



ST. XAVIER'S COLLEGE

(AUTONOMOUS)

5, Mahapalika Marg, Mumbai - 400 001,
INDIA.

☎ 2262 0661/65

Minutes of the first IQAC meeting held on 31st August 2021

Meeting Purpose: IQAC

A meeting of IQAC was held on the Zoom platform on 31st August 2021 from 3.00 – 4.15 pm on the Zoom Platform.

Attendees

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. Dr. (Fr.) Conrad Pessa. S.J. Vice-Principal, Commerce
5. Fr. Francis De Melo, S.J.
6. Mr. Ashish Bhasin Industry
7. Dr. Jehangir Mistry, Alumnus
8. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
9. Mr. Kishu Daswani, Senior Teacher
10. Dr. Hrishikesh Samant, Vice-Principal, Science
11. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
12. Ms. Alpana Palkhiwale, Senior Teacher
13. Mr. Marazban Kotwal, College Controller of Exams
14. Dr. (Ms.) Karuna Gokarn, Senior Teacher
15. Dr. (Ms.) Madhuri Hambarde, Parent
16. Ms. Elizabeth Mehta – Founder Mukhtangan (Society)
17. Abin Benny (student representative)

Member not in attendance

None

Agenda

- Passing the minutes of the second meeting of 2020-21 held on 21.05.2021.
- Passing of the Report for the Academic Year 2020-2021
- Action Taken Report
- Plans for 2021-2022
- Updates & Review
- Any other matter

Approval of minutes of 21st May 2021

The minutes of the last meeting held on 21st May 2021, were read, and passed, proposed by Mr. Ashish Bhasin and seconded by Fr. Francis De Melo, S.J.

Passing of the Report for 2020-2021

The Report for 2020-2021 was read and passed, proposed by Mr. Kishu Daswani, and seconded by Mr. Ashish Bhasin.



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Action Taken Report for the meeting held on 21st May 2021

NAAC related:

- IIQA was accepted
- SSR would be submitted in a day or two. The Executive summary was read and passed, proposed by Fr. Francis De Melo, S.J., and seconded by Dr. J. B. Mistry.
- The Principal said that we put on record our heartfelt thanks to Dr. Nandita, Director of the IQAC, and the members who spearheaded the NAAC work. The College Management thanked the entire team.

Even Semester Examinations 2020-21

- PG1 ESE Practical and Theory - June 2021

Odd Semester 2021-22

- Examination weightage was changed CIA from 40 M to 50M and ESE- from 60M to 50M. Case studies to be included for assessment
- CIA I For SY, TY, and PG 2 was held in the last week of July 2021

June 2021	
14.06.2021	College reopened - online
15.06.2021	Higher Education Vision Retreat and Workshop for Faculty
02.07.2021	Workshop for Non-teaching staff - Tobacco awareness during corona times
July 2021	
03.07.2021/10.07.2021/ 17.07.2021	Department-wise graduation function for UG
August 2021	
03.08.2021	Commemoration 75th Year of India's Independence Azadi Ka Amrut Mahotsav Webinar on "Peaceful Applications of Radiation Technology in Agriculture & Food Preservation" Jointly Organised by Bhabha Atomic Research Centre (BARC), Mumbai & St. Xavier's College (Autonomous), Mumbai (Sponsored by Department of Atomic Energy (DAE), Government of India
04.08.2021	An online workshop for non-teaching staff Subject: Use of Word, follow-up through the month IQAC and Dept. of Statistics under DBT Star status
06.08.2021	A Faculty Workshop on "Planning a Budget"



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14.08.2021	SXC and SXIE Jointly Organized 2 nd Webinar Series on Transformational Education in the Ignatian Quincentenary - New teacher's compulsory webinar Meaning and Relevance of the "Cannonball Moment"- A symbolic immersion
24.08.2021/28.08.2021	Department-wise graduation function for PG (UG-PG)

