

St Xavier's College (Autonomous), Ahmedabad **Minutes of the Internal Quality Assurance Cell Meeting No. 7**

The Meeting No. 7 of the Internal Quality Assurance cell was held on August 18, 2018 from 11 am onwards. The IQAC coordinator conducted the meeting.

The main agenda of the meeting was to plan for the current academic year and to look at the action taken on the recommendations of the NAAC team that visited the College in 2013 during accreditation. It was suggested that College should arrange for an evaluation prior to the visit of UGC team. A brief look into the recommendations of the NAAC team initiated the following discussion:

1. **Recommendation 1:** College may draw up a detailed perspective schedule for its development:

Action taken: A common format for college development plan was circulated among all departments with the following areas to be addressed: Ideas for Departmental development/ faculty development/ student care/ extension and social consciousness/ strengthening research/ feedback mechanism/ management of data/ departmental placement cell/ alumni revamping/ infrastructure/ library etc. It was observed that only few departments have responded. However, follow up was not carried out.

2. **Recommendation 2:** The College needs to create a research council of its own to monitor and promote research, projects and international collaborations.

Action taken: Research Council is constituted and active.

3. **Recommendation 3:** Dynamic growth strategies should be developed for active participation of the stakeholders for the academic growth and development of the institution.

Action taken: College organized Organizational developmental programmes where staff as a whole/ department/ for management has been conducted.

4. **Recommendation 4:** College may introduce more course options and PG programmes in emerging areas.

Action taken:

- 4.1. College has initiated the following programmes: B.Com BPS, BSc Biotechnology, MSc Biochemistry, MSc Biotechnology, MSc BDA, MSc Mathematics, MSc Chemistry (Analytical), MSc Physics.
- 4.2. College also introduced combinations such as Mathematics-Statistics and Computer Sciences
- 4.3. College also initiated several new soft skill and foundation courses.

5. **Recommendation 5:** Placement, mentoring, tutorials, and counselling, entrepreneurship and incubation activities may be systematized.

Action taken:

- 5.1. It was observed that about 40% of students from humanities opt for jobs and placement need attention with the initiation of PG courses. The following recommendations were made:
- 5.2. Xavier's College is known for enhancing students' English speaking proficiency. It has to be further reinforced as speaking in English gives students the confidence as well as better job opportunities.
- 5.3. Possibility of introducing COP in English speaking and Career guidance needs to be explored.
- 5.4. The need for developing life skills (street smartness) along with academic skills were emphasized.
- 5.5. Need for initiating courses in body language, communication skill was recommended. These courses should be offered from year 2 onwards.
- 5.6. There is a need to make the students aware of the needs of the industry and work towards achieving that. Students should be made aware that jobs will be offered based on the skill they have developed during studies rather than a degree certificate.
- 5.7. It was highlighted that St Xavier's College should perceive placement as a parameter to gauge their academic performance as well as a social service to society.
- 5.8. With the introduction of several PG programmes, there is a need to appoint a full time placement officer who will deal with not only placement but also internships. It was pointed out that college will be judged by organized placement activities by all stakeholders.
- 5.9. Need for bringing awareness about Government schemes on skill development and exploring these schemes were discussed.
- 5.10. More resource persons should be brought to the campus to offer seminars/ guidance on career and placement. In this context, the TCS concept of Campus to Corporate was discussed. The idea has to be promoted among students.
- 5.11. The need for approaching various companies on a regular basis to recruit our students must be given priorities.
- 5.12. The need for initiating GPSC training was also discussed.
- 5.13. Several recommendations of the Micro IQAC which works at the departmental level came up for discussion:
 - 5.13.1. The need for a lady Vice Principal was recommended.
 - 5.13.2. Need for Parent-Teachers meeting was also suggested to take education of the students in the right direction. At the time of admission there should be a form where the parents and students sign stating that they have read and understood all rules of the institution and are ready to abide by these rules.

5.13.3. It was also recommended that the College should begin the day with a common prayers or by reciting the National Anthem.

5.13.4. To avoid an abrupt ending of the college programmes, it was advised to end by singing National Anthem.

5.13.5. The need for the entire college working together (working time) as well as the need for Biometric system was strongly recommended.

6. **Recommendation 6:** Automation of the admission process, administration, finance may be completed

Action taken:

6.1. It was observed that most of examinations, academics, fees payment, and student related activities are automated with the help of ERP.

6.2. Setting rules for purchase and documenting of purchase details was discussed to prevent any malpractice.

6.3. Need for building systems for “identified areas” in which the College has to grow. Need for implementing SOP for almost every activity was also discussed.

7. **Recommendation 7:** Automation of Library may be carried out

Action taken: Steps have been taken towards automating the library. Absence of a full time librarian is delaying the process. It was recommended that college should appoint a librarian in the present scenario rather than waiting for the Govt. appointment.

8. **Recommendation 8:** ICT may be integrated in the teaching learning process

Action taken: It was observed that smart boards have been installed in select rooms, renovation of class rooms are in progress, AV facilities have been installed in several class rooms and distributed to many departments. More infrastructure development needs to be done in order to increase ICT integration as a conventional mode.

9. **Recommendation 9:** Indoor sports facilities, gymnasium and health centre may be created

Action taken: College should explore making these facilities available by creating more space on campus.

10. Initiating scholarships

One of the best way to promote the courses of the institution is by instituting scholarships which can motivate students as well as create healthy competition. These may be promoted among those students who are not eligible for Govt. or Management (Xavier Kelavani Mandal) schemes.

11. Alumni revamping

The need for coordination, encouraging departmental alumni was discussed. Suggestion was also made to collect the alumni fee along with semester 5 fees. The need to attract general public to Xavier's by organizing activities such as Garba, Anand Melo (Fairs), English and Gujarati Plays were discussed.

12. Any other

- 12.1. The need for visiting other Autonomous institutions of India by College faculty was recommended
- 12.2. The need for investing in faculty, equipping them was also recommended
- 12.3. There is a need to form small groups in the college that can come up with small feasible projects.
- 12.4. The need for offering workshop on documentation was suggested to make the institution a system driven institute.
- 12.5. Need for devising SOPs was suggested. For example, there has to be methodologies for conducting classes, revision etc. This will help students to be more sharp in academics.
- 12.6. The need for documenting good teaching practices was also discussed
- 12.7. Possibility of getting help from retired staff was also discussed
- 12.8. It was also recommended that there is a need to appoint new VP, HoDs with change of leadership and these positions should be taken up by rotation.
- 12.9. Along with the implementation of Autonomous status, college should formulate policies on administrative positions and adhere to the policies.
- 12.10. College should also consider appointing a CEO for coordinating administrative and developmental activities.
- 12.11. There is also a need to invite more participation from staff members and making them responsible for the job.

IQAC coordinator thanked the members for their contribution.

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