



**ST. XAVIER'S COLLEGE**  
(AUTONOMOUS)  
5, Mahapalika Marg, Mumbai - 400 001,  
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# DOCUMENTATION AUDIT – 2015-2016

## (Internal)



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ST. XAVIER'S COLLEGE  
(AUTONOMOUS)  
MUMBAI - 400 001.



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**DOCUMENTATION AUDIT: REPORT OF THE INTERNAL AUDIT COMMITTEE**

**List of members of the Internal Audit committee appointed by the principal:**

Dr. Vivien Amonkar

Dr. Fleur D'Souza

Dr. Nandita Mangalore

**Directive :**

- To list all possible documentation that a visiting review committee might possibly ask for
- To check if the documentation has been collected and appropriately filed by each department
- To present a status report to the Principal following the exercise

The committee decided to divide the documentation required into three main categories – the cognitive, affective and psychomotor domains as these together formed the bedrock the college used for the holistic development of its students. An extensive list of documents required and possible activities that could be included under each head was emailed to the Principal and forwarded to the heads of departments along with a timeline for completion of work.

**CHECKLIST AND TIMELINE FOR REVIEW OF DOCUMENTATION:  
DEPARTMENT LEVEL**

Departments to maintain photographic evidence wherever possible.

**I]COGNITIVE DOMAIN**

**A. Syllabi**

**To be kept ready by 20<sup>th</sup> January, 2016**

1. Copies of the Syllabi of the various courses passed from 2010 – 2016 (reflecting the changes made)
2. BOS Mtgs. : Minutes ,Resolutions and Attendance
3. Concept Note to explain how the syllabi help in the development of Cognitive skills

(For example: If industry oriented, Relevant to the Contemporary status of the specific subject, Useful for career options for students, Socially relevant)

**B. Teaching & Learning - Development of Higher Order Thinking Skills ( HOTS)**


**To be kept ready by 25<sup>th</sup> January, 2016**

1. Template of Question Paper wrt Bloom's Taxonomy
2. Pedagogies used:
  - List

For example: Power point presentations, Smart Boards, Videos, Moodle,



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Study packs and e content given to students, Clickers, Flipped Classroom, Debates, Role play, Discussions, Peer learning, Case studies, Guest lectures, Experiential Learning- Workshops, Industrial Visits, Exhibitions, Field work, Internships

- Single Proof/ Report of each activity over the 5 years
- Details/ Proof of experiential learning activities- Year wise list with year, specific names of the activity, names of students, short reports, Feedback if taken
- Photographic evidence (wherever possible)

## C) Evaluation

To be kept ready by 25<sup>th</sup> January, 2016

1. Question Paper Copies of CIA & End Sem.
2. Match any one End Sem paper of each Course over a 5 year period with Template of Q Paper
3. Types of CIA's :  
List (Proof if & where possible).  
For example: MCQs, Case studies, Assignments, Presentations, Online Tests, Quiz, Projects, Field Trip Reports, Museum Visit Reports, Vivas , Open Book Tests etc.
4. Bar charts for End Sem marks for last three years (General Office could help)

## D) Interdisciplinary work at the level of Students

To be kept ready by 29<sup>th</sup> January, 2016

1. Cross faculty: Syllabus, Batch strength of each Year
2. Applied Components: Syllabus, Batch strength of each Year
3. Special Courses ( Report written by Principal's appointee)
4. Honour's Programme: Dept. Report year wise with list of Activities and Photographic Evidence
5. Any other

## E) Research

To be kept ready by 1<sup>st</sup> February, 2016

Tabular form:

1. UG Projects: Academic Year, Class, Project name, Names of students, Total number of students involved in projects, Total number of students in the class ( Honour's Programme projects should be included)
2. PG Projects: Academic Year, Class, Project name (with Institute involved if External Project), Names of students. Total number of students involved in projects, Total number of students in the class
3. Faculty Projects: Academic Year, Project name, Name of Faculty, Funding Agency, Amount

## F) Miscellaneous



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To be kept ready by 1<sup>st</sup> February, 2016

1. Remedial Teaching Report Course Code, Number of students, Name of faculty involved
2. Dept. Seminars, Workshops, Conferences : For example: Khandala, Intercollegiate  
Date, Venue, List of speakers, Schedule, Participants- type and total number, Source of funding if any, A Paragraph on significance
3. Dept. Magazine
4. Any Other

### III] AFFECTIVE DOMAIN

To be kept ready by 1<sup>st</sup> February, 2016

1. Mentoring : Academic Year, Class, List of mentors and mentees
2. Socially relevant activity
3. Sessions or workshops wrt value education

### III] PSYCHOMOTOR DOMAIN

To be kept ready by 1<sup>st</sup> February, 2016

Details of Practical Lab Skills, Dept. fests.