Plans from September onwards

September 2021	
03.09 to 09.09.2021	CIA for FY, CIA II SY, TY
17.09.2021	CAS workshop (tentative)
18.09.2021	SXC and SXIE Jointly Organized 2 nd Webinar Series On Transformational Education in the Ignatian Quincentenary - New teacher's compulsory webinar towards inner maturation: Discernment and Decision making
23.09.2021	Commemoration 75th Year of India's Independence Azadi Ka Amrut Mahotsav Science Setu talk in collaboration with The Department of Biotechnology and National Institute of Immunology (NII), New Delhi.
	DVV in process
October 2021	
To be scheduled	IQAC faculty seminar (crafting –PSOs-COs mapping with the vision/mission) 1.00 – 5.00 pm
07.10.2021	Academic Council (mid-term)
27.10.2021	IQAC 2021-22 (2 nd meeting) New members
13.10.- 26.10.2021	End Semester Examinations
28.10.2021	Diwali Vacation starts
November 2021	
20.11.2021	Placement cell code of conduct workshop for students
24.11.2021	SXC and SXIE Jointly Organized 2 nd Webinar Series On Transformational Education in the Ignatian Quincentenary - New teacher's compulsory webinar Designing learning experiences through the Ignatian Pedagogical Paradigm
December 2021	
03.12.2021	SXC and SXIE Jointly Organized 2 nd Webinar Series On Transformational Education in the Ignatian Quincentenary - New teacher's compulsory webinar The transformative teaching-learning process



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18.12.2021	SXC and SXIE Jointly Organized 2 nd Webinar Series On Transformational Education in the Ignatian Quincentenary - New teacher's compulsory webinar Ignatian Pedagogy for Social Justice and Inclusion
January 2022	
08.01.2022	Workshop on Choice-based credit system recommended by UGC to adopt it.
22.01.2022	SXC and SXIE Jointly Organized 2 nd Webinar Series On Transformational Education in the Ignatian Quincentenary - New teacher's compulsory webinar Evaluating Reflective Technology
February 2022	
28.02.2022	Science Day celebration

Updates

- **New Courses** that took off in 2021-22
 1. Diploma in Comparative and Applied Ethics - DIRS
 2. The applied component in Statistics
 3. The applied component in Mathematics
- **Review of Syllabi** –Collected from most departments to help in syllabi revision
- **AQAR 2020-21** – Data collection is in process. We have a new documentation officer for the documentation center
- **IQAC Members**
New members for the academic year 2021-2022

Review

- **Teacher Assessment Questionnaire**
TAQ and Course feedback for even the semester could not be administered successfully due to technical glitches, lack of data, and non-compliance from students. Was discussed

Next meeting with the new committee

The meeting ended with a vote of thanks to all the members of the IQAC Committee for supporting us throughout their tenure.



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Zoom meeting Attendance 08/31/2021 02:49:54 PM 08/31/2021 04:27:50 PM vp.academics@xaviers.edu		
Name (Original Name)	User Email	Total Duration (Minutes)
Karuna Gokarn	vp.academics@xaviers.edu	98
Dr Geeta Ibrahim		96
Jangoo Mistry		94
Grizel Menezes		92
Abin Benny	abin200195.2@gmail.com	90
Nandita Mangalore (Nandita Mangalore GB and CDC)		89
Alpana Palkhiwale	alpana.palkhiwale@xaviers.edu	89
Rajendra Shinde	rajendra.shinde@xaviers.edu	90
Francis de Melo	demelofrancis@gmail.com	89
Kishu Daswani	kishu.daswani@xaviers.edu	89
Annapurna Shankarnarayanan	annapurna.s@xaviers.edu	74
Elizabeth's iPhone		71
Keith D'Souza		88
Fr. Conrad Pessa		87
Ashish's iPhone 11 pro max		43
Marazban Kotwal	marazban.kotwal@xaviers.edu	82



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Minutes of the first IQAC meeting held on 17th September 2021

Meeting Purpose: IQAC

The IQAC is an important body of the College which plans for the year ahead, implementing and monitoring the same for the benefit of the College.

A meeting of IQAC was held on the Zoom platform on 17 September 2021 from 3.00 – 6.00 pm.

