality parameters in the year ahead.
- The definition of values is changing. It is not going to be the same as usual. It is like a pause. The world will have to re-look at itself. Things will have to be changed.



*Alinda*



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Xavier's will have to take a lead. We will have to be more digital. Education will have to move on to the changing world. Some brainstorming will have to be done. We have to change for the better. Students should be taught to convey their emotions through digital space.

- Future of Xavier's in the next 5 years: given the sudden drastic changes in the situation we will have to look into this.
- Revamping of Autonomy has to be done.
- TAQs will be conducted online even this year. It will have to be changed a little since online lectures are going on.

The Principal thanked all the members for their presence at the meeting. The meeting ended with a vote of thanks to the chair.



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**MINUTES OF THE IQAC MEETING HELD ON 28<sup>TH</sup> NOVEMBER 2020.**

**Meeting Purpose: IQAC**

A meeting of IQAC was held on the Zoom platform on 28<sup>th</sup> November 2020 from 3.00 – 4.00 pm on the Zoom Platform.

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. Mr. Ashish Bhasin Industry
6. Dr. Jehangir Mistry, Alumnus
7. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from neighboring College
8. Mr. Kishu Daswani, Senior Teacher
9. Dr. Hrishikesh Samant, Vice-Principal, Science
10. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
11. Ms. Alpana Palkhiwale, Senior Teacher
12. Mr. Marazban Kotwal, College Controller of Exams
13. Dr. (Ms.) Karuna Gokarn, Senior Teacher
14. Dr. (Ms.) Madhuri Hambarde, Parent
15. Ms. Elizabeth Mehta – Founder Muktangan (Society)

**Member not in attendance**

Ms. Ruhi Jain (student representative)



*Shinde*



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## Agenda

### **Passing the minutes of the previous meeting held on 25.08.2020**

- 1) Action taken report of the meeting held on 25.08.2020
- 2) Plans for the year ahead
- 3) Updates and review
- 4) Any other matter

### **Approval of minutes:**

The minutes of the last meeting held on 25<sup>th</sup> August 2020, were read, and passed. A resolution to pass the minutes was proposed by Dr. Karuna Gokarn and seconded by Mr. Ashish Bhasin.

### **Action Taken Report for the meeting held on 25<sup>th</sup> August 2020:**

#### **NAAC Related:**

- AQAR 2018-2019 uploaded
- AQAR 2019-2020 being processed
- The website work for all departments is moving ahead smoothly

**Examinations 2019-2020:** Done and results were declared - end October 2020.

**PG Admissions:** Completed in October and lectures began from the first week of November 2020.

**New Teachers' Webinar:** The new teachers' webinar on "The Values and Ethos of SXC" was held on 29<sup>th</sup> October 2020. Resource person: Dr. Fr. Keith D'Souza S.J. Thirty-four new teachers participated in the webinar which was well appreciated.

**Odd Semester Examinations:** Were held as per the college calendar. PG-1 Calendar 1st Nov to 6<sup>th</sup> March

**Even Semester:** As per the college calendar. PG-1 from 8<sup>th</sup> March 2021



*Ashish Bhasin*



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### Future Plans

#### **New Course**

- The Diploma Course in IPR would be presented at the next Academic Council Meeting. for the academic year – 2021-2022.

#### **Workshops/Webinar/Seminar**

- **For the Teaching staff**

1. Gender sensitization workshop for all – 1<sup>st</sup> Dec 2020 Resource Person – Advocate Shilpa Bhatia-Thakkar
2. Assessment of Teaching-Learning workshop to explain its importance especially for all – 2<sup>nd</sup> Dec 2020. Resource Person – Dr. Jehangir B. Mistry
3. Training sessions (voluntary) for effective use of Turnitin as an anti-plagiarism tool and Microsoft Teams as LMS
4. Workshop for budget-making basics for the new Courses and Events.
5. Workshop on code of conduct – staff and students
6. The new norm in labs and classrooms post-CoVID pandemic
7. FDP on Research Methodology for Science, Arts, and Humanities. PG students also could join. Funding agency
8. Fire-Drill (after college reopens)
9. Review of autonomy (post-NAAC)

- **For the Non-teaching Staff**

1. The new norm in labs and classrooms post-CoVID pandemic
2. Use of computers (email, word, excel) (after college reopens)
3. Gender sensitization webinar for non-teaching staff
4. Workshop on code of conduct

**Submission of Institutional Information for Quality Assessment (IIQA) and Self-study report (SSR)**



*Shinde*





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### Updates

#### **Teacher Assessment Questionnaire**

- The revised TAQ for online teaching-learning assessment and would be administered in Dec 2020-Jan 2021.