### IV] MISCELLANEOUS

To be kept ready by 1<sup>st</sup> February, 2016

1. Stock registers : Chemicals, Glassware, Instruments, Furniture.
2. Student Progression: Pie charts, Data of students name and progression
3. Student Admissions: Number - Year-wise ( from General Office)
4. Details of external scholarships, prizes won by students.
5. Faculty profile : List: Name, Highest Qualification, doj, Research Publications, Research Projects, Achievements
6. Alumni interactions
7. Extension Work : Academic Year, Name of Activity, Name of Faculty involved
8. Collaborations: Academic Year, Name of Activity, Name of Faculty involved
9. Any other

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The department visits were scheduled between 5th and 11th Feb 2016. A timetable was sent to the heads of various departments by the Principal.

#### SCHEDULE OF MOCK REVIEW

Venue : Respective Departments

#### Friday (5/2/2016)

##### Department Time

Zoology 9:40-10:10 am

BMM 1:30-2:00 pm

Political Science 2:00-2:30 pm

Statistics 2:30-3:00 pm

Microbiology 3:00-3:30 pm

#### Saturday (6/2/2016)

##### Department Time

Biotechnology 10:30-11:00 am

French 11:00-11:30 am (Principal's waiting room)

Hindi 11:30-12:00 noon (Principal's waiting room)

Commerce and Economics 12:00-12:30 pm

BMS 12:30-1:00 pm

Mathematics 1:00-1:30 pm

Physics 1:30-2:00 pm

Public Policy 2:00-2:30 pm

#### Monday (8/2/2016)

##### Department Time

Sociology 2:00-2:30 pm

English 2:30-3:00 pm

History and B Voc 3:00-3:30 pm

AIC 3:30-4:00 pm

Commerce Faculty 4.00pm – 4.30 pm

#### Thursday (11/2/2016)

##### Department Time

Psychology 1:00-1:30 pm

BSc IT + related B.Voc 1:30-2:00 pm

Chemistry 2:00-2:30 pm

Botany 2:30-3:00 p

Geology 3:30-4:00 pm

Life science 4.00-4.30pm



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As half an hour was allotted to each department, the committee distributed the documents between the three members.


No. Of Departments visited 21 out of 24

	✓✓	✓	X	NIL
KEY→	Completed	Ongoing	Not begun, but will do it	No information available Not done
<b>Cognitive Domain : Evaluation</b>				
Q paper copies	3 (14.2%)	16 (76.1%)	2 (9.5%)	-
Match of Q paper with template	7 (23.8%)	10 (47.6%)	4 (19.0%)	-
Types of CIA	3 (14.2%)	15 (71.4%)	3 (14.2%)	-
Bar graphs	3 (14.2%)	5 (23.8%)	13 (61.9%)	-
<b>Affective domain</b>				
Mentoring	4 (19.0%)	15 (71.4%)	2 (9.5%)	-
Socially relevant activity	3 (14.2%)	9 (42.8%)	5 (23.8%)	4 (19.0%)
Value education	2 (9.5%)	11 (52.4%)	5 (23.8%)	3 (14.2%)
<b>Psychomotor Skills</b>	2 (9.5%)	9 (42.8%)	7 (33.3%)	2 (9.5%)

Figures in bold indicate number of departments

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A. SUMMARY OF DEPARTMENT PREPAREDNESS