Attendees

The members of the New Committee present were:

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Ms.) Karuna Gokarn, Director
3. Dr. (Fr.) Keith D'Souza, S.J. Rector
4. Dr. (Fr.) Conrad Pessa. S.J. Treasurer
5. Dr. Hrishikesh Samant, Vice-Principal, Science
6. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
7. Dr. Sangeeta Shetty, College Controller of Exams
8. Dr. Aldon Fernandes Industry
9. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
10. Dr. (Ms.) Nandita Mangalore Senior Teacher
11. Dr. Jotiram Gaikwad, Associate Professor
12. Ms. Alpana Palkhiwale, Associate Professor
13. Dr. Priya Sundarrajan, Associate Professor
14. Ms. Norine D'Souza, Assistant Professor
15. Dr. Binoj Kutty, Assistant Professor
16. Dr. Neelam Shetty, Assistant Professor
17. Ms. Piyali Unnikrishnan, Associate Professor, and Parent
18. Mr. Valentine Borges –Muktangan Society
19. Abin Benny Student representative

Member not in attendance

1. Mr. Achyut Joshi, Administrator

Agenda

- Welcoming the new IQAC team members from 2021-22 onwards
- Passing the minutes of the first meeting of 2021-22 held on 31.08.2021.
- Update on AQAR 2020-21
- Finalizing templates for syllabi, CBCS, and mentor-mentee reports.
- Deciding on the administration of course feedback and online teaching-learning feedback
- Revamping the xaviers.edu website
- Any other matter

The Principal welcomed the new team members of the IQAC



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Approval of minutes held on 31.08.2021

A resolution to pass the minutes of the meeting was proposed by Dr. Karuna Gokarn and seconded by Dr. S. Annapurna and Ms. Alpana Palkhiwale

Action Taken Report of the meeting held on 31.08.2021

1. 4th Cycle - NAAC

- DVV queries were satisfactorily uploaded in September 2021
- Mock Peer team Visit was held on 20-21 December 2021
- NAAC PTV was on 19-20 January 2022
- Score GPA: 3.25/A
- An appeal for A⁺ was submitted
- A revised score is awaited

2. Preparations for the next Cycle have started

AQAR 2020-21 data have been received and are now being verified by the criteria in-charge and a team of 2 or more members.

Criterion No.	Criterion Title	In-charge
1	Curricular Aspects	Binoj
2	Teaching-Learning and Evaluation	Norine
3	Research, Innovations, and Extension	Priya
4	Infrastructure and Learning Resources	Jotiram
5	Student Support and Progression	Neelam
6	Governance, Leadership and Management	Piyali
7	Institutional Values and Best Practices	Alpana

Overall, in-charge: Karuna

Consultant: Nandita

Documentation officer: Parag

Syllabus format:

- The syllabus format and the preamble reviewed and verified at our last meeting are shared with the departments. Syllabus copies of the said format are awaited.
- Workshop to understand CBCS is pending - Generic Electives and Core Subject Electives.

Mentor-Mentee report format and workshops:

- A format for recording mentor-mentee reports was shared with the faculty of Arts & Science, for easy collation.
- Students were allotted by the office in charge of the UG classes to each permanent faculty for mentoring. Two-hour per week of mentoring is recommended.



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- A two-hour mentoring session on “Helping to Fly: Easy, Effective Mentoring” was held on 11th Feb 2022 by Fr. Francis de Mello. SJ for helping faculty with ideas for mentoring other than subjects taught and career guidance.
- Four two-hour sessions every Wednesday in January and February 2022 were conducted by Fr. Gordon Danielle's SJ on Teaching Value Education to facilitate mentoring of students by our faculty.

Online teaching-learning feedback (TAQs) and Course Feedback:

- The TAQs and course feedback for the Odd Semester was taken by the respective teachers in the class itself.

Teaching Plan:

- The teaching lesson plan for the Even Semester (15 weeks) as decided was submitted week-wise without dates so that it is ready well in advance.

