



**ST. XAVIER'S COLLEGE**  
(AUTONOMOUS)  
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## **IQAC REPORT 2017-18**

### ***Introduction***

The year began with the graduation ceremony being conducted on 15th, 16th & 17th June 2017. An orientation to college for the new entrants was held on 24th June for the first year UG Arts and Science students and 6th and 7th July for the commerce students of the evening college. The Post-Graduate students' orientation was conducted at the department level soon after their admission in July.

The theme for the academic year was "Inclusion" and with the help of XRCVC, the Inclusion Cell and Enabling Committee, the college made a commitment to sensitize students and faculty to this mission.

### ***Capacity building and HRD activities:***

The IQAC initiated several Capacity Building Programmes at SXC for the Staff. These include special sessions for the new teachers and some seminars for the entire faculty that covered areas of global issues in education, initiation into pedagogical methods, initiation into professional ethics for our institution, sensitization to inclusion and the everyday-workings of being a faculty member in this college. These are listed chronologically below:

- 12th July, 2017 - 'Gender Sensitization at the workplace' was held by Dr. (Fr.) Keith D'Souza, S.J.
- 20th July 2017 - Jesuit Ethos by Fr Errol Fernandes S.J and Skills for creating a 'Lean Forward Class' by Ms Ruby Pavri.
- 7th Sep. 2017 - Young Teachers' Seminar on - The Ignatian Pedagogical paradigm by Fr. John Cyriac, S.J. and Teaching methodologies at Xavier's by Vice-Principals Ms. Madhuri Rajjada (Arts) and Dr. Hrishikesh Samant.
- 22nd December 2017 - a talk on CAS API score keeping and service conditions by Ms. Yogini Ghare, Deputy Registrar - CONCOL Section
- 14th March, 2018 - Young Teachers' seminar on 'Review of teaching and learning in the classroom' which included Teaching methods, classroom teaching, interaction with students, treatment of syllabus, discipline, workload/exam pattern, sample question paper, interactions with colleagues in the department by Ms. Madhuri Rajjada and Dr. Geeta Kotian
- 23rd Apr. 2018 - Faculty Seminar on 'Visioning for College - Xavier's @ 150' by Fr. Keith D'Souza, SJ.



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- In addition, a national level workshop on "Visioning " was held on the 3rd of February, 2018, for Principals, Vice Principals and senior academicians by Professor Errol D'Souza, Director, IIM, Ahemdabad, Vice Chancellor Dr. (Fr.) Felix Raj, S.J. , St. Xavier's University, Kolkatta, Dr. (Fr.) Victor Lobo, S.J., Principal, St. Joseph's Bengaluru , Dr. Sybil Thomas, ASC, Mumbai University
- 21st December 2017 -Ms. Linda Dhakul, Dr. Geeta Kotian and Ms. Lydia Fernandes attended a Seminar titled NAAC revised accreditation orientation at KES College, Mumbai.

### *Audits*

#### **Audit of performance in examinations for the academic year 2017-2018:**

Internal academic audit: Performance of every course of every department at the undergraduate level was discussed with department members. Dedicated time slots were planned and the meetings were conducted in the Board Room in the month of July. The discussion was moderated by the Principal. The Vice Principal (Academics) presented the scores of the CIA, ESE and Additional examination as given by Mr. Lennox and the Controller of Examinations. At the meeting, the department faculty was asked to analyze the performance , a common trend seems to have been better scores on the CIA discuss means of improving the performance while at the same time making the question papers more challenging keeping in mind the learning objectives stated and the outcomes that were expected for every course. Cognitive skills according to Bloom's taxonomy were to be tested in the examinations. All the departments went through this experience with the exception of one (all the members were not available at the scheduled time slot).

### *Initiatives:*

#### **The Theme of the year was "Inclusion"**

The Inclusion Cell was proactive from the beginning of the academic year even during the admissions to assist the SW. There was a brief presentation by Ms. Neha (XRCVC) at the Orientation Programme. SWD seating arrangement for CIAs was moved to the Knowledge Centre, since many students were using laptops to answer the examinations

Departmental Quality Assurance Cell (DQAC): Following the recommendations of the committee for Review of Autonomy and in a move to decentralize the documentation process, each department was asked to appoint one of its faculties as a coordinator for their quality assurance. This DQAC coordinator would facilitate the document collection and verification of all evidence, at the level of the department and report to the IQAC coordinator. The first DQAC meeting was held on Thursday, 27th July 2017 and the role of the Coordinator was explained. The material had to be organized and kept ready for an internal audit, which was tentatively scheduled for September 2017. There was also a handout given to each coordinator which summarized the areas to be looked into. Such a step



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would ensure a central point of contact for data at the departmental level and generate further accountability and efficiency.