#### **AQAR Format:**

- The AQAR from 2020-21, new format on similar lines of SSR. All assessment data to be submitted every year.
- RUSA has provided a software package that can have standard data so that it could be used for every other format.
- An excel sheet has been shared with the departments to fill in the data of events and programmes conducted in the departments.

#### **Honours Program:**

- Online Honours program activities began at the end of October 2020, filled an online consent form with selected activities. The registration and the activity fees to be collected once the college reopens.

#### **Academic Council meeting**

- Academic Council meeting held on 21<sup>st</sup> November 2020 ratified the syllabus of a certificate course on Start-up and Entrepreneurship. The 4-month course would begin from Feb 2021.

#### **Library Digitization**

- College Library has started digitization. Also, to be done for the Blatter Herbarium and the Heras Institute. A big scanner has been bought sponsored by TATA. Specimens could be put up on the server available to the world.

#### **Online Fee payment**

- About 80-85% fee collection was done through the online mode in 2020-2021. The process of automation would take some time for collaborating with banks and the auditors.



*Alind*



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## Review

### Revamping of Autonomy

- ✓ Know-how of implementation of National Education Policy
- ✓ Choice-based credit system

### National Education Policy

- Experts of NEP would be guiding autonomous colleges to implement NEP. Dr. Vasudha Kamat for Mumbai Colleges.
- The B.Ed. college would be amalgamated with our College since standalone. The Trust could be separate. The school could adopt the Junior College.

Future of Xavier's in the next 5 years and strategies for focussing on quality parameters in the year ahead.

Value Education Programme: Giving voice to values, Learning for Life Programme: Personality Development, Public Speaking, Self-Defence, Photography, Calligraphy, etc.

Unaided BAF or equivalent course in Commerce Section would be started from the academic year 2021-2022 or 2022-2023. Additional divisions for BMS and BAMCJ would be started from the academic year 2021-2022.

The Principal thanked all the members for their presence at the meeting. Special gratitude to Dr. Nandita Mangalore for all her efforts. The term of the IQAC members would end officially.

The meeting ended with a vote of thanks to the chair.



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**MINUTES OF THE IQAC MEETING HELD ON 30 MARCH 2021.**

**Meeting Purpose: IQAC**

A meeting of IQAC was held on the Zoom platform on 30 March 2021 from 3.00 – 4.15 pm on the Zoom Platform.

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. Mr. Ashish Bhasin Industry
6. Dr. Jehangir Mistry, Alumnus
7. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
8. Mr. Kishu Daswani, Senior Teacher
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15. Ms. Elizabeth Mehta – Founder Mukhtangan (Society)
16. Ms. Ruhi Jain (student representative)

**Agenda:**

- Passing the minutes of the second meeting of 2020-21 held on 28.11.2020.
- Action taken report for meeting held on 28.11.2020.
- Future Plans
- Updates
- Review COs and PSOs and Resolution for SXC Add-on credits
- Other matters

*Shinde*





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### **Approval of minutes**

The minutes of the last meeting held on 25<sup>th</sup> August 2020, were read and passed. A resolution to pass the minutes was proposed by Mr. Ashish Bhasin and seconded by \_\_\_\_\_

### **Action Taken Report for the meeting held on 28<sup>th</sup> November 2020**

#### **NAAC related:**

- AQAR 2019-2020 will be uploaded
- SSR is in process
- The website work for all departments almost done

#### **Examinations 2020-2021:**

- Odd Semester Examinations: ESE theory and Practicals were conducted as per the college calendar
- Odd Semester PG-1: ESE PR and Theory were conducted from 25<sup>th</sup> Feb - 6<sup>th</sup> March 2021
- Even Semester
- UG and PG-2 commenced on 4<sup>th</sup> Jan 2021
- PG-1 commenced from 8<sup>th</sup> March 2021
- Gradeazy was used for CIAs by some departments

#### **Teacher Assessment Questionnaire**

- TAQ was administered in December for UGs, the analysis is being taken care of by the TAQ committee.
- TAQs for PGs restarted.