Problem Areas observed during the 4th cycle of SSR preparation:

- To overcome some of the documentation problems, teachers have been asked to submit their Remedial Teaching reports to IQAC.
- A format for recording mentor-mentee reports was shared with the faculty of Arts & Science, to facilitate the collation process.
- Two credit Honours Certificate Course per department is being recommended. These will be passed through department BoS and then approved by the Academic Council.
- Efforts are being made to improve consultancy documentation and Student Progression. The Librarian has been asked to design an E-content making certificate course with the help of faculty members from the BMM and Science departments who have experience in developing such courses.
- The management is putting in efforts to connect with our alumni and revive the alumni association.

Updates:

23.09.2021	Commemoration - 75th Year of India's Independence Azadi Ka Amrit Mahotsav. National Institute of Immunology, New Delhi & SXCM organized a Science Setu talk on Development of Immunological Memory: Lessons from Multi-Omics
04.10.-09.10.2021	CIA-FY 25M extrapolated to 50M
07.10.2021	Academic Council (mid-term) <ul style="list-style-type: none">• Cross faculty courses and Scientific Communication courses for a few ratified by the BoS at their inception were approved by the Academic Council.• Modification of syllabi was approved for some courses• No new courses were presented



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	<ul style="list-style-type: none">Two Resolutions were passed through circulation.<ol style="list-style-type: none">The first resolution was to increase the seats for MSc Big Data Analytics from 30 to 40 seats.A resolution for second divisions for BMS and BA (MCJ) Courses, was passed through email circulation.
12.10.- 27.10.2021	End Semester Examinations for SY/TY/PG and ESE practical for FYs
27.10.2021	The first workshop on St. Xavier's College: The Journey Ahead." Crafting A Pragmatic, Strategic Plan, 2021 - 2025" was held to brainstorm strategic planning for the next five years and was well attended by our faculty.
28.10.2021	Diwali Vacations
18.11.2021	The college reopened after the Diwali break in an OFFLINE MODE for faculty and Hybrid mode for students
20.11.- 27.11.2021	End Semester Examinations for FYs and PG – 1 were from 20/11-27/11/21 The Second Semester for FYs began on 29th November 2021
17.12.2021	A second workshop to concretize the points from the first meeting of St. Xavier's College: The Journey Ahead." Crafting A Pragmatic, Strategic Plan, 2021 - 2025" was held that was attended by the management, alumni, and IQAC members.
14-08-2021 to 22.01.2022	SXC and SXIE Jointly Organized 2nd Webinar Series On Transformational Education in the Ignatian Quincentenary - New teacher's compulsory webinar was held.

- The Strategic Planning for the next five years was uploaded on the website in January 2022. This was the outcome of the deliberations from two large group meetings and then two meetings at the management level.
- Common Programme Outcomes, one for UG and one for PG courses will be uploaded on our website after the final score of the NAAC 4th cycle is released.
- Designing the website is put on hold temporarily.
- We will wait for the implementation of the National Education Policy before starting the Honours Programme for BA and BSc.

The meeting ended with a vote of thanks to all the members of the IQAC Committee.




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Zoom meeting 09/17/2021 02:50:16 PM 09/17/2021 05:31:40 PM vp.academics@xaviers.edu		
Name (Original Name)	User Email	Total Duration (Minutes)
Karuna Gokarn	vp.academics@xaviers.edu	162
Rajendra Shinde	rajendra.shinde@xaviers.edu	142
Abin Benny	abin200195.2@gmail.com	160
Neelam Shetty	neelam.shetty@xaviers.edu	158
Grizel Menezes		157
Priya Sundarajan	priyasun1969@gmail.com	157
Norine		156
Jotiram Gaikwad	jotiram.gaikwad@xaviers.edu	118
Hrishikesh Samant	hrishikesh.samant@xaviers.edu	155
Annapurna Shankarnarayanan	annapurna.s@xaviers.edu	153
Keith D'Souza		152
Piyali Unnikrishnan	piyali.unnikrishnan@xaviers.edu	153
Alpana Palkhiwale	alpana.palkhiwale@xaviers.edu	152
Binoj Kutty	binoj.kutty@xaviers.edu	149
Geeta Ibrahim		147
Fr. Pessô		143
aldon.fernandes		141
Val Muktangan Education Trust	val@muktanganedu.org	94
Sangeeta Shetty	sangeeta.shetty@xaviers.edu	136
Nandita		122
Rajendra Shinde		13



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Minutes of the IQAC meeting held on 19th March 2022

A meeting of IQAC was held in the MMR on 19th March 2022 from 2.00 – 5.00 pm.

