

MINUTES OF THE IQAC MEETING HELD ON SEPTEMBER 9, 2017

A meeting of the Internal Quality Assurance Committee (IQAC) was held on Saturday 9, September 2017 at 09.30 a.m. in the A.V. Room. The following members were present:

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| 1. | Fr. Caesar D'Mello – Managing Trustee | 13. | Ms. A.N.S. Sarvani |
| 2. | Fr. Magi Murzello – Rector | 14. | Dr. Priya Shahi |
| 3. | Dr. Marie Fernandes (Principal) | 15. | Ms. Sujata Rajpurkar |
| 4. | Fr. Aniceto Pereira - Invitee | 16. | Dr. (Fr.) Frazer Mascarenhas – Local Society |
| 5. | Ms. Shubda Malhotra (Vice Principal) | 17. | Mr. E. Fernandes – Local Society |
| 6. | Ms. Saudamini Bhagwat | 18. | Mr. Joseph D'Souza – Expert from Industry |
| 7. | Dr. Amelia Correa (IQAC In-Charge) | 19. | Mr. Vivek Mendonca – Expert from Industry |
| 8. | Dr. Graciella Tavares | 20. | Ms. J. Fernandes – Office Superintendent |
| 9. | Dr. Charmaine Braganza | 21. | Mr. Linus D'Souza - Office Superintendent |
| 10. | Dr. Kashmira Mody | 22. | Fatema Patel – Student |
| 11. | Dr. Shirley George | 23. | Shivani Kashyap - Student |
| 12. | Ms. Susan Lobo | | |

I. Matters arising out of the minutes of the IQAC Meeting held on 25 June 2016

The Principal introduced the following new members for IQAC 2017-18:

- a) Fr. Frazer Mascarenhas (Ex-Principal of St. Xavier's College)
- b) Two student representatives – Fatema Patel (T.Y.B.A) and Shivani Kashyap (T.Y.B.Sc. I.T)

II. To read and confirm the minutes of the IQAC meeting held on 25 June 2016.

The minutes were read and confirmed, proposed by Mr. Joseph D'Souza and seconded by Prof. Susan Lobo.

III. To check changes undertaken in Quality Enhancement with regard to:

a) Curricular Aspects

- With regard to the introduction of short term courses in the BMM Department, Prof. Bhagwat reported that she had spoken to SPICE. Since they have their own institute they were not interested in collaboration.
- Dr. Tavares informed the IQAC that a short-term course in Research Methodology was slotted for the 13 September 2017.
- The Principal emphasized the fact that all departments should follow suit.
- Fr. Frazer suggested the use of OMR sheets in connection with feedback analysis and interpretation to make the process easier.

b) Teaching – Learning and Evaluation

- The student representative Shivani Kashyap reported problems faced by students in accessing the Moodle server. Fatema Patel added that students were finding it difficult to locate books in the library and faced issues with the online catalogue.
- The Principal stressed upon teachers undertaking UGC-funded courses to enhance their knowledge. It was put forward that UGC was in flux and teachers should also look to the ICSSR website for this purpose.

- The Principal asked Prof. Tavares to report on the attendance issue. Prof. Tavares informed the IQAC that in July they had prepared the list of students who were absent in all subjects for all the days in June i.e. 100% absentees. These students (10 in number) were asked to collect their leaving certificates. However, only 2 did so and the remaining either produced medical certificates or said they had spoken to the principal regarding their personal problems.
- Prof. Bhagwat pointed out the problems faced by students regarding the use of the canteen as it contributed to poor attendance.
- The student representative Fatema added that students were very unhappy with the menu, prices and the unhygienic environment.
- The Managing Trustee Fr. Caesar said he would look into the issue since even the canteen management faced problems.

c) **Research, Consultancy and Extension**

- Dr. George reported on the issue of consultancy which was not feasible for an undergraduate institution.
- Regarding the subject of research, Dr. George reiterated that quality was more important than quantity and publishing in reputed, peer-reviewed UGC-approved journals should be an objective. She also said that the Committee would take care of plagiarism/similarity issues from 2017 onwards.

d) **Infrastructure and Learning Resources**

- The Principal reported that all LCDs have been checked and were functioning properly. She recommended that expert and guest lectures should be uploaded on the website with the consent of the speakers.
- The orientation programme for students on the use of the National Digital Library would be conducted in the next semester.
- A soft copy of the UGC-approved journals would be made available in the Library.

e) **Student Support and Progress**

- On the subject of placement opportunities for students, some TY students were not keen on working immediately after graduation whereas those from the self-finance courses seemed more interested. The placement cell of the college comprising of Prof. Tavares and Prof. Sood were following up on opportunities.
- Prof. Malhotra spoke of three vendors who had been shortlisted to help with tracking student progression. The college development council was looking into the matter.

f) **Governance, Leadership and Management**

- Prof. Bhagwat reported that it was becoming increasingly difficult to work out collaborations with industry. However, working with NGOs and preparing them for CSR work was easier and would be undertaken in the next semester.
- The Principal informed the IQAC that in the months of September and February internal audits would be undertaken department-wise. The external audit would be undertaken at the end of the academic year.

g) **Innovation and Best Practices**

- Prof. Correa informed the IQAC that SOP and Value Education were identified as the best practices by NAAC. Regarding innovations, better environmental practices needed to be introduced. Mr. Fernandes informed the IQAC that students needed to be introduced to issues like ethical leadership.

IV. Any other business with the permission of the Chair

a) **Digitalization of Office**

- Ms. J. Fernandes informed the IQAC members that the digitalization of the office was still in progress. Scanning of documents still needed to be done.

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

Dr. (Ms.) M.B. Fernandes
PRINCIPAL