### ***Infrastructure enhancement :***

- **Student Representation on the IQAC:** It is a firm belief of the institution that students need to be represented on the IQAC. As a practice, students from the Students Council are chosen as representatives. But since this academic year the University stipulated that elections would have to be held for the selection of members to the Students Council, without providing the terms and conditions that we would have to abide by in order to make the election valid, we could not appoint any student representatives. The College has proactively sent a letter to the in-charge of the Student's Welfare section of the University of Mumbai regarding the constitution of the Student's Council so as to ensure a democratic representative body is duly put in place at the earliest.
- **Changes to examinations:** There were some changes made by the exam section. These include: Computerized Exam seating arrangement and the provision of a unique exam number. The terms of moderation were also modified to ensure more consistency, fairness and accountability. Introduction of Alternate modes of examinations for students with Disabilities (SWD) and Modification of internal examination pattern for first year undergraduate students also took place. Particularly in light of practices of inclusion, rooms were made available on the ground and first floor with elevator access and ramps and computer facilities to enable SWD to have hassle-free examinations. The students with disability could also choose to use computers for their examinations.
- **Global connectivity and interdisciplinary studies:** To facilitate and encourage access to interdisciplinary pedagogies, the college signed MOU's with six foreign universities to help facilitate student exchanges and semesters abroad. The MOU's were signed with: -Ottawa University, USA; -Sophia University, Japan; -The Universidad del Salvador, Argentina; -The Regents of the University of California, USA; UC Berkeley Summer Session Agreement, USA; and Harvard College in Asia Programme Agreement, USA.

### ***Research:***

- **Dual approach with students in research:** The IQAC recognized the need for a dual approach to research, with the work done being either new to the individual and hence fostering a research culture amongst undergraduates or new to the discipline being the approach for all post graduates and faculty of the college. So, with a view to increase the research base and training, the Caius research lab was encouraged to hold a co-curricular Honour's programme for UG and PG students. Two such programmes - a basic and an advanced were conducted and very well received.



- **Developments in research culture:** A Research Committee was constituted that supports Faculty engaging in research by assisting in the application for Research Grants from UGC, University and other such institutions. A Bio-Safety Committee was instituted to examine research proposals in biology and ensure compliance with the guidelines laid down by the DBT. One patent was applied for, 74 Papers and abstracts were published in National and International Journals and 45 presented in / international / National Seminars and Conferences. Two Research scholars were awarded a Ph.D., one each from the Botany and Geology Departments. Ten research projects were sanctioned from government and non-governmental agencies.

### *Feedback*

Feedback was gathered through the main stakeholders for college - students and their parents through two separate and independent processes:

- The parents of all students were invited to the college to interact with the faculty and management representatives at the Parent-Teacher meeting held on 9th December 2017, 2.30 pm onwards. The parents of the First-year undergraduate students were also provided with the opportunity to interact with the faculty on the day of the Orientation programme at the start of their academic year. The feedback from the Alumni and parents has been oral.
- Student feedback on the teaching of various courses was conducted through the teaching Assessment Questionnaire for all Arts faculty (confirmed and unconfirmed) and for unconfirmed Science faculty members. The permanent Science/Arts/ Commerce faculty are evaluated every alternate year. The feedback was analysed and the analysis discussed with the concerned staff member by the principal/VP-academics. The analysis reports are confidential. However, each faculty member who receives their TAQ analysis report has a discussion in person with the Principal or Vice-Principal of Academics to discuss areas of improvement required.
- Feedback on the non-teaching staff is done annually by the Head of the department they are assigned to. This confidential report is submitted to the Principal.

The IQAC met on 28th June 2017, 6th Sept 2017, 18th Jan 2018 and 20th Apr 2018 to plan for the year ahead and review the work done.



*P. A. K.*