Attendees

The members of the New Committee present were:

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Ms.) Karuna Gokarn, Director
3. Dr. (Fr.) Keith D'Souza, S.J. Rector
4. Dr. Hrishikesh Samant, Vice-Principal, Science
5. Dr. Sangeeta Shetty, College Controller of Exams
6. Dr. (Ms.) Nandita Mangalore Senior Teacher
7. Dr. Jotiram Gaikwad, Assistant Professor
8. Ms. Alpana Palkhiwale, Associate Professor
9. Dr. Priya Sundarrajan, Associate Professor
10. Ms. Norine D'Souza, Assistant Professor
11. Dr. Binoj Kutty, Assistant Professor
12. Ms. Piyali Unnikrishnan, Associate Professor, and Parent
13. Mr. Abin Benny Student representative

Member not in attendance

2. Dr. (Fr.) Conrad Pessa. S.J. Treasurer
3. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
4. Dr. Aldon Fernandes Industry
5. Mr. Valentine Borges –Muktangan Society
6. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
7. Dr. Neelam Shetty, Assistant Professor
8. Mr. Achyut Joshi, Administrator

Agenda

- Passing the minutes of the meeting held on 17.09.2021.
- Action taken report for meeting held on 17.09.2021
- Presentation of AQAR 2020-2021
- Updates
- Any other matter

The meeting began with a short prayer. The Principal welcomed new HoDs and IQAC team members for the first offline meeting in the MMR after two years.

- The Principal, Dr. Rajendra Shinde, and Dr. Nandita Mangalore would visit Bangalore for an appeal for an A⁺ grade in the 4th cycle of NAAC.
- Preparation for the next cycle is the way forward for a good score.
- The Principal handed over a document on the functions of the IQAC to all the members and thanked Dr. Nandita Mangalore for all her efforts and support as the IQAC Director for the fourth cycle.



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Approval of minutes held on 17.09.2021

- A resolution to pass the minutes of the meeting was proposed by Dr. Karuna Gokarn and seconded by Dr. Nandita Mangalore.

Action Taken Report of the meeting held on 19.03.2022

- Science Day celebration was held on 28th February 2022. Dr. Garima was the chief guest.
- CAS workshop for Professor's post was discussed on 2nd March 2022
- Team Building session was conducted on 11th March 2022, by Fr. Gordon Daniells, S.J. for the Non-Teaching Staff, wherein twenty-three staff members participated.
- The Academic Council meeting was held on 12th March 2022.
 - Revised syllabi were approved & 2 credit certificate courses (HCP) were approved
 - New programmes – B.Com - Bachelors in Accounting and Finance (2022-23)
 - Certificate course in French (2022-23)
 - Certificate course/Diploma in Global Leadership (2022-23)
- Code of Conduct: What's Special About Xavier's Teacher - New Teacher's Workshop was held on 17th and 25th March 2022 by Fr. Francis deMelo, S.J. There were fourteen new teacher participants

Updates:

- Mentees were allotted to each mentor. However, the student response was poor. The IQAC team will prepare guidelines for the mentorship programme.
- The syllabi need formatting – a requirement of an assistant.
- TAQ and course feedback for the Odd and Even Semesters were taken by respective teachers. The TAQ administration will be streamlined in the next academic year, wherein the students will get their hall tickets after filling out the TAQ form.
- Teaching/Lesson Plan - Week-wise for 15 weeks was asked for the even semester.
- AQAR 2020-21 will be uploaded soon after discussing the filled criteria at this meeting.

