



ST. XAVIER'S COLLEGE (AUTONOMOUS)

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

Date: 04/08/2021 to 09/08/2021

Meeting 36

Time: 11:00 am to 5:00 pm

Venue: Board Room, Library Building

Agenda

1. Review of the SSR-Cycle IV

Committee Members:

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

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Mr. Mukund Parmar<mukund.parmar@sxca.edu.in>,

Dr. Profaina Christian<profaina.christian@sxca.edu.in>,

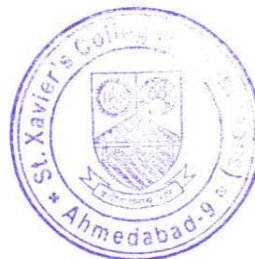
Dr. Shraddha Bhatt<shraddha.bhatt@sxca.edu.in>,

Dr. Sanjeev Gupta<sanjeev.gupta@sxca.edu.in>,

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

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ST. XAVIER'S COLLEGE (AUTONOMOUS)

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Minutes of Micro IQAC Meeting 36 held from 04th Aug, 2021 to 09th Aug, 2021

The Meeting No. 36 of the Micro IQAC was held from 04th Aug, 2021 to 9th Aug, 2021 in the Board Room of the Library Building.

1. Review of SSR-Cycle IV

1.1. A detailed review of each criterion of the SSR was taken up for discussion and the comments/errors and the changes to be made were noted down for further action.

1.2. On 4th Aug, 2021 the Criteria 1, the Evaluative Report of the Department (ERD) and the general profile of the College was discussed.

Outcome of the Meeting of 4th Aug:

S.No.	Tasks assigned	Responsible Person
1.	Criteria 1 was asked to rework on the supporting documents of 1.1.1 and check for the links of 1.1.2	Dr Arti and Dr Shraddha
2.	They were also asked to format the excel sheet of 1.1.2 and to provide appropriate link to the documents of GU	Dr Arti and Dr Shraddha
3.	For 1.3.1, it was discussed that the data of Botany department would be added	Dr Shraddha and Dr Rashmi
4.	In the excel sheet of 1.3.4, the names of the students which are repeated will have to be removed	Dr Savan Patel
5.	It was decided that atleast 3 samples of feedback form will have to be uploaded and option B will be selected as the final answer	Dr Shraddha, Dr Rashmi and Dr Uma
6.	Criterion Summary will also be reworked	Dr Arti, Mr Taronish and Dr Mallika Sanyal
7.	In the Student Satisfaction survey, the instructions were given to make sets of 500 students each	Dr Uma
8.	In the General Profile, the data of Foreign students was to be clarified from the Office	Dr Uma and Ms Cini
9.	In the ERD, it was discussed that the details of the Research Lab of BCA, the date of establishment of Zoology and Botany department and the Ph.D guideship of Dr UB Gothi had to be confirmed and finalized	Dr Sanjeev Gupta

1.3. On 5th Aug, 2021 the Criteria 2 and the Extended Profile of the SSR was discussed.

Outcome of the Meeting of 5th Aug:

S.No.	Tasks assigned	Responsible Person
1.	The extra sheet in 2.1.1 to be removed and the new file to be uploaded to the NAAC portal	Dr Uma

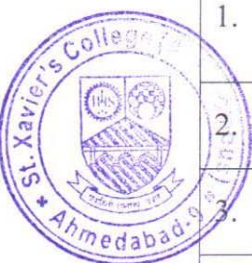
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2.	The QIM 2.2.1 to be reworked in the context of 1.3.2 and supporting documents of VEP, ATKT exam and advance learner's competitive exam to be scanned and links to be verified	Dr Uma
3.	The Supporting documents and the links of QIM 2.3.2 and 2.4.3 to be verified once again	Dr Uma
4.	In 2.6.2, the data of NSS and CWDC to be added and the UG course attainment table to be reworked.	Dr Uma, Dr Arti, Mr Taronish and Dr Shital
5.	In 2.6.3, the no. of students appeared for the exam to be verified again	Dr Uma and Ms Cini
6.	In the Extended Profile, 1.1 the correction in the year to be made and the correct file to be uploaded	Ms Cini
7.	In the Extended Profile 2.1, the correct file to be uploaded	Ms Cini
8.	In the Extended Profile, 2.2, 2.3 and 4.2, corrections to be made in the table and the files to be uploaded again	Ms Cini
9.	The links of the draft SSR to be checked by the IQAC assistants	Ms Cini

- 1.4. On 6th Aug, 2021, a review of the tasks assigned in the earlier two days was discussed and the Criteria 3 of the SSR was taken up for the discussion.
- 1.5. The Management took the review of the progress so far and the bottlenecks faced and the clarifications that were required and provided the necessary solutions for the same.
- 1.6. The links of the draft SSR was checked by the IQAC assistants and the changes or errors noted down was communicated to the website committee.

