

Internal Quality Assurance Cell

Minutes of the meeting held on 15 October, 2014, Wednesday
3.30-5.30pm, Board Room, Library Building, St Xavier's College

A meeting of the IQAC was held on the October 15, 2014, Wednesday from 3.30-5.30pm, in the Board Room of St Xavier's College, Ahmedabad. All the members were present for the meeting. IQAC coordinator conducted the meeting.

Agenda 1: Welcome/ Passing the minutes of the last meeting and Action taken

IQAC coordinator informed that Fr Francis Parmar, External expert in IQAC had requested to relieve him from IQAC on account of his renewed responsibilities. In the context of the revised format given by NAAC to form IQAC, the following members were inducted into IQAC. Dr SudhirJumani as external expert Dr Clement CJ, Dr BB Bharuria, Dr Arti Oza as members.

IQAC coordinator read the minutes of the last meeting and presented the action taken report.

Agenda 2: AQAR 2013-14

IQAC Coordinator conveyed that the AQAR 2014 preparation is delayed due to additional work that has come as part of autonomous system. However, within a few days, the report will be mailed to all members and faculty to give feedback before it is send to NAAC office in Bangalore.

Agenda 3: Sharing of Academic Calendar 2014-15/ Preparation of SAP for Academic Year 2014-15 based on the goal of the College

It was suggested that PGOP which is part of the Xavier's training, must be included in the academic calendar.

With regard to the SAP preparation it was suggested that:

- ✓ Soft skills/ Foundation courses / Elective courses/ Self-Financed courses: Xavier's need to market all courses. There is a need to position course correctly so that it is acceptable to students. This is possible only if college takes opinion from students and from faculty. In the case of self-financed courses, career option should be linked to the course.

With regard to making maximum use of smart classrooms, training need to be offered to faculty and the initial fear of a new gadget must be eradicated.

With regard to systematising placement, it was suggested that more concrete steps must be laid down in order to ensure that placement happens

It was suggested that there is a need to initiate student clubs where students with common interest come together and share ideas.

Emphasis was also laid on administrative reforms. It was suggested that rather than purchasing an ERP, it is important to migrate to MIS and follow it up on a daily basis. The need for having policy document/ SOP for everything was emphasised. Many members felt that currently there is a lot of ad hocism. Management should ask 'what are you doing/ how are you doing' in order to have systems in place.

It was also suggested that there is a need to involve stakeholders in the growth of Xavier's. As a first measure, email id, mobile numbers of parents should be collected for keeping them in the loop of knowing. It was suggested that email id should be collected at the departmental level. When apprehension was raised, one of them said, 'we will not know what will happen unless we do it'. This was a strong push to implementing some of these suggestions including face to face meetings with stakeholders.

The point of having a biometrics system for attendance came up strongly. It would be advisable to begin with such reforms in a couple of smaller departments before extending them to the entire College.

It was also suggested to IQAC that:

1. Mentoring is vital in education and all faculty should be trained in mentoring skills.
2. Enhancing competency and Tally should be taught to all in administration. It was strongly recommended to enhance technological usage within the Administrative network.
3. Also need to create a database step by step and to begin correlating data. Modules could be created and one could proceed step by step.
4. Faculty and administrative staff be helped to upgrade their professional skills. The idea needs to be explained and sold to them. They need to own the idea,
5. Focus on core competency and not so competent areas of the College should be outsourced. This can increase productivity of core people by taking away administrativework from core people.
6. Education at Xavier's should give a thrust on social responsibility. College should do a lot in the city of Ahmedabad
7. College needs to create a sense of belonging. This can be done through:
 - a. By appreciating students with certificates
 - b. Creating scroll of honour and uploading on website

- c. Organising programmes that keeps us connected with the city of Ahmedabad such as quiz competition and marathon etc.
- d. Developing alumni association and making use of Ahmedabad Mirror for the same.

The meeting concluded with a vote of thanks and fixing the **next date to meet on January 15.**

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 SudhirJumani

Dr SurendraBakshi

Ms RoopaliVijh

Dr Sebastian V