AQAR 2020-2021:

The AQAR was shared, discussed, and passed by all the IQAC members.

Criterion 1:

- There are fifty-two programmes in all, and BVoc has been discontinued.
- Suggestions were given to change the course codes eg. SITS for BSc (IT), and APPC for MPP. Dr. Hrishikesh said that the prefix 'S' and 'A' should be removed.
- A list of course revisions was displayed. Less than 20% revision in the courses will be discussed at the next IQAC meeting.
- Wherever proofs are not available, data was deleted
- Dr. Hrishikesh suggested that all the internship letters should go to the Documentation Centre. Dr. Sanjay Parab said that the Commerce Students who work during the day should get a work experience certificate and based on that one credit can be added to their final marksheet.



Hrishi
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Criterion 2:

- 2.4.1 data was needed from the Treasurer's Office.

Criterion 3:

- The course names for SPC will be revised for the next AY.
- 3.7.2 details on the MOUs would be checked.

Criterion 5:

- 5.1.4 data from Ms. Soni George regarding the Placement work and Career Counselling at the Placement Cell would be taken
- Career Counselling fests like Xynergy and Science Fest every alternate year could be conducted.
- A mechanism for student progression tracking is required.
- Our chairperson of the Student Council, Mr. Abin will help in procuring student data.

Criterion 6:

- 6.2.3 Tally ERP link required.
- Dr. Karuna had circulated a form to staff for details of the College support for staff attending Conferences.

Criterion 7:

- The AQAR Team created a data template

Ms. Norine suggested that we need to hold a 5–10-minute department presentation every Semester. There is a need to have an Internal Audit Committee

The meeting ended with a vote of thanks to all the members of the IQAC Committee.



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ST. XAVIER'S COLLEGE, MUMBAI - 400 001.			
IQAC COMMITTEE MEETING			
19TH MARCH 2022 : 2.00 P.M.			
SR. NO.	NAME OF THE HEAD/PROF. IN-CHARGE	DEPARTMENT	SIGNATURE
1	DR. RAJENDRA SHINDE	PRINCIPAL	<i>Rajendra Shinde</i>
2	DR. KARUNA GOKARN	DIRECTOR	<i>Karuna Gokarn</i>
3	DR. (FR.) KEITH D'SOUZA, S.J.	RECTOR	<i>Keith D'Souza</i>
4	DR. (FR.) CONRAD PESSO, S.J.	TREASURER	
5	MS. S. ANNAPURNA	VICE-PRINCIPAL (ARTS)	Excused
6	DR. HRISHIKESH SAMANT	VICE-PRINCIPAL (SC)	<i>H. Samant</i>
7	DR. ALDON FERNANDES	MANAGEMENT REPRESENTATIVE	
8	MR VALENTINE BORGES	MANAGEMENT REPRESENTATIVE	
9	DR GEETA IBRAHIM	PRINCIPAL, NIRMALA NIKETAN COLLEGE OF HOME SCIENCE	Excused
10	DR SANGEETA SHETTY	DY. CONTROLLER OF EXAMS	<i>S. Shetty 19/3/22</i>
11	DR. NANDITA MANGALORE	LIFE SCIENCES	<i>N. Mangalore 19/03/22</i>
12	MS. ALPANA PALKHIWALE	FRENCH	<i>AP 19/03/22</i>
13	DR PRIYA SUNDERRAJAN	LIFE SCIENCES	<i>P. Sunderrajan 19/3/2022</i>
14	DR NEELAM SHETTY	BMS	Not well
15	MS. NORINE DSOUZA	BIOTECHNOLOGY	<i>N. Dsouza</i>
16	DR BINOJ KUTTY	LIFE SCIENCES	<i>B. Kuttu</i>
17	MS PIYALI UNNIKRIISHNAN	STATISTICS	<i>Piyali</i>
18	DR JOTIRAM GAIKWAD	BUSINESS COMMUNICATION	<i>J. Gaikwad</i>
19	MR ABIN BENNY	STUDENT REPRESENTATIVE	<i>Abin Benny</i>



Rajendra Shinde

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Minutes of the IQAC meeting held on 20th April 2022

A meeting of IQAC was held in the XIMR Case Study Room on 20th April 2022 from 2.00 – 5.00 pm.