DEPTS.	Cognitive: C) Evaluation				Affective			Psycho motor
	Q-papers	Matching Q paper & template	Types of CIA	Bar Graph ESE performance	Mentoring	Socially relevant	Value education	Psychomotor skills
Botany	✓	✓✓	✓	✓	✓✓	NIL	NIL	X
Chemistry	✓	✓	✓	X office	✓	✓	✓	X
Geology	✓	✓	✓	X	✓	✓	✓	✓
Life Science	✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
Maths	✓	✓	✓	X	✓	NIL	NIL	NIL
Microbiology	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓	✓✓
Physics	✓	✓	✓	X	✓	NIL	✓	✓
Statistics	✓	✓✓	✓	X	✓	✓	✓	X
Zoology	✓✓	✓✓	✓	✓	✓✓	✓✓	✓✓	X
IT #	✓	✓	✓	✓	✓	NIL	✓	NIL
#BVoc	X	X	X	X	X	X	X	X
Biotechnology	✓✓	✓✓	✓✓	✓	✓	✓	✓	✓
AIC	✓	X	✓	X	✓	X	X	X
English								
Economics								
Commerce								
French	✓	✓	✓	X	✓	X	X	✓
Hindi	✓	✓	X-	X	✓	*X proof	*Xproof	✓
History*	✓	X	✓	X	✓	✓	✓	✓
*BVoc	X	X	X	X	X	X	X	X
Pol Sc								
Psychology	✓	✓✓	✓	X	✓	✓	✓	✓
Sociology	✓	✓	✓	X	✓	✓	NIL	✓
BMM	✓	✓	✓	✓✓	✓	✓	✓	✓
BMS	✓	✓	✓	✓✓	✓	✓	✓	✓





**NIL** = do not have any information on the point/cannot get any information/have not done it so cannot write about it

**X** = Not started writing. But will be able to.

**✓✓** = complete

**✓** = Working on it/currently incomplete but can be completed/ no proof but data is available

**B. SUMMARY OF DEPARTMENT PREPAREDNESS:**

DEPTS.	Cognitive: B) Teaching & Learning			Cognitive : F)Miscell an- eous	Miscellaneous			
	Templat e of Questio n Paper for the syllabi of each course	Course wise list of pedagogi es used	Single/ Proof Report of each Activit y	UG Projects	PG Projects	Faculty Projects	1. Remedi al Teachin g Report 2. Dept. Semina rs etc 3. Magazi ne 4. SCS	1. Stock Registers 2. Student progression 3. Student Admissions 4. Student Prizes 5. Faculty Profile 6. Alumni interactions 7. Faculty Contributions 8. Collaborations 9. Certificate Courses etc
Botany	✓✓	✓	✓	✓✓	✓✓	✓✓	✓ 2,4	✓ 2,3,5,7,8
Chemistry	✓✓	✓	✓✓	✓✓	NIL	✓✓	✓ 1,2,4	✓ 2,3,4,7,8
Geology	✓✓	✓	✓	NIL	✓✓	✓	✓ 2,4	✓ 2,3,5,6,7,8,9
Life Science	✓	✓	✓✓	✓✓	✓✓	✓✓	✓ 1,4	✓ 3,7,8,9
Maths	X	✓	✓	NIL	NIL	✓✓	✓ 2	✓ 2,3,5,6,7,8
Microbio- logy	✓✓	✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓ 3,5,7,8
Physics	X	X	X	✓	NIL	✓	✓ 4	✓ 2,3,6,7,8
Statistics	✓✓	✓	✓✓	✓	NIL	✓	✓ 2	✓ 2,3,5,6,7,8
Zoology	✓✓	✓✓	✓✓	✓✓	NIL	NIL	✓✓	✓ 3,7,8







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IT #	✓	✓	✓✓	✓	NIL	NIL	✓ 2,4	✓ 1,3,5,7,8
#BVoc	X	X	X	X	NIL	X	X	X
Biotechnology	✓✓	✓✓	✓✓	NIL	✓✓	✓✓	✓✓	✓ 3,7,8
AIC	X	✓	✓	✓	✓	✓	✓2	✓2,3,6,7,8
English								
Economics								
Commerce								
French	✓	✓	✓	NIL	NIL	NIL	✓ 1,2	✓3,5,7,8
Hindi	✓✓	✓	✓	NIL	NIL	NIL	✓ 2	✓ 2,3,6,7
History*	✓	✓	✓✓	✓	NIL	✓	✓ 2	✓3,4,5,6,7
*BVoc	X	X	X	X	NIL	X	X	X
Pol Sc								
Psychology	✓✓	✓	✓✓	✓✓	NIL	NIL	✓✓	✓2,3,6,7,8
Sociology	✓✓	✓	✓	✓	NIL	✓	✓2	✓2,3,6,7,8,9
BMM	✓	✓	✓✓	✓	NIL	✓	✓ 2	✓ 3,6,7,8
BMS	✓	✓	✓	✓✓	NIL	NIL	✓ 1,2	✓ 2,3,5,6,7,8

