



ST. XAVIER'S COLLEGE
(AUTONOMOUS)
5, Mahapalika Marg, Mumbai - 400 001,
INDIA.
☎ 2262 0661/65

IOAC REPORT 2016-17

Introduction

The start of the academic year 2016-17 saw an ambitious plan of action. The focus was on two important stakeholders – the faculty and the students. Some of the activities were undertaken by the IQAC and several were taken up by departments and committed committees with the support of the IQAC and Management. A few new initiatives were taken to improve existing mechanisms.

The Graduation Ceremonies were held on 16th June 2016 for the Commerce Section and the Self-Financing Courses (BMM, BMS, BSc IT), 17th June 2016 for the Science Disciplines (PG and UG) and 18th June for the Arts Disciplines (PG and UG).

The theme of the year was 'Conservation of Resources on the Campus'. This was announced to the faculty at the end of term meeting on April 2016.

1. Faculty

1.1 The IQAC, upholding the tradition of professional and personal growth of the faculty, organized talks, seminars and workshops during the year periodically. These included exclusive seminars organized for the 'Young Teachers' faculty (i.e. the newly appointed and those in temporary/ probation status) to expose them to various skills and needs of the teaching process.

- On 20th July 2016, a two-session seminar on Skills for creating a 'Lean Forward' Class followed by Jesuit Ethos for our 'young teachers' was organized. These sessions were planned to instil in the young teachers values that one needs to be a Xavier's faculty. The resource persons were Ms. Ruby Pavri and Fr. Errol Fernandes S.J., both experienced teachers.
- On 16th September 2016, also for our young teachers, was Strategies for Optimizing Survival - with Special Reference to Classroom and Teaching conducted by Fr. Terence Quadros, the college's counselor.
- The need to acquire the skill of using Google Drive for our academic purposes gave rise to a Google Drive Workshop, which was conducted on 10th August 2016. This was aimed at the entire faculty and was planned and executed by the Knowledge Centre in collaboration with the Controller of Examinations. The resource persons included Mr. Kevin D'Cruz, Ms. Vidhi and Mr. Marazban Kotwal.
- On 4th October 2016, a half-day seminar titled - Take a Break before the Busy-you Breaks, was conducted for the entire faculty by Fr. Charles Rodrigues S.J. The seminar was a refreshing change from the regular seminars and brought about a lot of self-awareness.



- 10th March 2017 saw a day-long seminar titled Adapting to Change. This was organized for the entire faculty and included 3 sessions to sensitize us towards the need for ‘Inclusive Education’. The first session on Building Inclusion – The Disability Perspective, which was planned by the Enabling Committee with Dr. Sam Taraporevala, Ms. Neha Kapadia and Ms. Linda Dhakul, presented the theme in an interactive manner. The second session after a tea break was a workshop on mentoring the Digital Natives conducted by Dr. Jehangir Mistry. Post lunch was the third session on What the student needs?. The unique session was executed in the style of a workshop with coordination amongst staff and students from a school adopted by Teach of India. The entire day was aimed at sensitizing our faculty towards the need to adapt to the changing needs a classroom demands both from a technical and a humane perspective.

1.2 A Computer Lab was created for the Department of Mathematics housing 43 computers with the help of DBT grants

1.3 In addition to these, there were several guest talks, seminars and conferences that individual departments organized throughout the year. Confluence 2017 – a two-day state level seminar was organized jointly by the Mathematics and Statistics departments as an attempt at interdisciplinary collaboration.

1.4 To maintain research involvement, this academic year saw twelve of our faculty members awarded one major and six minor projects sponsored by UGC, four by University of Mumbai and one by the Dorab Tata Trust. In addition to this, several of our faculty have attended, presented and even served as resource persons in international (31), national (26+26+8) as well as state level (17+3+7) conferences and seminars. In accordance with the need for professional development, faculty also attended Refresher Courses (5), UGC-Faculty Improvement Programmes (4), Orientation Programmes (4), Staff Training conducted by the University of Mumbai and other Institutions (38). Research papers were accepted in international journals (9) and national journals (7). There was also one international and one national patent awarded to our faculty.

2 Students

Our students, the largest stakeholders, were also given a lot of opportunities for ‘holistic’ development, ranging from values and gender sensitization, growth towards academic excellence, involvement in interdisciplinary activities and honing their leadership as well as soft skills.

2.1 The Orientation for the first year students was held on 27th June 2016. This meeting was open to parents as well. During this event, the students were familiarized with college academics, the credit system, rules and the opportunities offered. An overview of different co-curricular and extra-curricular activities was presented. This orientation was followed in the next couple of weeks by several meetings that introduced the first year students to the mandatory social improvement programme (SIP) and extra-curricular credit (ECC). An intensive co-curricular programme was



introduced – Quest for Excellence Programme (QEP) for the first year students this academic year. There was a special orientation to explain the programme to the students on 16th July 2016.

