

Minutes for IQAC meeting held on 4th October 2014 from 2.00 p.m. to 5.00 p.m.

Members present:

1. Dr. Nirmala Almeida
2. Dr. Geeta Ibrahim
3. Ms. Patsy Khan
4. Mrs. Nalini Naik
5. Mrs. Anuradha Mitra
6. Dr. Veena Yardi
7. Dr. Anuradha Bakshi
8. Mrs. Sunita Jaiswal
9. Dr. Pratima Goyal
10. Ms. Jacqueline Colaco
11. Dr. Ela Dedhia

Agenda:

- 1) Syllabus revision
- 2) Any other matters

Dr. Geeta Ibrahim welcomed all the members. Minutes of the previous meeting were presented and unanimously accepted by all.

The following was discussed:

1. Students have to be encouraged to participate in certificate and value added courses as the students need to gain more competencies in professional skills and also need to be exposed to gender based issues and value based education.
2. There should be an increased focus on undergraduate research and therefore students must be encouraged to take up research topics and participate in Inter collegiate and University research competitions.
3. Syllabus revision was felt an urgent need and therefore it was recommended that everyone works at it and starts the process immediately from FY to TY, Msc I and Msc II. FYBSc and MSc I syllabus can be submitted to the University through the BOS members of the college at the earliest. However the rest of the levels also need to be worked upon. Suitable books to be included in the Library.
4. It was also suggested that the new CBCS pattern of the University to be followed. The total number of theory and practicals to match other Science streams as Home Science is a part of the Science faculty and therefore even if total number of theory and practicals have to be reduced it may be done so.

The Thrust areas of the curriculum development should be as follows:

- Application

- Life skill orientation
- Recent trends and growth in the industry
- Entrepreneurship
- Community service and Community oriented
- Internships
- Globally relevant

This should be followed for all courses.

The departments were requested to contact experts and design the syllabus at the earliest. Feedback can be taken from stakeholders like students, industry and alumni etc. and we can incorporate relevant suggestions.

5. To have a common subject for MSc II on alternative health strategies
6. Looking at the good response of the CAD CAM courses of the TFT department and Workstation Design and Applied Ergonomics of the CRM department it was suggested to start professional certificate courses affiliated to the University of Mumbai to improve their professional skills ,competencies and industrial compatibility. The departments were given the authority to contact experts and design the syllabus at the earliest.
7. Based on the feedback received from the NAAC Peer team, it was decided to establish an NSS unit in the college. The possibility is to be explored and suitable application to be made.
8. Staff were encouraged to register for PhD
9. To organize events towards environmental consciousness.
10. To initiate the process of Academic and Administrative Audit.

The meeting ended with a vote of thanks.



Dr. Geeta Ibrahim
Co-ordinator



Dr. Nirmala Almeida
In-charge Principal

MINUTES OF THE MEETING HELD ON 22ND APRIL 2015 FROM 2:00 PM to 3:30 PM

The following members were present at the meeting

1. Dr. Geeta Ibrahim
2. Dr. Nirmala Almeida
3. Ms. Patsy Khan
4. Mrs. Nalini Naik
5. Mrs. Anuradha Mitra
6. Dr. Veena Yardi
7. Dr. Anuradha Bakshi
8. Mrs. Sunita Jaiswal
9. Dr. Pratima Goyal
10. Ms. Jacqueline Colaco
11. Dr. Ela Dedhia

Agenda:

- 1) Updates of the various criterions
- 2) Any other matters

Mrs. P. Mhaprolkar & Ms. R. Wagle were unable to attend.

Dr. N. Almeida welcomed the entire IQAC. She introduced the resource person, Dr. V. Amonkar and welcomed her. All members then introduced themselves.

Dr. Almeida there after requested every convener to share what they had worked on with the group.

Criterion I- Mrs. A. Mitra requested and obtained clarification of various points. She also shared information about how feedback is collected. It was mentioned that an exit interview is being taken from final year students this year. Plans are on for online feedback to be taken next year. Dr. V. Amonkar suggested using OMR forms for feedback so that collation of data is easier.

The following was decided:

The syllabus revision of the various departments were presented and discussed at length. SYBSc and MSc II syllabus to be presented, finalized and submitted to the University of Mumbai

Criterion II – Dr. Yardi requested clarification about how to report the co-ordinator of self-financing courses in the AQAR. It was suggested that she should be included as a temporary staff. Dr. Amonkar suggested that an additional column for local conference should be made and kept for later reference.

Dt.2.8. – Suggestions were given for the kind of assessment that could be recorded eg. Open book examinations, peer assessment.

Dr. V. Amonkar suggested that rubrics could be used for assessment.

After a brief discussion on how to fill 2.9, clarification was given by Dr. Amonkar & other members.

Rt.2.13 – Dr. Yardi was requested to send the question in the given format to all 4 specializations so that the data regarding training, etc. can be resent to her otherwise collating the data becomes very difficult plans are afoot to have more staff development programmes organized by the college.