#### **Workshops/Webinar/Seminar - For the Teaching staff**

1. Gender sensitization workshop for all faculty was held on 1<sup>st</sup> Dec 2020. The resource person was Advocate Shilpa Bhatia-Thakkar



*Shilpa*



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2. Assessment of Teaching-Learning workshop to explain its importance for faculty was held on – 2<sup>nd</sup> Dec 2020. The resource person was Dr. Jehangir B. Mistry
3. Training session (voluntary) for effective use of Turnitin as an anti-plagiarism tool was held on 10 Feb 2021. New accounts were generated for some new faculty. The software would be shared by sister colleges.
4. Faculty Development Program on Reigniting the Research-Spark: Exploring new methodologies and perspectives was conducted from the 15<sup>th</sup> to 20<sup>th</sup> March 2021, under the aegis of RUSA. This FDP has been envisioned to expose faculty, research scholars, and postgraduate students to various aspects of research.

## Future Plans

### **Even Semester Examinations – As per the college calendar**

- PG1 ESE Practicals and Theory - June 2021

### **Workshops/Webinar/Seminar**

1. Workshop on SWOC Analysis on 1 April 2021 (Dr. Aamir Shaikh)
2. Workshop on Career Advancement Scheme 5 April 2021
3. PTM – 5-15 April 2021
4. Workshop on Crafting Course **Outcomes will be held in May 2021**

### **Submission of SSR - May-June 2021**

## Updates

### **IQAC Members**

To continue till the Self Study Report is submitted

### **Academic Council meeting**

- Academic Council meeting will be held on 15<sup>th</sup> April 2021 for the ratification of syllabi. The Diploma in IPR from the Department of Microbiology is the only new course.





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- The certificate course on Start-up and Entrepreneurship launched by the Department of Microbiology did not take off. Half-day talks were organized to promote it but in vain. The course will again be floated in June 2021.

## Honours Program:

- All departments have conducted an online Honours program and most departments and have completed the activities. The registration and the activity fees will be collected now through an online portal.

## DBT Grants:

- Star Status conferred to the Department of Statistics – about Rs. 17 Lakhs received
- Builder grant of Rs. Two Crores Twelve Lakhs received
- Star grant extension is sought up to March 2022 due to the pandemic disruption.
- Proposal for India@75 sent to DBT

## Course Feedback Questionnaire

- Was redesigned and administered for UG and PG students in January 2021.
- Employer/Principal Investigator/ Internship In-charge Feedback Questionnaire
- Was designed and is being administered from February 2021. The response is slow.
- SOPs are being collected from various committees

## Review

- Course Outcomes and Program Specific Outcomes – xaviers.edu website
- Resolution for approval of add-on credits was passed. Proposed by Dr. Mangalore and seconded by Dr. Samant.

## RESOLUTION FOR APPROVAL OF ADD-ON CREDITS

“The IQAC, St. Xavier's College (Autonomous), Mumbai hereby approves the Add-on Credits to be implemented from the academic year 2021-22”, at the meeting held on 30th March 2021 online conducted on Zoom Platform for St Xavier's College, Mumbai.

Details:

Add-on credits – 2 credits over 3 years (UG) or 2 credits over 2 years (PG)



*Alind*



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SXC Add-on Credit-1: for Internship/Work experience or Fieldwork

The Internship/Work experience or Fieldwork should be completed within any two consecutive semesters for the student to be eligible for one add-on credit and fulfil the following:

- The work must be approved by the relevant Department/s (which should be over and above the syllabus and not a part of the syllabus)
- The minimum tenure must be of 60 hours over at least ten days.

SXC Add-on Credit-2: for Swayam/NPTEL Courses

The student must complete the following number of credits in Swayam/NPTEL courses (disciplinary/interdisciplinary) to be eligible for one add-on credit:

- 6 credits (or equivalent) across 3 years (Semester 1-6) – UG


**OR**

- 4 credits (or equivalent) across 2 years (Semester 1-4) – PG

**Next meeting in May 2021**

The meeting ended with a vote of thanks to the chair.



  
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**MINUTES OF THE IQAC MEETING HELD ON 21 MAY 2021**

**Meeting Purpose: IQAC**

The third meeting of IQAC was held on the Zoom platform on 30 March 2021 from 3.00 – 4.15 pm on the Zoom Platform.