Agenda

- Passing the minutes of the third meeting held on 19th March 2022
- Action taken report
- Updates
- Plans for the next academic year
- Any other matter

Attendees

The members of the New Committee present were:

1. Dr. Rajendra Shinde, Chairman
2. Dr. (Ms.) Karuna Gokarn, Director
3. Dr. (Fr.) Keith D'Souza, S.J. Rector
4. Dr. Sangeeta Shetty, College Controller of Exams
5. Dr. (Ms.) S. Annapurna, Vice-Principal, Arts
6. Dr. Sanjay Parab, Vice-Principal, Commerce
7. Dr. Aldon Fernandes Industry
8. Dr. (Ms.) Geeta Ibrahim, Alumna & Faculty from a neighbouring College
9. Dr. Jotiram Gaikwad, Associate Professor
10. Ms. Alpna Palkhiwale, Associate Professor
11. Dr. Priya Sundarrajan, Associate Professor
12. Dr. Neelam Shetty, Assistant Professor
13. Ms. Norine D'Souza, Assistant Professor
14. Dr. Binoj Kutty, Assistant Professor
15. Ms. Piyali Unnikrishnan, Associate Professor, and Parent

Members not in attendance

1. Dr. (Fr.) Conrad Pessa. S.J. Treasurer
2. Dr. Hrishikesh Samant, Vice-Principal, Science
3. Dr. (Ms.) Nandita Mangalore Senior Teacher
4. Mr. Valentine Borges –Muktangan Society
5. Mr. Abin Benny Student representative
6. Mr. Achyut Joshi, Administrator

- The meeting of the IQAC was held on 20th March 2022 at 1.30 p.m. The meeting began with a short prayer.
- The Principal and Dr. Nandita Mangalore, NAAC Coordinator, visited Bangalore to appeal for the NAAC 4th Cycle.



Shinde
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Approval of minutes held on 19.03.2022

- A resolution to pass the minutes of the meeting was proposed by Dr. Karuna Gokarn and seconded by Dr. S. Annapurna.

Action Taken Report of the meeting held on 19.03.2022

- The offline exams have been conducted successfully for all the classes.
- The Finance Board meeting was conducted for passing fees for all the new courses.
- CAS interviews were conducted for the promotion of five candidates (Dr. Pratiba Naitthani, Saima Shaikh, Dr. Sanjay Parab, Alok Gude, Rajesh Singh) from Assistant Professor to Associate Professor.
- The Additional theory exams were conducted offline, and the practical exams were conducted online.

Updates:

- The guidelines will be circulated to the Mentors and Mentees.
- The Organogram was proposed by Dr. Karuna Gokarn and seconded by Dr. Annapurna S.
- The Heads of the Departments have been asked to give an Action taken Report for the TAQ by 30th June 2022.
- Revised Teaching plans, Program Outcomes, and Mapping with Bloom's Taxonomy, PBAS for CAS, Templates for Committee Report, Certificate templates, Event Activity Report sent to faculty.

Plans for 2022-2023:

- Conference to be conducted for the teaching faculty
- Workshop on the four-year Undergraduate Programme / Choice Based Credit System.
- PO-PSO-CO Mapping and attachment.
- Workshops on preparation for NEP
- Training faculty for undertaking Research & Consultancy
- Promotion of PG programmes in Arts/Humanities/Commerce
- Promotion of Research, Research Grants, Research Guides
- FDP with MHRD – Centre
- Ph.D. coursework design
- The Yoga Plan has come from UGC for the International Yoga Day, which must be celebrated on 21st June 2022. The UGC has also asked to conduct many other programmes on Yoga which will be conducted throughout the year.
- Non-Teaching Staff: Language Laboratory will be conducting programmes per Semester on Office Email, Correspondence, Telephonic Communication, Functional Grammar, and Office Vocabulary. The Statistics Department will be conducting workshops on Word, Excel, and Advanced Excel.



