



ST. XAVIER'S COLLEGE

(AUTONOMOUS)

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

☎ 2262 0661/65

MINUTES OF THE IQAC MEETING HELD ON 15th JULY 2016

AT 2.40 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. (Ms.) Gulshan Shaikh, Convenor
3. Dr. (Ms.) MadhuriRaijada, Vice-Principal, Arts
4. Dr. (Ms.) ShyamalaBodhane, Head, Department of Physics
5. Dr. Sam Taraporevala, Head Department of Sociology
6. Ms. Soni George, Head Department of Management Studies
7. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
8. Mr. MarazbanKotwal, College Controller of Exams
9. Mr. Rajesh Singh, Department of Physics
10. Mr. BipinPatil

Dr. (Fr.) Pessa, Dr.RajendraShinde and Dr. Asha Dayama had excused themselves from the meeting.

The meeting began with a short prayer. The Minutes of the previous meeting were read and discussed. A Resolution to pass the minutes was proposed by Dr. (Ms.) Nandita Mangalore and seconded by Dr. (Ms.) ShyamalaBodhane.

Plans for 2016-2017:

1. ERP: our Committee is working on it right now. It has a lot of scope. The students and staff records will have to be digitized. It could be outsourced in 5 year blocks.
2. Jubilee Celebrations: we need to keep in mind the objectives of this celebration and work on it. We need to categorize and decide the base of the categories and the outcome. The aim of the entire event has to be looked at. As estimate has to be prepared of the expenses. A detailed report will have to be prepared on internal and external reforms of this event and the source of generating the funds has to be decided. A lot of emphasis has to be given to the internal reforms. We need to look at the infrastructure, canteen and the classrooms. The Infrastructure Committee can be asked to look into the matters related to infrastructure. Dr.Nandita and Dr. Vivien can come



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together as a team and look at the requirements internally and externally. All the lumpsum categories should be decided and handed over by first week of September. The crystallization of the process should be done by the first week of October.

3. The IQAC Reports for 2013-14 and 2014-15 have already been uploaded on the UGC Website. We are working on the IQAC Report of 2015-16, which will be uploaded by December 2016.
4. Disha-II Seminar: It has been decided to create an Advisory Board to look into this Seminar. It could be organized in February 2017. It can be organized on different aspects of education. The team can come up with a plan. Dr.Hrishikesh will be convenor of this team.
5. Review of Autonomy: from the Governments point of view Autonomy is taken for granted, there is no need for a review. The new rule says that if a College gets an A+ twice in the NAAC Evaluation then they get an extension by the end of the 7th year.
6. It was pointed out that when a teacher goes on leave the salary has to be paid by that teacher to the substitute who is appointed in place of the teacher. An objection was raised on this point. The Principal said that the College is under huge deficit therefore the payment to these substitutes cannot be made by the College. The Principal also said that the entire amount given by a teacher is paid to the substitute and the College only acts as a mediator. It was also mentioned that some policies have to be laid down regarding measures to be taken in case of a person who going on anticipated leave.
7. The credibility of the CFC Courses is to be looked into. It was also suggested that the Scientific Communication Skills (SCS) Course could be made online which can be common for all departments in the First Semester.

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MINUTES OF THE IQAC MEETING HELD ON 7th OCTOBER 2016
AT 2.30 P.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. (Ms.) Gulshan Shaikh, Convenor
3. Dr. Rajendra Shinde, Vice-Principal, Science
4. Dr. (Ms.) Madhuri Rajjada, Vice-Principal, Arts
5. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
6. Dr. Sam Taraporevala, Head Department of Sociology
7. Ms. Soni George, Head Department of Management Studies
8. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
9. Mr. Marazban Kotwal, College Controller of Exams
10. Mr. Rajesh Singh, Department of Physics
11. Mr. Bipin Patil

Dr. (Fr.) Pessa, Dr. Rajendra Shinde and Dr. Asha Dayama had excused themselves from the meeting.

The meeting began with a short prayer. The Minutes of the previous meeting were read and discussed. A Resolution to pass the minutes was proposed by Dr. Sam Taraporevala and seconded by Dr. (Ms.) Nandita Mangalore.

1. It was suggested that Students Representatives need to be appointed on the IQAC from the Students Council.
2. The Role of the IQAC is to develop a system for conscious, consistent and catalytic improvement and performance of the Institution.
3. In the Management Board Meeting, Prof. Dalvie had suggested that we could start an Honours Degree Programme. The criterion is just an additional 8 credits. Certain procedures have to be followed and we need to get permission from the University. The students can get an Honours Degree instead of the regular Degree.





