

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled for 8<sup>th</sup> June 2018 at 9.30 am at the committee room. Members are requested to be present.

### AGENDA:

1. Student representative for IQAC in the academic year 2018-19.
2. Collection of Rs. 50/- from students towards a fund for cells, clubs and associations.
3. Register all final year students as Alumni with a nominal fee of Rs. 100/-.
4. Feedback of FEP.
5. IQAC schedule of activities for the forthcoming year.
6. AOB.

Dr. Fr. JeronimoDSilva

Officiating Principal & Chairperson (IQAC)

## MINUTES

The sixth meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 8<sup>th</sup> June 2018 at 9.30 am at the committee room. Members present at the meeting include:

1. Fr. JeronimoDsilva - Principal
2. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
3. Dr. Carmelita D'mello(Teaching faculty)
4. Mr. PradeepMorajkar (Teaching Faculty)
5. Dr. Blanche Mascarenhas (Teaching Faculty)
6. Dr. Maria Araujo (Teaching Faculty)
7. Dr. VrundaKerker (Teaching Faculty)
8. Mrs. SunitaMesquita (Teaching Faculty)

The newly appointed administrator of the college, Rev. Fr. ZeferinoDsouza was also invited to the meeting.

The meeting was called to plan ahead for the forthcoming academic year 2018-19. The following was discussed:

1. The Principal informed that an appointment of two student representatives on the IQAC would have to be done in the forthcoming academic year.
2. The IQAC had recommended collecting as part of the fees an amount of Rs.50/- from the first and second year students of the college at admission time. This amount would be used towards the expenses incurred by various cells, associations and clubs for the activities undertaken. This way all students would by default of having paid this fee, be eligible to participate in all activities as per their preferences. However, a mechanism to distribute the amount collected as funding toward the various entities requires to be decided. Criteria for distribution of funds would be timely submission of budget plan in advance, quality of the activity and most importantly purpose or impact of the activity. There would also transparency and a limit to the amount distributed so that there would be sufficient funds for all cells, associations and clubs. Dr. Carmelita Dmello and Mrs. SunitaMesquita volunteered to oversee this process.
3. The IQAC had also recommended that an amount of Rs.100/- be collected from all final year students towards registration charges of St. Xavier's Goa Alumni Association. This would increase the capacity of the Association as well as promote better interaction between past students of the college. The Alumni aspect is also very important for the NAAC grading. Mr. PradeepMorajkar who is the Convener of the Association was requested to register the Association as soon as possible and also to facilitate an online payment option to past students so that they could register directly on the college website. Details for registration could be taken directly from the office as the same details are taken at admission time for final year students.

4. Dr. Blanche Mascarenhas shared the feedback given by participants towards the Faculty Enrichment Programme held in April 2018. The theme of the FEP was enhancing quality education through Performance Based Appraisal System and Intellectual Property Rights. There was positive feedback with regards to the theme, choice of resource persons and overall coordination. However, there were too many speakers in the span of two days, and some content were repeated by the different speakers. Henceforth, the number of speakers would be limited to not more than 2-3 over the two days of FEP.
5. The IQAC schedule of activities for the forthcoming year will include overseeing the Self appraisals of the faculty, a tree plantation drive on campus, follow up of the mock drill by the fire- fighting department, the FEP, as well as, a 2 hour mini-series of 6 programmes that would cover up various issues concerning faculty, students and education. The non-teaching coworkers of the college would be invited to one miniseries in each semester. It was also decided to have the miniseries at the last two teaching hours of the day and also on rotation on the days of the week.
6. The Parent feedback form was distributed among parents who accompanied their wards during collection of results. The same were duly filled and collected by the college. This feedback from parents was done for the first time and it was coordinated by Dr. Carmelita Dmello. She was requested to hand over the forms to the Parent Teacher Association in charge, Mrs. VilmaFernandes, to compile the feedback and be submitted to the college authorities. Henceforth the PTA can also take over the parent feedback formality.
7. The college would from the forthcoming academic year, acknowledge the contribution and services of the non-teaching staff of the college, by holding a programme for them on 19<sup>th</sup> March 2019. In addition, the non-teaching staff would also be involved in two of the miniseries also stated at point 4.
8. The convener of the Placement cell has introduced an achievement profile in the handbook that has to be filled by students as per their participation and results of various competitions. The students have to be instructed to duly fill the form at every semester and get the same endorsed by the teacher in charge of that particular event. A compilation of their achievements can then be entered on the college database for employment opportunities. It was suggested that the importance of this exercise should be conveyed to all students right at the beginning through the first mentor-mentee interaction itself. Ms. SunitaMesquita would look into the same.

In addition, the following transpired at the meeting:

- a. The Convenor of the IQAC, on behalf of the IQAC team welcomed the new administrator of the college, Rev. Fr. ZeferinoDsouza to the college, and looked forward to his valued suggestions, support and experience in enhancing the status of the college.

- b. Dr. Blanche Mascarenhas voiced her concern regarding the attendance of students for Value Education programme. There was a suggestion to perhaps plan the topics covered by the Value Education convener and have the same displayed to students. The students could also be given a choice to attend the topics they preferred while maintaining 75% attendance. Perhaps this attendance could serve as an incentive towards their overall attendance or have an integrated course with credit or certificate that they could get provided they maintain attendance for the three years. Dr. Blanche Mascarenhas was requested to share these ideas with Fr. Luis Gomes.
- c. There is a need to keep track of students passing out, to ascertain how many proceed for higher education or seek employment. Dr. Blanche Mascarenhas suggested that perhaps when the students apply for bonfide certificates in the college office, a register book can be maintained with their details and if the purpose of the certificate is for further education or employment.
- d. Dr. Ubaldina Noronha enquired from the Principal about the proposed Stationery stall in the college that would give a facility for photocopying at competitive rates. While the idea is welcome, the location of such a stall is still not finalized. The same will be looked into. It is preferable to have the stall near the library so that books from the library will be accessible to this stall for photocopying needs of the students. Perhaps an ex-student could be given a chance to turn entrepreneur in this endeavour.
- e. Dr. Ubaldina Noronha also enquired about the appointment of a systems administrator who would also be coordinator for data collection and distribution, PR activities and other media related activities of the college. The Principal immediately set an appointment for interview for the same the following day with a candidate who was an ex-student and also familiar as he was working along the same lines elsewhere.
- f. Dr. VrundaKerker had suggested with regard to the tree plantation drive that along 500 saplings could be planted along the boundary of the college campus in the month of June-July along with the NSS volunteers. The administrator of the college, Fr. ZeferinoDsouza requested that Fr. Agnelo be involved and informed of this tree plantation drive as Fr. Agnelo was the Administrator of the Assets and Property of the College.
- g. Fr. ZeferinoDsouza was also briefed about the NAAC requirement of the academic and administrative audit to be undertaken by the DHE. In addition, he was requested to look into the appointment of the office superintendent so that the administrative staff will have a smoother coordination and functioning with regard to their duties. Fr. Zeferino informed that the same was already being looked into. He also requested that he be informed about the meetings, decisions and other activities of the IQAC as he would be keen and interested to follow the IQAC as it was an integral part for college quality enhancement. The coordinator informed that all communication through emails would be forwarded to him henceforth.

The meeting ended with the IQAC coordinator thanking all the IQAC members for attending the meeting and for their continued support, enthusiasm and ideas for the forthcoming academic year.

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Dr. Ubaldina Noronha

Coordinator

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Fr. (Dr.) JeronimoD'Silva

Officiating Principal