2.2 The popular Honour's Programme had been revamped by creating three 'academic hubs' as certificate providers: Bio-Sciences Hub, Non-Bio-Sciences Hub and Lingua-Humanities Hub instead of each department. The certification required acquisition of seven credits – five from a hub that the student belonged to by default of subjects of the undergraduate course he/she had enrolled in and two credits from any other hub / source/ facility/ department. This helped the students because of the wide choice available, since departments like the Language Lab, Biotechnology (a PG department), Caius Lab (Research oriented), Heras Institute and Department of Religious studies had offered course to the students. All this information and the modalities was explained during the orientation.

The Honours programme, continued to challenge the students of the second and third year to learn beyond the classroom through lecture series, research-based projects and a variety of workshops.

2.3 The Social Involvement Programme (S.I.P.), a compulsory credit for the first year students across streams that requires completion of 50 hours. This year 45 hours had to be accrued at any Non- Governmental Organization and 5 hours with department-related outreach activities. All the departments creatively planned activities which the first year undergraduate students participated in.

2.4 A mentoring system was put in place, whereby students were assigned teachers who were to guide, assist and attend to the student whenever there was a need expressed.

2.5 In keeping up with the need to constantly improve on the infrastructure and encourage technological upgradation, the campus had several positive changes and developments. To mention a few: five TV signages were installed in vantage points in the campus, which was used extensively for announcements and reminders, 15 additional classrooms were digitally upgraded with ultra-short throw projectors and sliding ceramic white projection boards, login credentials of online library (NLIST) for students and staff was created, and free Wi-fi services in the college was introduced at access points in the ground floor of the campus. Further, 'Band', a mobile community application which was helpful for interaction of students and staff was initiated.

2.6 In continuation with efforts to provide a global exposure to our students, collaborative programmes with International Universities were encouraged, and in this academic year, 28 MOUs were signed with universities spanning all five continents.

2.7 We had numerous 'Student Support Services' actively engaged in sensitization, awareness building and action-oriented activities. Some of these include the Women's Development Cell that assures female students of addressing complaints in confidence.

The counseling facility available on campus gave an impetus to the growth and development of students on campus.



2.8 The Women's Development Cell organized an orientation for the first year students in the first semester about the cell. This was conducted by two lawyers who provided information on sexual harassment, sections of the IPC, the laws that exist for protection, how to lodge an FIR and more. There was also a demonstration of a safety app that allowed immediate access to police, hospital and psychologists' services in any area if they were in trouble. Over a thousand students benefited from this exposure. In the second semester, a Self Defence Workshop was held for the female students of the Senior College.

2.9 The XRCVC (Xavier's Research Institute for the Visually Challenged), which has a national level recognition, caters to the needs of the visually impaired students by providing them with screen readers, feeding their notes into the computer and various other facilities which also benefitted students from other colleges.

3 General Areas

3.1 The Choice Based Credit System was followed in the college to facilitate partial horizontal movement with regards to choice of subject, especially in courses that are offered as Applied Component.

3.2 The practice of masking the answer papers before correction and moderation for the first and second year end semester examinations and blind correction for the third year students was continued.

3.3 For the Non-teaching Staff of college, the IT department had organized a special workshop to impart basic knowledge about various software including Microsoft Word and Excel, email and various other options available online.

3.4 To keep the faculty updated about events that happened during a week, both academic and non-academic, the Principal initiated a Weekly Connect - a compilation of the weeks' events, which was shared by email with all faculty members. This was received very positively, and it gave the faculty sense of belonging and encouragement.

3.5 There was an emphasis on documentation, and a practice was inculcated amongst departments and committees to record the minutes of meetings, concept notes and reports of field trips as well as industrial visits and copies of these were maintained by the Vice Principal (Academics).

3.6 The college was privileged to host a one-day Seminar for RUSA, where Principals and management representatives from colleges all over Maharashtra were exposed to "Academic Autonomy". In this Seminar, Principal Dr Angelo Menezes and former Vice Principal Dr Vivien Amonkar spoke on Autonomy in St. Xavier's College.