Outcome of the Meeting of 6th Aug:

S.No.	Tasks assigned	Responsible Person
1.	In the 3.1.1, it was discussed that the names of the research labs to be uniform. The supporting documents to be in proper and relevant.	Dr Sanjeev and Ms Remi
2.	In 3.1.3, the data without the financial support to be removed and the list of teachers to be corrected	Dr Sanjeev and Ms Remi
3.	The formatting of the excel sheet to be done properly and the corrections in the years to be made	Dr Sanjeev and Ms Remi
4.	Faculty list to be updated in 3.2.3 and 3.2.4	Dr Sanjeev
5.	3.5.1 and 3.5.2 to be reworked with proper formatting and NAAC template	Dr Sanjeev and Ms Remi



6.	3.6.1, 3.6.3, 3.6.4 appropriate activities only to be included. The irrelevant activities to be removed	Dr Sanjeev and Ms Remi
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1.7. 3.7.1, 3.7.2, Criteria 4 and the Criterion summary of 3 and 4 could not be completed due to lack of time.

1.8. On 7th Aug, 2021 the pending metrics of Criteria 3, Criteria 4 and Criteria 5 of the SSR was discussed

Outcome of the Meeting of 7th Aug:

S.No.	Tasks assigned	Responsible Person
1.	The list of collaborations and the activities listed under the collaboration to be verified.	Dr Sanjeev and Ms Remi
2.	The hyperlinks to be verified and the activities mentioned under 3.7.1 and 3.7.2 should not match	Dr Sanjeev and Ms Remi
3.	Criterion Summary of Criteria 3 to be reworked with the names of the Research labs and number of words	Dr Sanjeev, Ms Remi and Ms Cini
4.	In 4.1.1, the hyperlinks not working to be checked and the details of herbarium and cactarium and research labs to be included	Dr Shital
5.	4.2.1, 4.2.2 and 4.2.3 the data template format needs to be checked once again and the hyperlinks to be verified	Dr Shital
6.	4.3.4 the video of Gujarvani should be updated	Dr Shital
7.	4.4.2 the proof of herbarium and the AMC computers need to be added	Dr Shital
8.	5.1.1 the schemes to be merged and the supporting documents to be restructured	Dr Rashmi
9.	5.1.3 the format to be as per the NAAC template and the list of activities to be narrowed down as relevant	Dr Rashmi and Dr Uma
10.	5.2.1 the placement details of SF section to be added and relevant supporting documents to be verified	Dr Rashmi
11.	5.2.3, 5.3.1 and 5.3.3 the excel data templates need to be formatted	Dr Rashmi
12.	The Student Core Team organogram font and colour to be changed	Dr Rashmi

1.9. The Criteria 7 and the Criterion Summary of Criteria 5 and 7 could not be completed due to lack of time.

1.10. On 9th Aug, 2021 the Criteria 6, Criteria 7, Criterion summary of 5,6 and 7 and the Executive Summary was discussed.



Outcome of the Meeting of 9th Aug:

S.No.	Tasks assigned	Responsible Person
1.	6.2.1 and 6.1.2 to be reworked if time permits	Dr Shital, Dr Uma and Dr Mallika
2.	6.2.2 the organogram on the website to be modified and the Examination committee link to be changed	Dr Shital
3.	6.2.3 and 6.3.2 the official names of the faculties to be verified with Criteria 2	Dr Shital
4.	Links of 6.4.3 and 6.5.1, the links to be verified	Dr Shital
5.	7.1.1, the supporting documents to be uploaded again	Dr Shital
6.	7.1.9 the latest report of PGOP to be added	Dr Shital
7.	7.2.1 and 7.3.1 the details of Astronite as part of advanced B.Sc, visit to ISRO and data regarding herbarium can be added	Dr Shital

Dr. Mallika thanked all the members for their continued dedication and good work and ended the meeting

C.C

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