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Review:

- The Visiting Faculty who are conducting entire courses in the College will have to be included in our Data for AISHE as well as other related data.
- Slow learners and advanced learners: We will need to identify these students and conduct Remedial Coaching for them. We will need to define the term. It could be checked with the Psychology Department to see if any scale has been decided to identify such students.
- Credit systems for Certificate courses, Diploma, and PG Diploma Courses must be standardized. A team could be appointed to decide on these credits. A minimum number of credits should be given to these courses. We will have to look at the NEP, accordingly, our credit system will have to be revamped and the new proposed system could be started from 2022 to 2023.
- Policies such as ICT, research, and all the other policies need to be reviewed. Minutes of the meetings will be required every year.
- TAQ and course feedback execution: The students have not given the course feedback as they have given for TAQ. We should think of having the TAQ feedback every alternate year. Course feedback can be taken every year.

Any Other Business:

- An expert in Entrepreneurship, with a degree from Stanford & IIM Bangalore, who has retired from Jai Hind College would like to collaborate with our college. She would like to conduct a Certificate Course in Entrepreneurship of 30 hours for the students. The fees will be Rs.1500/- per student. We can add this as a Value-Added Programme. She would like to speak to the students at the Orientation Programme. A Resolution to pass this was proposed by Dr. Priya Sundarrajan and seconded by Dr. Sanjay Parab.

The meeting ended with a vote of thanks to all the members of the IQAC Committee.



Shinde

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IQAC COMMITTEE MEETING			
20th APRIL 2022 : 1.30 P.M.			
SR. NO.	NAME OF THE HEAD/PROF.-IN-CHARGE	DEPARTMENT	SIGNATURE
1	DR. RAJENDRA SHINDE	PRINCIPAL	<i>[Signature]</i> 20/4/2022
2	DR. KARUNA GOKARN	DIRECTOR	<i>[Signature]</i> 20/4/22
3	DR. (FR.) KEITH D'SOUZA, S.J.	RECTOR	<i>[Signature]</i>
4	DR. (FR.) CONRAD PESSO, S.J.	TREASURER	ABSENT
5	MS. S. ANNAPURNA	VICE-PRINCIPAL (ARTS)	<i>[Signature]</i> 20/4/22
6	DR. HRISHIKESH SAMANT	VICE-PRINCIPAL (SC)	ABSENT
7	DR. ALDON FERNANDES	MANAGEMENT REPRESENTATIVE	present online-hybrid mode
8	MR VALENTINE BORGES	MANAGEMENT REPRESENTATIVE	—
9	DR GEETA IBRAHIM	PRINCIPAL NIRMALA NIKETAN COLLEGE OF HOME SCIENCE	<i>[Signature]</i>
10	DR SANGEETA SHETTY	DY. CONTROLLER OF EXAMS	<i>[Signature]</i> 20/4/22
11	DR. NANDITA MANGALORE	LIFE SCIENCES	ABSENT
12	MS. ALPANA PALKHIWALE	FRENCH	<i>[Signature]</i> 20/04/22
13	DR PRIYA SUNDERRAJAN	LIFE SCIENCES	<i>[Signature]</i> 20/04/22
14	DR NEELAM SHETTY	BMS	<i>[Signature]</i> 20/04/22
15	MS. NORINE DSOUZA	BIOTECHNOLOGY	<i>[Signature]</i> 20/04/2022
16	DR BINOJ KUTTY	LIFE SCIENCES	<i>[Signature]</i> 20/04/2022
17	MS PIYALI UNNIKRIISHNAN	STATISTICS	<i>[Signature]</i> 20/4/22
18	DR JOTIRAM GAIKWAD	BUSINESS COMMUNICATION	<i>[Signature]</i> 20/04/22
19	MR ABIN BENNY	STUDENT REPRESENTATIVE	ABSENT

DR. SANJAY PARATZ

Vice - Principal
(Commerce)

[Signature]



[Signature]

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