3.7 In keeping with the theme of the year i.e. 'Conservation of Resources on the Campus', all departments were asked to consider how they could contribute. Initiatives were taken by the



institution to make the campus eco-friendly. Three sets of solar panels have been installed and a few areas of the college run on solar energy. A vermiculture pit for raw vegetable waste and bio-composting plant from kitchen waste, a bore well for non-potable water for the use in toilets and gardens to reduce consumption of municipal potable water, rain water harvesting to replenish and improve the quality of the well water, opting for electronic chokes and CFL bulbs and the segregation of waste into recyclable and non-recyclable were other measures undertaken to create a “clean and green” atmosphere in the college. Disposal of waste paper was done in collaboration with an NGO (Stree Sanghatana) and helped us accrue Green Points as well as recover a part of it as recycled paper.

4 Parents

Parents were invited to attend the Graduation Ceremonies on the 16th, 17th and 18th June 2016. On two other planned occasions, parents were invited for interactions – the orientation of the first year students on 28th June 2016 and the Parent-Teacher meeting of all the three years on 10th December, 2016.

5 Review of Autonomy

Preparation for the review of autonomy had started in the previous academic year. April 2017 was a challenging month as it saw the entire faculty prepare for the Review of Autonomy, which took place on 19th and 20th of April. The review team led by Dr. Meenakshi Gopinath, consisted of Dr. Nirmala, Dr. Chakrabarti, Mr. Mriganka Sarma and Dr. Vibha., Presentations were made by the HOD of each department to the team in the presence of all the faculty of the department. Subsequently, the team was taken on a tour of the college with the option of inspecting any department they chose. XRCVC, Heras, Blatter Herbarium and the departments of Geology and Zoology were visited for a longer duration. After an intense two-day interaction with the Principal, teaching as well as non-teaching faculty and students, along with visits to a few departments, presented their recommendations to the faculty. Two of their key suggestions were to create a satellite campus to promote growth which is restricted due to the space crunch and to provide hostel accommodation for women students

6 New Initiatives

6.1 The Certificate for students who completed the Honours Programme was awarded at the Graduation Ceremony along with their marksheets and passing certificates.

6.2 The Examination pattern was modified. To maintain the schedule of CIA in the odd semester across all courses as a formal sit-down assessment and considering that the first semester has lesser contact time in the classroom because of late admissions, it was decided that for the First Years (across all faculties and courses, except the Commerce Section), CIA 1 (for Semester 1) would be for 15 marks and CIA 2 (Semester 1) would be for 25 marks. The modification was well received by faculty as well as the students.



6.3 The option of a retest for CIA was discontinued. This meant that on missing a CIA session, the student had to appear for a supplementary examination of 100 marks and 3-hour duration and not the regular end semester examination of 60 marks.

6.4 Oral presentations (individual as well as group), written assignments and project work were methodologies used by faculty, and these were evaluated by 'grid sheets. These rubrics were reviewed by faculty. A few of these were revised and a few were designed to make them more compatible, ensuring more objectivity and also enabling students to get feedback.

6.5 The Teaching Assessment Questionnaire (TAQ) was administered for every course to all temporary/ probationary teachers and an entire discipline over the two semesters. This year, an attempt was made to administer the questionnaire online.

6.6 Inclusion: Under the guidance of Dr Sam Taraporevala and his team from the XRCVC, the Inclusion Cell deliberated over a series of meetings and devised a system to benefit students with disabilities (SWD) to become more inclusive in the teaching-learning process at Xavier's. This system will come into effect in 2017-18. The conclusions of these meetings were shared with the faculty and one of the workshops of a faculty seminar – Adapt to Change – sensitized the staff to this more.

Conclusion

- At the start of the academic year, a lot of plans were identified. We ended this year having addressed a number of them, but a few of them could not be fulfilled.
- Amongst the plans that could not take off is the ERP system, which is still not functional to its full potential. Biometrics to record attendance of students in lectures was in place for a number of courses. The collation of data of examination and other records, however, was still not in place. Serious attempts are underway to make this workable.
- A scrutiny of two of our courses - Scientific Communication Skills (for the third and fourth semester Science students) and Cross Faculty Course for all our fourth semester students had been started, but the analysis of the feedback was not completed.
- A committee was instituted to study the feasibility of having a common module in the Cross faculty Course.
- A review of the syllabi of each department to make it more relevant and wholesome/ holistic with an interdisciplinary component was not achieved. A template to write the content of the syllabi starting with identifying learning objectives, the framework of each unit, the question paper blueprint applying skills of Bloom's taxonomy and the list of references was shared with the faculty to make the syllabus framework uniform across all disciplines.
- Disha – a national seminar was planned. Several meetings were held by the committee to discuss the details and this event was postponed to the following academic year.



The IQAC held four meetings during the academic year: 15th July 2016, 7th Oct 2016, 12th January 2017 and 20th March 2017. The minutes of the preceding meeting along with the agenda of the upcoming meeting was shared by email with all the members in advance.



P. A. [Signature]