



# ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A' (CGPA 3.41 out of 4) by NAAC (3<sup>rd</sup> Cycle) | Affiliated to Gujarat University

Date: 28/09/2020

Time: 4:00 pm onwards.

Venue: Google Meet (gya-wisb-vpd)

Meeting 31

## Agenda

1. Website Developments
2. Unitized Teaching Plan (UTP)
3. Online teaching related issues
4. Use of Moodle to facilitate online PGOP
5. Budget preparation for Strategic Action Plan (SAP)
6. Discussion of QIMs for the SSR

## Committee Members:

Prof. Amit Koshti<amit.koshti@sxca.edu.in>,

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Dr. C.J. Clement<clement.chammasheril@sxca.edu.in>,

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Dr. Shraddha Bhatt<shraddha.bhatt@sxca.edu.in>,

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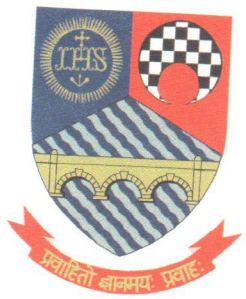
Dr. Uma Harikrishnan<uma.harikrishnan@sxca.edu.in>

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## Minutes of Micro IQAC Meeting 31 held on 28<sup>th</sup> Sept, 2020

The Meeting No. 31 of the Micro IQAC was held on 28<sup>th</sup> Sept, 2020 on Google Meet.

### 1. Website Developments

- 1.1. Dr Clement briefed about the discussion with the website committee about the expectations of IQAC and NAAC for the website.
- 1.2. Dr Clement also briefed about how the development of the new website has been outsourced to an IT company.
- 1.3. Dr Clement also mentioned that few teachers of the College will be trained to handle the website post website development
- 1.4. All the members were happy with the progress and inputs provided for the website development

### 2. Unitized Teaching Plan (UTP)

- 2.1. Dr Clement shared the need for UTPs to be uploaded to Moodle and invited suggestions on how it could be implemented effectively
- 2.2. Dr Clement and Dr Uma shared the format of the UTP adopted by them
- 2.3. It was decided to include the different activities, quizzes, live lectures, recorded lectures etc. in the UTP

### 3. Online teaching related issues

- 3.1. Dr Sanjeev and Dr Uma, expressed the student concerns regarding online teaching.
- 3.2. Dr Uma shared the method adopted by the neighboring College to track the online teaching
- 3.3. Dr Shital expressed the method adopted by their department including the departmental time-table and UTP.

### 4. Use of Moodle to facilitate online PGOP

- 4.1. Dr Clement expressed the joy of the academic orientation of students that went very well.
- 4.2. Dr Clement briefed about the discussion with the campus ministry regarding





conducting the PGOP online.

4.3. All the members were ready to provide the help required for conducting the PGOP.

5. Budget preparation for Strategic Action Plan (SAP)

5.1. Dr Clement mentioned that the Management required the help of IQAC to provide budget for the Strategic Action Plan

5.2. The members expressed their joy to provide all the necessary help required

6. Discussion of QIMs for the SSR

6.1. The QIMs 2.3.2, 2.3.4, 3.1.1 and 3.3.1 were put forward for discussion

6.2. The members gave inputs on the different teaching methodologies involved, especially upgradation of Moodle and the use of QR code by few departments.

6.3. The members also mentioned that the teachers and students have enrolled themselves to the Swayam courses, which could also be included in the QIM.

6.4. The members mentioned that the student research seminars could also be included in the QIM.

6.5. The respective Criteria heads were asked to incorporate the suggestions to the QIMs.

Dr. Clement thanked the members and ended the meeting  
C.C

1. Dr. Shital Doshi<shital.doshi@sxca.edu.in>
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