Minutes of the IQAC meeting held on July 11, 2015

Members of IQAC met on July 11, 2015 in the Board Room of Xavier's College in order to plan for the year ahead. All members were present except Ms Roopali Vijh, and Prof Ami Shah. Since College Management unanimously decided to induct the Controller of Examination into IQAC, Dr Nirmal Desai was invited to join. The Minutes of the meeting were read out and approved and the ATR was also presented.

Agenda 1: Evaluation of online admission process

This is the first time College introduced online admission system for all UG and PG courses. Based on the learnings presented (ref. to agenda for details) the committee noted the following:

a. There was no mess up with data base, no refund issues, no complaint of website crashing. Therefore, College should adopt this methodology in future. There is a need to draw a flow chart of the process and then follow it up.

b. There is a need to implement certain procedures. For Example, SOP for admission process should be given to staff many days before the actual days of admission.

c. The entire admission process should also be explained in Gujarati and uploaded on the website for the benefit of non-English speaking candidates.

d. There is a need to document the entire admission process pointing out what could have been done better.

e. College should market and promote courses which are in less demand. It was also suggested that departments should make the courses more attractive with career prospectus, internships, skills and student care. Departments should also link course like Gujarati with IAS examination.

f. There is a need to advertise various courses which Xavier's is offering.

g. Admission forms can be opened even before the examination results are announced with login facility. This will help applicants to be acquainted with the form and procedure.

h. Once the results are announced, the number of days to fill the form should be reduced to 4 days.

i. The present policy of 60:40 weightage was also taken up for discussion. However, no conclusion was drawn. However, a need for setting up a transparent objective system for selecting the right candidate was highlighted.

    j. IQAC is advised to address all departments about the performance of each Department during the admission process. Also about the outcome of this evaluation

Agenda 2: Measures to improve student feedback/ self appraisal and institutional evaluation of teacher's performance

    a. A meagre 5% of students participate in student feedback ever since college opted for online feedback system. It was suggested that there should be a more organised system in place and it should be part of the academic calendar.

    b. In response to teachers not submitting feedback in time, it was suggested that: The feedback form/ self appraisal should be in MCQ model.

    c. There is a need to relook the criteria for best department award. Efficiency can be one of the criteria for this selection.

    d. Evaluation/ feedback should preferably be conducted by external agencies.

    e. Faculty and students should be trained on the advantages of giving and taking feedback as a means of improving oneself and institution.

Agenda 3 and 4: Methodologies for improvement under autonomous system

    a. It was felt that IQAC should organise seminars/ workshops that lead towards capacity building, making the staff familiar with the concept, objectives and rationale of autonomy. This will help them have a sense of participation in decision making and motivate staff to get involved in the entire process.

    b. Staff is still in the old working mode. Training need to be given to orient them to the autonomous mode.

    c. Workshop aimed at motivating faculty should be offered.

Agenda 5: Analysis of semester 2 result under autonomous system and make corrective measures for better performance

    a. Over all analysis of Semester 2 result as well as the feedback of received from students on semester 1 result were presented. It was felt that the data presented was not very clear. It was felt that the method of gathering evaluation needs to be upgraded. There is a need to collect information from more number of students to get a balanced view. Every evaluation process should be made compulsory rather than voluntary.

    b. Each department should be encouraged to take more active role to deal with issues of their students.

    c. There should be continuous check by the authorities on syllabus completion.

d. Aspects such as submission of Unitised Teaching Plan (UTP) etc. should be given points while deciding on the best department award.

Agenda 6: Adding a component of personality and Institutional Social Responsibility in the credit

a. Students should be explained about the value of credits earned through various ancillary programmes (Personality Growth Oriented Programme/ Jagrat/Utkarsh/ NSS/NCC/Tarumitra/ Sports/ Extra curricular) and how it helps them to add value to their CV and employability. Such achievements should be rewarded with a certificate.

b. It was also suggested that college should organize programmes to catch students young and give them social values and training on social awareness. It was also suggested that college should formulate policies such as parking is not allowed without a helmet or a valid PUC etc.

c. The external experts mentioned that they are interested in knowing about various developments and happenings of the college on a regular basis.

Fr Lancy expressed deep felt gratitude to the members for their contribution.

The IQAC decided to meet again in October. The date would be finalized later.

CC:
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 Roopali 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 Wilson Christian, Administrator, SXC
13. Dr Sebastian.V. (Coordinator, IQAC)