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**✓✓** = complete

**✓** = Working on it/currently incomplete but can be completed/ no proof but data is available

Some general comments:

- General office to give the following data department wise:
  - Bar charts for End Sem marks
  - Student Admissions
- Copy of Template of Question Paper wrt Bloom's Taxonomy attached
- Recommended: A course wise list of pedagogies used
- Extension work to include Faculty Expertise Contribution outside the department ( with special focus on out of college contributions)
- The list of documentation included possible documentation required for the review committee visit and general documentation as it would be difficult to clearly demarcate the two.



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Name of the Dept.	Syllabi UG	Syllabi PG	KEY	Concept Note
Zoology	*	NA	* DONE ~ In process	*
BMM	*	NA		~
STATS	*	NA		~
MICRO	*	*		General concept note over three years with changes.
BIO TECH	NA	*		General Research, Teaching practices Evaluation
FRENCH	*with the exception of the latest syllabus	NA		
BMS	*	NA		~
MATHS	*	NA		~
PHYSICS	*	NA		Concept note with upgradation
SOCIOLOGY	2 &4 semester to be included			Concept note in a separate file
AIC	1.01 and 2.01 to be included	*		~ for all courses
HISTORY	2,4 6 to be added	NA		~ for 3,4,& even number papers of 5&6



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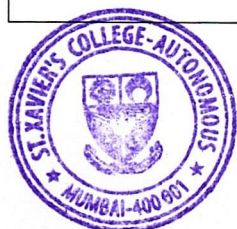


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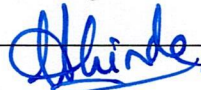
PSYCHOLOGY	*			Minor changes to be made
BSc IT	*	NA		~
CHEMISTRY	*	NA		Course wise concept notes *
BOTANY	*	*		~
GEOLOGY	*	*		~
LIFE SC	*	*		Coursewise concept tnotes*

\* DONE ~ In process

Name of the Dept.	BOS Attendance	Minutes	Resolution	Remarks
ZOOLOGY	*	*	*	Resolution within printed syllabi
BMM	*	*	*	
STATISTICS	*	*	*	To be titled Resolution
MICRO	*		*	Attendance and minutes together
BIO_TECH	*	*		Attendance and minutes together



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FRENCH	*	*	Not done	
HINDI	*	*		Signatures on the syllabus acts as a resolution. Attendance & minutes
BMS	*	~		Signatures on the syllabus acts as a resolution. Separate attendance and minutes
MATHS	*	*		Signatures on the syllabus acts as a resolution.
PHYSICS	*	*	*	
SOCIOLOGY	*	*		Signatures on the syllabus acts as a resolution.
HISTORY	*	*	Resolutions for later years	
AIC	*	~	~	
PSYCHOLOGY	*	*		
B.Sc IT	*	*		To be filed with syllabus
CHEMISTRY	*	*		Resolutions within the minutes.
BOTANY	*	*		Minutes written as bullet points





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GEOLOGY	*	*		Signatures on the syllabus acts as a resolution.
LIFE SC	*	*		Signatures on the minutes.
BIO TECH	*	*		

\* DONE ~ In process

Some observations: Most departments had their minutes and attendance records of BOS meetings in order. However regarding resolutions some had separate typed copies where as others had signatures on the syllabi. IT WOULD BE GOOD TO HAVE A COMMON PATTERN SET.

CONCEPT NOTES: Many departments did not have these ready and were in the process of writing them. Suggestion is that these be written course wise as not all courses are revamped at one time.



  
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### ACTION TAKEN REPORT

#### Internal audit on Departmental Documentation

2017-2018

#### 1| Department Quality Assurance Coordinator – DQAC

The need for liaison between the IQAC and the departments was strongly felt. The DQAC was instituted in 2017. The role of the DQAC was primarily to record documents in a particular system which would be shared with the IQAC. Details of the appointees and procedure is as specified below.

