

Internal Quality Assurance Cell

Minutes of the meeting held on February 18, 2015, Wednesday
3.00-5.00pm, Board Room, Library Building, St Xavier's College

Members of the IQAC met on February 18, 2015 from 3.00 to 5.00pm in the Board Room. All members were present except Ms Roopali Vijn.

Agenda 1: Passing of the minutes and Action Taken report

As part of briefing the members, minutes and Action Taken Report were circulated prior to the meeting. The ATR was discussed elaborately during the meeting.

The members pointed/ suggested the following:

1. Initiation of Biometric system in the office is a good beginning. Many of the steps taken by the institution will help to overcome the existing mental block of staff. If the institution is convinced of what they are doing is for the betterment of the institute, should continue to do so irrespective of poor response. Such simple steps will bring forth good result in long term
2. There is a need to chalk out and systematise protocols and making it known to all. As much as possible, it should be conveyed in writing to all. Developing and implementing SOPs or Protocols will help the institution to check mistakes and increase efficiency of the institute.
3. There is a need to incorporate student representative in the core IQAC.
4. The achievements of individuals and institute should be highlighted in the news letter of the institute (SXCA Chronicles)

Agenda 2: Sharing the academic calendar

Part of the academic calendar which was presented at the beginning of the academic year 2014-15 was presented again with the necessary modification as more programmes emerged and had to be accommodated.

Agenda 3: Achievements since last meeting (October 15, 2014)

Achievements of the institution during this period was shared, such as CPE grant of Phase 3, regularising UPSC and NET training, completing of cultural festival and Sports festival, organising the Academic Council meeting and the second meeting of the BoS, and declaring the Semester 1 result of BA, BSc, MA and MSc under the autonomous system.

On account of the poor result in semester 1 examination under autonomous system, the committee suggested the following improvement measures:

1. There should be a system (or an examination committee of 4-5 persons) to assess the system of evaluation
2. Prepare a protocol for the examination committee
3. Masking of answer sheets, providing key to assessors, building question bank etc. should be considered.
4. Invest in students by organising remedial classes
5. Involve faculty in remedial classes as these are our students and each faculty should be satisfied as 'educators'
6. There is a need to take advantage of TED talks, Youtube etc. in teaching learning process
7. Currently there is a very high student teacher ratio. There is a need to arrest this number to improve teaching learning
8. There is a need to revise admission criteria where objectivism should be given priority. Even if there is a component of interview, prepare questionnaire (with relevant questions highlighting the policy of the institute) should be provided to gauge the applicants
9. Faculty also should be trained to improve the quality of interview skills
10. Each department should make selection of students for the benefit of their department.
11. To retain students, college should ponder on offering dual degree especially in those subjects where takes are less
12. In case of those courses where there is a huge demand, offer substitute courses. For example, offer BA in conversational English apart from BA in English literature
13. In order to improve the result in next semester, a survey/ feedback should be organised from students where reflective questions on what went wrong and remedial measures should come from students themselves.
14. Some departments considering to provide reading materials to student is a welcome move. This gives more ownership in the department

The meeting concluded with a vote of thanks and fixing the **next date for the next meeting on April 24.**

CC to

Dr Robert Arockiasamy SJ

Fr Vincent Saldanha SJ

Dr Lancelot D'Cruz SJ

Dr Arti Oza

Dr CJ Clement

Prof Ami Shah

Dr BB Bhaduria

Mr Wilson Christian

Dr Sudhir Jumani

Dr Surendra Bakshi

Ms Roopali Vijn

Dr Sebastian V