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4. The nomenclature of the Honours Course has to be changed. Our course is on par with the Delhi University Honours Course. Dr. Rajendra Shinde said that we should visit some other Universities which offer the Honours Degree Course and then decide on it. If we think of opting for the Honours Degree Course our workloads will increase and we will have to appoint new teachers.
5. It was pointed out that the Physics Department wanted to run two courses in parallel for the First Year students. Under the system of the Honours Degree once the students opt for this course in the first year then cannot change their course later. Our students are not sure in the First Year about the courses they would like to choose in the Third Year. Therefore, this matter will have to put before the Academic Council before it goes to the University of Mumbai. We will also need to check the feasibility of the Course before it goes to the Academic Council.
6. Revised Quality Mechanism: there have been a lot of modifications in the grids. We can have a continuous attempt of revamping the grid mechanisms. Most of the departments have their own grids. The grids have a high weightage. We could organize a seminar for the teachers so they can come together in groups and design the grids. If any of the grids have to be changed they should be submitted to the Principal. The College Website is a good platform wherein we can put up information related to the departments. It was further suggested that instead of putting up on the College Website, each department should have their own webpage where they could display their department achievements and even put up the profile of the department members and they could have the freedom of changing their departmental information as and when they require. The College Website could be linked to the Department Webpage.
7. It was suggested that the system of Double Blind be revisited. 20% of the papers could go for double-blind and the rest could go for Moderation. Since our Courses are different from those of the University of Mumbai, we are not able to find examiners to evaluate our papers. Our good students are suffering because of Double Blind. It was even suggested that we could go for Moderation of 50% of the Papers instead of going for Double Blind. It could be discussed in the Academic Board Meeting. The Principal said that he thinks Double Blind should go away. We need to review the standards of Moderation and Double Blind. We could talk with TISS and TIFR and find out about their evaluation.
8. Jubilee Celebrations: Dr. Nandita and Dr. Vivien were asked to look into this. Lots of plans and suggestions were prepared in the report. The fund raising for this event is a major part that we need to look into. The Principal said that we have to get permission from the Collector if we have to conduct any events to raise funds. We have received a show-cause notice from the Collector when we have organized the Lakme Fashion Show, stating that we do not have permission to use this space for commercial



Nandita



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purpose. We need to have an action plan set up for this event. The Jesuit Body should be in picture. We need to take it forward in a viable way.

9. DISHA – II : The topic of this Seminar is 'Application and Evaluation of Disruptive Technology and Innovative Methods in Education', to be organized on 10 and 11th February 2017. We need to have a sponsor for this Seminar.

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

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MINUTES OF THE IQAC MEETING HELD ON 20th OCTOBER 2017
AT 11.00 A.M. IN THE BOARD ROOM

The members present were:

1. Dr. Baptist Agnel Menezes, Principal
2. Dr. (Ms.) Gulshan Shaikh, Convenor
3. Dr. Rajendra Shinde, Vice-Principal, Science
4. Dr. (Ms.) Madhuri Rajjada, Vice-Principal, Arts
5. Dr. (Ms.) Shyamala Bodhane, Head, Department of Physics
6. Dr. Sam Taraporevala, Head Department of Sociology
7. Ms. Soni George, Head Department of Management Studies
8. Dr. Asha Dayama, Head, Department of Hindi
9. Dr. (Ms.) Nandita Mangalore, Head Department of Life Science
10. Mr. Marazban Kotwal, College Controller of Exams
11. Mr. Rajesh Singh, Department of Physics
12. Mr. Bipin Patil

Dr. (Fr.) Pessa, had excused themselves from the meeting.

The meeting began with a short prayer. The Minutes of the previous meeting were read and discussed. A Resolution to pass the minutes was proposed by Ms. Madhuri Rajjada and seconded by Dr. (Ms.) Asha Dayama.

Points arising out of Minutes:

The system of Double Blind will continue to be as it is. The decision for change will be taken in the next academic year. It was proposed to have a meeting of all the Senior College Staff in the last week of April to discuss on this issue.

Female Security: in consultancy with the Agencies we will have the female security.

It was suggested that we need to send a representation to the Rector to discuss these matters.

IQAC is a Planning Cell and not a Grievance Cell.





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Review of Autonomy:

The suggested dates for the Review Committee visit are 19th & 20th April 2017. They will be meeting the Principal, Staff and Students.

- List all the programmes conducted and state the outcome.
- The syllabus should have the objectives and the outcome. The objectives should be precise.

The Highlights of Autonomy:

- The key result areas could be identified
- Internships have gone up because of Autonomy
- Each department should be asked to give a report on what are the advantages and disadvantages of Autonomy on their department.
- Long term plan of Autonomy was stabilization
- Gradual transition is that we have got more electives
- Reference work has increased
- Use of Audio-Visual has increased because of Autonomy
- Grids are given to students, the quality of their performance has improved.
- Setting up of Question Papers and the syllabus is decided on with the help of the Department Members and the Board of Studies.
- CIA II is spread in different parts
- Our Internal Exams are qualitative
- Number of outstation students has increased and the cut-offs has increased.
- New courses of part of courses have been introduced.
- Co-curricular activities have gone up. International Collaborations have increased. Industrial visits have gone up.
- The College is receiving additional Grants because of Autonomy.
- We have introduced courses like Giving Voice to Values
- The SIP Programme is going on very well since students are given extra credits for this course.

Future Plans after the Review of Autonomy:

- Satellite Campus
- Reaching out to other College and Schools
- Introduction of more Interdisciplinary Courses and Foundational Courses
- ①ip Classrooms

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- e. Online Courses
- f. Tie ups of UG & PG Courses

Plans of IQAC for 2017-2018:

- a. Introduction of the ERP System for entering the Attendance, Marks etc.
- b. DISHA-Seminar : proposed to be organized on 8th & 9th September 2017



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