#### DQAC COORDINATORS 2017-2018

S.NO.	DEPARTMENT	FACULTY
1.	Ancient Indian Culture	Dr Anita Kothare
2.	Commerce	Dr Suvaiba Pirani
3.	Economics	Mr Rahul Menon
4.	English	Dr Prasita Mukherjee
5.	French	Ms Alpana Palkhiwale
6.	Hindi	Ms Ruchi
7.	History	Ms Kaizeen Jehangir
8.	Political Science	Dr Pratiba Naithani
9.	Psychology	Ms Karen
10.	Sociology	Dr Pranoti Chirmuley
11.	Botany	Dr Vijaya Lobo
12.	Chemistry	Dr Dionysia Coutinho
13.	Geology	Dr Bobby Mathew
14.	Life Science	Dr Radhika Tendulkar
15.	Mathematics	Dr Ashok Bingi
16.	Microbiology	Ms Karuna Gokarn
17.	Physics	Dr Rohan Jadhav
18.	Statistics	Mr Saju George
19.	Zoology	Dr Smita Krishnan
20.	Biotechnology	Ms Norine D'Souza
21.	Management Studies	Ms Soni George



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22.	Mass Media	Ms Perri
23.	Information Technology	Ms Lydia Fernandes
24.	Public Policy	Mr Awanish Kumar
25.	Vocational-Software Development	Dr Jyoti Singh
26.	Vocational – Tourism	Ms Radhika Rani

## 2] Guidelines for compiling the Documents

- These documents need to be compiled year wise from 2013-14 in a box file and within each academic year the order would be as the above suggested list. If it is easier start with 2016-17 and work backwards. If you need to reference, all the submitted copies are on the college website (refer to the IQAC link).
- The numbers in red refer to the serial number in the IQAC Report.
- This would be a collaborative effort of all faculty members with the DQAC in charge.

## LIST OF DOCUMENTS TO BE MAINTAINED BY DEPARTMENTS

The committee provided a list of Documents that departments would have to maintain. These include:

- 1) **Faculty Development:** Certificates of Seminars /Conferences/ Workshops / Training Programmes participation as well as presented **2.5**
- 2) **Publications [Papers/ Books/Chapters]:** copies of publications **3.4, 3.5, 3.7**
- 3) **Staff Research Proposals/ Project :** Ongoing with details of Grants received **3.2, 3.3, 3.6**
- 4) **Conferences Organized:** with details right from fliers to report with photographs **3.11**
- 5) **Staff Involvement / PhD guidance / Recognition / Collaboration:** committees/ resource people/ inhouse as well as other institutions / university with letters / documents **3.12, 3.17, 3.18, 3.19**
- 6) **Extension work** of Department / Faculty: SIP activities / visits of students from outside / list of books/equipment donated with documentation – letters , photographs...**3.25, 3.26**
- 7) **Approved Syllabi of all courses:** copies of Core Courses, Applied Component and Cross Faculty
- 8) **Guest lectures hosted by department:** copies of invite / thank you letters/ photographs
- 9) **Inter-disciplinary work:** list of enrolled students of Cross Faculty/ Applied Component / HP/ QEP
- 10) **Non Teaching Staff:** Records of Skill Enhancement / Human Resource Development
- 11) **Mentoring record:** distribution list of students and staff -in-charge
- 12) **Evaluation grids and types of CIAs:** copies of grids
- 13) **Students' Achievements:** Awards / Recognition / in Inter Collegiate events
- 14) **Student Support Mechanism :** For Competitive exams and social initiatives **5.4, 5.5, 5.12**
- 15) **Student Performance Graphs:** Lennox's graphs + Graphs prepared by the department
- 16) **Alumni updates:** Progress of students after graduation / Names with designations/ Current Occupation
- 17) **Self-Financing courses:** if any – details of the courses including objectives, enrolment, resource persons, ....
- 18) **Consultancy Services:** Documents supporting these services



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- 19) Department Meeting minutes which includes sub-committee meetings: Minutes of meetings / Letters of appointment for department work
- 20) IQAC and Department Evaluative reports: copies of reports
- 21) Department reports for college magazine: copies of reports

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