

### **Minutes of the IQAC meeting No.5 held on September 7, 2016**

A meeting of the IQAC was conducted on September 5, 2015 in the Board Room of Xavier's College. Except Fr Vincent Saldanha and Ms Roopali Vjih, all members were present for the meeting. Principal conducted the meeting.

The main agenda for discussion was to take stock of the situation after 2 years of the autonomous status so that proper planning can be conducted. The meeting began by analyzing what is the biggest challenge college is facing: Lack of ownership. The committee suggested:

- a) To identify if there is any change in the attitude of staff towards subject taught/ department/ college. What we were and what we are now? There is a need to quantify.
- b) Most members felt that with the introduction of autonomous system, staff members have become more accountable in examination, and more responsible. About 40% of the staff are committed to the institute. Use the 40% staff as ambassadors of positive feeling.
- c) The committee recommended that the mission-vision of the college should be divided into two: (a) educating staff with spirit to make them understand mission (b) examinations as administrative work.
- d) Giving good result is not a 'good college'; rather generating employable students is a good college. So there is a need to create a road map to achieve this.
- e) Principal and those in authority should be a role model for others to follow.
- f) Organize programmes for students who are failing/ lack attendance. This responsibility should be owned by the department. College should make teachers understand this responsibility towards their students, and motivate them to own their students.
- g) College need doers and multiple leaders with the autonomous status.
- h) It was suggested that there need to be more meeting on e-platform.
- i) It was pointed out that there are good examples of teachers taking responsibility. The department of Biochemistry began two courses in a duration of two years. The committee commented that good quality should be infectious.
- j) There is a need to identify staff/ sectors and work personally with them and encourage them.

- k) The committee also observed that unless ownership is given to all, college may not make progress. So rotation of the post of HoDs is highly desirable.
- l) There has to be several platforms for highlighting the achievement of staff

### **Creating effective communication mechanisms**

- a) It was observed that SOPs are missing and more SOPs should be in place. There is a need to get inputs from a Management person to prepare SOPs.
- b) ERP and initial hand holding was also discussed. It was suggested that HoDs should be roped in to make it operational. Moreover there is a need to explain the ERP to all staff, and team building workshops need to be conducted.
- c) Create 1-2 SOPs such as examinations, sports policy etc. and work it out.
- d) SOPs help us to backtrack to find where we went wrong. SOPs should be dynamic document in commanding language, adopting to changing times.
- e) Once adopted, the SOPs must be applicable to all boards.
- f) It was also pointed out that API should consider all the inputs of staff such as remedial conducted, help rendered etc. there is a need to create internal competition so that we grow and progress.

### **Best department criteria**

It was suggested that it should be discussed with the departments by asking them, how you want IQAC to assess you?

The Coordinator thanked all the members.

1. Fr (Dr) Robert Arockiasamy SJ, Principal, SXC
2. Fr Vincent Saldanha SJ, Management Representative, SXC
3. Fr (Dr) Lancelot D'Cruz SJ, Vice Principal for Science, SXC
4. Dr Nirmal Desai, CoE, SXC
5. Dr Sudhir Jumani (External Expert)
6. Dr Surendra Bakshi, Director, Shrunik Biotech Pvt. Ltd.(External Expert)
7. Ms Dipali Vijh (External Expert)
8. Prof. Ami Shah, Member
9. Dr Clement CJ, Member
10. Dr BB Bhadauria, Member
11. Dr Arti Oza, Member
12. Mr Agnelo Gonsalves, Administrator, SXC
13. Dr Sebastian.V. (Coordinator, IQAC)