The members present were:

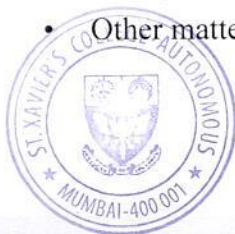
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10. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
11. Ms. Alpana Palkhiwale, Senior Teacher
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13. Dr. (Ms.) Karuna Gokarn, Senior Teacher
14. Dr. (Ms.) Madhuri Hambarde, Parent
15. Ms. Elizabeth Mehta – Founder Mukhtangan (Society)

**Member not in attendance**

1. Ms. Ruhi Jain (student representative)

**Agenda**

- **Passing the minutes of the second meeting of 2020-21 held on 30.03.2021.**
- Action taken report for meeting held on 30.03.2021.
- Plans for the future
- Updates & Review
- Other matters







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### **Approval of minutes**

The minutes of the last meeting held on 30.03.2021, were read, and passed. A resolution to pass the minutes was proposed by Dr. Karuna Gokarn and seconded by Mr. Ashish Bhasin.

### **Action Taken Report for the meeting held on 30.03.2021**

#### **NAAC related:**

- IIQA and SSR is in process

#### **Examinations 2020-2021:**

- UG and PG-2 examinations completed as per the college calendar
- Additional examinations are going-on
- Gradeazy was used for all assessments by some departments

#### **Teacher Assessment Questionnaire and Course Feedback**

- The analysis of the odd semester TAQ is being done by the TAQ committee and have been sent to the respective teachers. The analysis of the course feedback will be done shortly and shared.
- TAQ for even semester is being administered.
- Course feedback will be taken shortly.

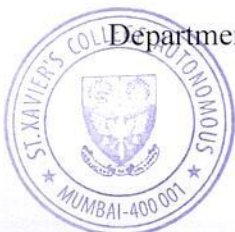
#### **Workshops/Webinar/Seminar**

##### **For the Teaching staff**

- An online HRD Workshop titled 'Academic and Institutional Capability Building at St. Xavier's College: Looking Back to Look Ahead - SWOC Analysis 2021' on 1<sup>st</sup> & 30<sup>th</sup> April 2021.
- A virtual HRD workshop titled 'CAS Rules' was jointly organized by IQACs of SXC, Mumbai & R. Ruia College, Mumbai on 10<sup>th</sup> April 2021.

#### **Parent – Teacher Meetings**

Department-wise completed between 5-15 April 2021





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### Plans for the future

#### **College reopening 2021-2022**

- 14<sup>th</sup> June 2021
- Online teaching to begin from 16<sup>th</sup> June for the odd Semester
- Proposal to change the examination weightage - CIA 50M and ESE-50M (Case studies as CIA)

#### **Even Semester Examinations – As per the college calendar**

- PG1 ESE Practical and Theory - June 2021

#### **Online ceremonies/orientations**

- Graduation Day 3 & 10 July 2021
- Orientation for incoming FY and PG 1 students – July 2021 hopefully

#### **Workshops/Webinar/Seminar (Faculty)**

- Workshop Understanding SXC, Mumbai Vision/Mission (to ensure that it extends to all aspects of student engagement in SXC ) will be held on 15<sup>th</sup> June 2021.
- A virtual workshop on Planning Budgets for courses and events for faculty will be organized on 7<sup>th</sup> July 2021.
- Two-days workshop on Crafting Course Outcomes will be held in July 2021 (PO- PSO-CO mapping and calculating attainment of course outcomes, content and evaluation)

#### **Workshops/Webinar/Seminar (Non-teaching staff)**

- Capacity building workshop for upgradation of a skill will be held in July 2021. A feedback from HoDs and other in-charge is underway to understand the skills required and plan the theme of the workshops accordingly.

#### **Submission of SSR**

- June-July 2021

#### **First IQAC meeting for the academic year 2021-2022**

End June or 10<sup>th</sup> July 2021



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### Updates/Review

#### **Academic Council meeting**

- Academic Council meeting - 17<sup>th</sup> April 2021 the following syllabi were ratified.

Sr. No	New Courses	Department
1	Diploma in comparative and applied ethics	DIRS
2	PG Diploma in IPR	Microbiology
3	Applied component 5 <sup>th</sup> Semester	Statistics
4	Applied component 6 <sup>th</sup> Semester	Mathematics

**College Calendar 2021-22** – was discussed

**Review of Syllabi** – is being administered – TY and PG-2 students

**AQAR 2020-21** – Data collection is in process

#### **IQAC Members**

To be changed for the academic year 2021-2022

The Principal thanked the members. Most probably this is the last meeting with the present team members.

The meeting ended with a vote of thanks to the chair.



**PRINCIPAL**  
St. Xavier's College  
(Autonomous)  
Mumbai-400 001.