

MINUTES

The 7th meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 11th July 2018 at 11.45 am at the committee room. Members present at the meeting include:

1. Fr. Jeronimo Dsilva - Principal
2. Dr. Ubaldina Noronha – Coordinator (Teaching Faculty)
3. Dr. Carmelita D’mello(Teaching faculty)
4. Mr. Pradeep Morajkar (Teaching Faculty)
5. Dr. Blanche Mascarenhas (Teaching Faculty)
6. Dr. Maria Araujo (Teaching Faculty)
7. Dr. Vrunda Kerkar (Teaching Faculty)
8. Mrs. Sunita Mesquita (Teaching Faculty)
9. Mrs. Vailarose Fernandes (Teaching Faculty)

The administrator of the college, Rev. Fr. Zeferino Dsouza was also present at the meeting.

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

1. AQAR: The Annual quality Assurance Report (AQAR) for NAAC accreditation is due for the period of June 2017 to June 2018 and has to be uploaded by July 2019. Dr. Maria Fonseca was requested to do the needful. She will also inform Dr. Bosco Lawrence who is the NAAC coordinator about the content that will be included in the AQAR. Dr. Tushar Nagvekar and Ms. Pamela Dsouza who are in the documentation team as well as ex IQAC coordinators will help out.
2. Appraisal forms/API: The Teacher appraisal forms were kept pending for submissions due to the vagueness of the Appraisal Performance Index points. In light of the latest circular for promotion to professorship sent by Goa University, IQAC is not required to verify the appraisal forms of the faculty. Hence it was decided that the Faculty will now submit their appraisal forms directly to the Principal’s secretary Jecy as was done before and Jecy will maintain a register of submitted forms. The IQAC can review the API scores if needed at the time of promotion from teachers who apply for the same.
Ms. Vailarose Fernandes brought attention to the current teacher appraisal form not being very conducive for filling with regard to faculty of self-financed courses. Regardless of promotion, it is essential that all teachers self-evaluate themselves at the end of the academic year, and in this regard she was requested to customize the current teacher appraisal form to suit the requirements of the self-financed teachers.
The teacher appraisal forms for regular and self-financed teachers will have to be submitted by 31st July 2018.
Fr. Zeferino Dsouza highlighted that the Principal and the management also require according to statutes, to maintain a quarterly report of faculty, like a confidentiality report. The Principal Fr.

Jeronimo will look into that. Ms. Vailarose suggested it could be semester wise instead of quarterly. Ms. Sunita Mesquita pointed out that if the statutes say its quarterly then it has to be quarterly and that cannot be modified.

3. College Publications: A review of college publications with regard to the Spectrum and newsletters were taken up. The college will start an e-edition of all newsletters. This soft copy will be hosted on the college website. Ms. Vailarose suggested creating a hyperlink to a separate domain for the e newsletters. This would require a coding language which is a technical area and could be taken up by the faculty of the computer departments of the college. For this academic year, it was suggested that around 50 hard copies be printed to be mailed to the various institutions, in addition to the soft copy being on the college website. And gradually phase out the hard copies. In the context of the hyperlink and domains for website, Ms. Sunita expressed her concern with regard to having an online database of employable students.

Fr. Zeferino suggested that a one liner of the availability of the soft copy on the college website can also be put on the hardcopy of the newsletters.

Dr. Blanche and Dr. Maria pointed out that both were mentioned as members of the peer review team according to the editor of this edition of the Spectrum journal when they had in fact not reviewed any articles. The Principal informed that this was brought to the notice of the Editor. The IQAC were of the opinion that peer reviewers should be from outside of the college.

4. College cell/clubs/associations: To regulate the various cells/clubs/associations, and to keep track and accountability for the various activities undertaken, the cultural coordinator Mr. Cajé Pinto and his team would oversee the cells/clubs/associations that had student memberships. While the rest without student memberships, such as the PTA, Alumni Association, Xaviers Campus Broadcast etc., would be under the supervision of Dr. Blanche Mascarenhas. This would help in keeping accountability from those in charge.

Fr. Zeferino suggested that a logistics/event management team be made that would oversee all the arrangements for activities held. Perhaps this could be taken up, also keeping in mind that teams for arrangements change constantly.

The principal was also requested to enquire as to why certain cells and clubs still failed to give their schedule of activities.

The faculty that has been recruited for this year will be distributed among the cells/clubs/associations and a notice about the same will be put up.

Dr. Blanche suggested that the morning prayer by the Broadcast team start at 8.35 a.m. instead of 8.30 a.m. so that students and teachers are also more settled by then.

5. IQAC committee: the IQAC requires four persons to be included to complete it. It was suggested to fill in the places of the students with either the General Secretary, Cultural secretary or Sports secretary so that through their connect with the students council, there could be more involvement of students at large. Also the external members to the IQAC could be filled in by alumni of the college. Mr. Pradeep was requested to suggest a name being the convener of the Xaviers College Alumni Association. In addition, a parent from the PTA association could also be included. Ms. Vilma who is with the PTA will be informed about the same.

6. One point collection email: with the recruit of Mr. Silverio as the Media cum Public Relation assistant for the college, it was decided that reports of departments and clubs/cells/associations could be sent to a single email which will be handled by Mr. Silverio.
7. Tree plantation and Fire drill: the Principal informed that Mr. Bosco from the Goa Fire Department had written enquiring about the conduct of the fire drill. Mr. Pradeep will coordinate the fire drill for the month of August. In the meantime, Fr. Agnelo the administrator of the assets of the College has given consent for the tree plantation around the boundary area of the college property. Dr. Vrunda Kerkar has informed that this is the right time for planting. Principal has assured help with transport and helpers to get the saplings from Valpoi.
8. AOB:
 - i) The Principal was requested that henceforth if a meeting of parents are called along with the students, then it would be more convenient to have the meeting at 8.30 a.m. instead of 9 a.m. and the parent could sign for attendance along with their ward at the meeting venue directly.
 - ii) A counter outside the Principal office on the side of public entry would help to inform the availability of the Principal to students, their parents and other visitors. Perhaps a mechanism for giving appointment could also be made. Dr. Carmelita also informed that often there is a complaint that no one is answering the college landline.
 - iii) The prize distribution of the annual day was also discussed. It was however, decided that since results are not ready and verification of results can change the declared results, it is not possible to give away prizes on the last day of the academic year. However, for an audience for annual day to be increased it is important to improve the quality of the items.
 - iv) The possibility of having a stationery shop on campus was brought up. It would be a facility for students and staff as well as an outsourcing of photocopying facility at an economical rate for students. The mechanism and implications of setting up such a facility will have to be looked into, informed the Principal and Administrator.
 - v) The IQAC will initiate a miniseries for teachers this academic year to enhance competence of teachers in an all-round manner. Similarly, sessions for nonteaching staff will also be arranged.

The meeting ended with the IQAC coordinator thanking all the IQAC members for attending the meeting and for their patient participation. It was decided to meet after a considerable time so that there is enough time to achieve the targets set. It was roughly decided to meet in September 2018.

Dr. Ubaldina Noronha

Coordinator

Fr. (Dr.) Jeronimo D'Silva

Officiating Principal