

ANNUAL ACTION TAKEN REPORT OF THE IQAC FOR ACADEMIC YEAR 2018-19.

The IQAC was reconstituted in November 2017 as the term of the previous IQAC was over. The IQAC for the term of two years, November 2017-October 2019, consisted of the following members:

1. Fr. (Dr.) Jeronimo D'Silva – Chairperson of IQAC & Officiating Principal (November 2017-June 2019)
2. Dr. Blanche Mascarenhas – (as Vice Principal November 2017-June 2019), Chairperson of IQAC & Principal since July 2019)
3. Rev. Fr. Zeferino Dsouza – Administrator (Since June 2018)
4. Dr. Maria Fonseca – Vice Principal (November 2017- May 2019)
5. Dr. Ubaldina Noronha – Coordinator of IQAC Teaching Faculty)
6. Dr. Carmelita D'Mello (Teaching faculty)
7. Mr. Pradeep Morajkar (Teaching Faculty)
8. Dr. Vrunda Kelkar (Teaching Faculty)
9. Mrs. Sunita Mesquita (Teaching Faculty)
10. Mrs. Vailarose Fernandes (Teaching Faculty)
11. Mrs. Angela Fernandes (Administrative staff)
12. Mr. Frederick Noronha (External expert)
13. Mr. Yohann Santos (Student representative)

In addition, the IQAC in its meeting on 16th October 2018 required to co-opt more members so as to complete the composition and later added more members keeping in mind the volume of information that required to be maintained for documentation. A resolution was passed and the coopted members were selected keeping in mind their function in the various college cells, clubs and committees. The following members were coopted with effect from November 2018:

1. PTA representative / Ms. Vilma Fernandes: Mr. Linson Thomas
2. Alumni representative: Mr. Johnson Alvarez
3. Research & Development: Dr. Harshala Gad.
4. AISHE coordinator/ ICT for teaching faculty: Mr. Parmanand Mandrekar.
5. Sports director: Ms. Joslyn D'souza.
6. Librarian: Dr. Keshav Dhuri.
7. Cultural Coordinator: Mr. Caje Pinto.
8. ICT for Administrative staff: Mr. Worrel Dsouza.
9. Administrative representative: Mr. Thomas Alvares.
10. Examination committee: Mr. Brian Dsouza.
11. Coordinator for all MoUs: Ms. Arina Frank.
12. Student representative: Mr. Akif Agha (for 2018-19)

The IQAC had 5 meetings for the academic year from July 2018 to April 2019.

The following issues were discussed and taken up for implementation. These will be noted as per every meeting held.

1. IQAC meeting held on 11th July 2018.

Sr. No.	Decision made	Action taken
1.	To prepare AQAR 2017-18	Dr. Maria Fonseca who was kept in charge of IQAC documentation, in coordination with Dr. Bosco Lawrence who is the appointed NAAC coordinator and the IQAC coordinator Dr. Ubaldina Noronha prepared the AQAR 2017-18 and subsequently uploaded the same.
2.	To initiate an e-copy of newsletters and college publications. This was to adopt a paperless approach and the same could be available on the college website and downloaded.	Newsletters of various departments and other publications of the college.
3.	To have the Xaviers' Broadcast team to start the day with a morning prayer for all.	There is a daily morning prayer on the campus public address system that is said in English, Konkani and Hindi. Also a 'thought for the day' is read out and the college anthem is played.
4.	To have a one point data collection system that would be accessible to all	An email address webinfo@xavierscollege.com was created and the relevant information of all college activities, faculty development was sent to this address. This also helped in keeping the college website updated with current events and informing about upcoming events.
5.	Dr. Vrunda Kerkar suggested a tree plantation drive on campus.	Dr. Vrunda Kerkar undertook the responsibility of the plantation drive on campus. Over a 100 saplings were planted with the help of students around the boundary of the campus.
6.	Miniseries for faculty members	Presently the Faculty Enrichment programme is conducted annually at the end of the academic year. A series of talks was organized by the IQAC on various topics that would be of relevance to the staff including importance of counseling, use of technology in teaching etc.
7.	Stationary shop on campus	Yet to be taken up.

2. IQAC meeting held on 16th October 2018.

Sr. No.	Decision made	Action taken
1.	To make members of the IQAC familiar with the revised guidelines for the AQAR submission.	A copy of the Revised Accreditation Framework was emailed to all IQAC members for further discussion.
2.	To add more members to the IQAC as per the recommended composition of the NAAC in its Revised Accreditation Framework.	Around 15 members were coopted into the IQAC. Given the fact that the college is the largest in the state having around 200 faculty and over 3000 students, the IQAC team had to be enhanced to deal with the volume of data that is constantly being collected.
3.	As per the NAAC guidelines, the college handbook and prospectus must be uploaded to the college website.	Handbook, Prospectus as well as College Magazine are now available on the website.
4.	Academic and Administrative Audit.	The Directorate of Higher Education was contacted with regard to the conduct of the AAA of the college.
5.	Presenting the AQARs before the Governing Body of the DSE.	The AQARs were subsequently placed before the Statutory Body as per Goa University that is the Local Managing Committee.
6.	Soft skills training programme for non-teaching staff	The same was undertaken by the PTA.
7.	Sports programme or summer course for keeping in mind specially opportunities for physically challenged persons.	Is kept in abeyance till an opportune time.
8.	To prepare a checklist for staff to send in their information in a manner that is timely and systematic.	Checklist was prepared covering all aspects of faculty in teaching, extra curricular and professional participation.

3. IQAC meeting held on 7th November 2018.

Sr. No.	Decision made	Action taken
1.	To inform members of the IQAC revised guidelines for the NAAC.	The IQAC coordinator gave a presentation of the guidelines to the members.
2.	The NAAC assessment and accreditation.	The NAAC coordinator apprised members.
3.	Preparing the AQAR 2018-19	Members of the IQAC were assigned to collect the data under the various criteria for AQAR 2018-19.
4.	To place the AQARs from 2014-15 onwards before the Local Managing Committee	The AQARs were placed for approval 'ex post facto' before the LMC .
5.	IT policy	Was drafted by Mr. Worrel.
6.	Mentoring programme to include PG students	Yet to be introduced for academic year 2019-20

4. IQAC meeting held on 8th February 2019.

Sr. No.	Decision made	Action taken
1.	Review of the entire draft of the SSR before submission to the NAAC website.	The SSR draft was circulated among all IQAC members, steering committee as well as the Conveners of the seven criteria and an entire session on the draft of the SSR was done.

5. IQAC meeting held on 29th March 2019.

Sr. No.	Decision made	Action taken
1.	To decide about the responses to be given to the DVV enquiries in the process of NAAC	A decision was made with regard to the queries of the DVV process.
2.	To decide on the theme of the FEP to be held at the end of the academic year.	The FEP was organized by the IQAC on the theme 'Role of Technology in Education'.
3.	To restrict the number of activities done	The decision was conveyed to the concerned staff.
4.	Purchase of software for MIS for the college.	Yet to be purchased.
5.	To start a best reader award for a boy and girl student.	The first such award was given to two students at the TY Farewell function.
6.		The Institution was able to have its first foreign student exchange programme through the Department of French. The students visited Brittany in France in May 2019 and were hosted by local families there. They will reciprocate in hosting the French Students in December 2019.

The IQAC team and the institution looks forward to the upcoming NAAC assessment and accreditation in July 2019.

Dr. Ubaldina Noronha
Coordinator - IQAC