Criterion III – Dr. A. Bakshi shared data that she planned to present in the AQAR. She drew attention to the fact that all departments are sensitive in selecting socially relevant research topics. The Ethics Committee has been reinstated and several M.Sc. & Ph.D. Scholars were to get their plans/work screened by this committee for ethical considerations. A UGC sponsored seminar on Research Writing has been planned. Dr. Amonkar explained that a Research Committee (different from Ethics Committee) needs to be set up in the college to scrutinize minor & major projects. This was agreed upon by the IQAC team. It was decided to encourage participation in AVISHKAR, URJITA and DLLE research competitions.

After a brief discussion, it was decided the money generated by the FND specialization (Rs. 45,000 from the Tata Project) should be reported as revenue generated through consultancy. Dr. Bakshi also shared the newly formulated policy of the college for consultation with Dr. Amonkar. Dr. Dedhia asked whether the value of material received in kind could be considered to be the value of consultancy. Dr. Amonkar mentioned that it could and that a certificate should be obtained from the industry providing this support. The certificate needs to mention the kind of assistance & the value of the same. There was a brief discussion and it was felt that this requires further deliberation.

Clarification was sought about the difference between collaborations and linkages.

It was felt that like the collaboration with Dept. of Lifelong Learning and Extension of the University of Mumbai, the work done with ICDS, a national agency should also be highlighted.

Dr. Vivienne suggested that extension and other work of the college covered in the media should also be reported.

Criterion IV – Ms. Sunita Jaiswal sought clarification regarding equipment purchased. She also clarified whether the data on the member & value of library books should be reported only for 5 years or since inception. Mrs. Nalini Naik informed her that she would provide her with all the data regarding equipment & Library resources. If management agrees then a shed with grills could be constructed on the terrace. This could be used for various academic activities. Other plans were also shared.

To enable classrooms with ICT, Wi-Fi and suitable softwares. To beautify the garden area and to have some cafeteria seating arrangements. If required necessary furniture can be bought.

Criterion V – Dr. Pratima Goyal requested information on support mechanisms for competitive examinations – Dr. Amonkar mentioned that a half day seminar/workshop/coaching followed by repeat sessions could be included. It was suggested that systematic coaching could be organized for RD examinations. Dr. Bakshi suggested that one-on-one coaching for PET, etc. could also be included in this year's AQAR. She agreed to provide the data to Dr. Goyal. Dr. Dedhia pointed out that when coaching of students, we to ensure that we safeguard our admissions. There was a discussion about the change in the campus placement format this year. Data placement is to be taken from the EPC.

Criterion VI – Ms. J. Colaco explained that a summary of how the management supported/influenced all 6 criteria needs to be covered in this section. She was asked to clarify what would be highlighted under some questions. Regarding admission of students, Mrs. Mitra suggested that it would go to the credit of the college if we spelt out that in addition to the 50% reservation for Christian minorities, reservation is also made for SC/ST/NT/OBCS.

Ms. Colaco shared the tentative plans for the college. Dr. Dedhia explained that she is aware about a total MIS programme. She shared how it works. The group was keen that this should be explored because it will enable smooth functioning in the college.

Criterion VII – Dr. Dedhia dealt with the best practices of the college. She mentioned that from among many possible best practices, a few will be selected for reporting in the AQAR. Some of the best practices mentioned were the initiative of the management to bridge the gap between the previous principal's voluntary retirement to the appointment of the incharge principal & their new principal, Dr. Geeta Ibrahim.

A high level of interaction with the University on matters that concern the college & sharing of information regarding this with all staff.

- New initiative undertaken by the new principal
- Ethical Screening & Practices in research
- Collaboration with the Dept. of Lifelong Learning & Extension of the University of Mumbai.
- Initiatives taken to get details about the Provident Fund & staff.
- High degree of collaboration between the college * other institutes (even in order to organize seminars so that the cost/student reduces)

Dr. Dedhia then shared the plans for the next year.

Dr. N. Almeida then asked Dr. Vivienne Amonkar to explain about the composition of the IQAC team at St. Xavier's college and the best practice of St. Xaviers. Dr. Amonkar mentioned that getting autonomy & systematizing Bloom's taxonomy objectives into teaching-learning was what she felt was the best. On being asked about how autonomy has affected NAAC evaluation, she stated that the evaluation is stricter especially with respect to curriculum development & governance & administration because with autonomy, the institute is now responsible for these areas.

Suggestions given by Dr. Amonkar:

- Apply for a lot funds, everywhere – UGC, etc.
- Use alumni for placements, guest lectures and getting funds.
- Have a theme for a year so that there is focus on it eg. Entrepreneurship, infrastructure, environment, etc.

The meeting ended at 3:30 pm with a vote of thanks proposed by Dr. Veena Yardi.

Dr. Nirmala Almeida
Co-ordinator

Dr. Geeta Ibrahim
Principal