IQAC REPORT 2019-20

Introduction

The year began with the graduation ceremony being conducted on 20th June for the Science Stream, 21st June for the Arts stream and 22nd June for Self-Financing courses and all PG courses. An orientation to college for the new entrants was held between 26th and 29th of June for the first year UG students and at the end of July for the PG students.

The theme of the year was 'Holistic Integration'.

The report by the peer team on the Academic Audit conducted in Feb 2019, was shared with the IQAC committee members in the first meeting and a calendar of events was planned for the year.

New programmes

Several new programmes were launched in 2019-2020. These include M.Sc. Physics, M.Sc. Big Data Science (in collaboration with TCS), M.A in Life Span Counseling, P.G. Diploma in Expressive Art Therapy, P.G. Diploma in Bioinformatics and a Certificate course in Philosophy. A Diploma in Ancient Indian Culture and Heritage was approved by the Academic council in 2017-18 was introduced but actually started from 2019 to 2020

This academic year, The Xavier Institute of Communications (XIC) was merged with St. Xavier's College and all their courses are now affiliated to St. Xavier's College.

Several departments, with the approval of the IQAC, are working on syllabi to start additional courses/programmes in the next academic year

Capacity Building:

The IQAC initiated several Capacity Building Programmes at SXC for the Staff. These include:

- 3rd July 2019-Seminar on Planning, Documentation and Analysis of Faculty Feedback
- 4th July 2019 - Seminar on Inclusion was conducted by Neha from XRCVC for science teachers
- 5th July 2019 - Workshop on Mentoring by Fr. Francis de Melo, Wellness centre for the Arts faculty
- 10thJuly 2019-Young Teacher's seminar 'Paper setting - Expectations and Outcomes'
- July 2019 -A talk by Dr. Vasudha Kamat, former Vice-Chancellor of SNDT University and one of the authors of the National Education Policy on the proposed New Education Policy, via Skype for all faculty of the senior college
- 4th December 2019 - IQAC workshop on preparing the SSR for NAAC by Dr. Geeta Ibrahim. Principal Nirmala Niketan, Mumbai
- 6th February 2020 - iPad training workshop for teachers

- 18th - 20th February 2020 - Human resource development workshop at Khandala for the faculty
- 11th March 2020 Preconference Disha Workshop by dr. Bartholomew McGettrick
- 12th - 13th March 2020 - DISHA: International conference on Evolving Trends in Higher Education
- 31st March and 2nd April 2020 - 'Transition to Online Teaching' a collaborative, skill development Workshop conducted online by Mr. Marazba Kotwal (faculty SXC) and Dr. Roy Pereira s.j.(Creighton University)
- 13th and 15th April 2020 - 'Creative thinking for Educators' an online HRD workshop for Faculty of SXC conducted by Ms. Ruby Pavri, Dept. of Psychology, SXC

Understanding the need to train additional staff in preparing for NAAC, the college, at the recommendation of the IQAC, has sent faculty for various Capacity Building Programmes at other Institutions. These include:

- 20th -22nd June 2019 - Workshop on documentation and preparedness for a accreditation organised by St. Agnes college (Autonomous) Mangalure & Xavier's Board of Higher education - 02
- 19th - 21st July 2019 - Workshop cum training on preparation of SSR and data filling in SSR under revised norms by NAAC by SES'S S.L Raheja College of Arts and Commerce Santacruz West - 02
- 30th Aug 2019 Workshop on " Preparing AQAR under New NAAC Guidelines organised by IQAC cluster India and V.G. Vaze College, Mulund Mumbai - 02
- 5th and 6th of March, 2020 - Conrad Cabral and Fr. Dean Fernandes SJ attended a two day state level seminar on 'Accreditation & new initiatives taken by autonomous colleges towards excellence' organized by the IQAC of Ramniranjan Jhunjhunwala College of Arts, Science & Commerce, Ghatkopar (W), Mumbai
- 24th March 2020 to 11th May 2020 More than 20 faculties have received training in various aspects of NAAC accreditation via online programs run by IQAC clusters.

Activities/Initiatives/Updates

- The IQAC in collaboration with various committees on campus planned seminars/workshops for training staff in the implementation of appropriate measures in the event of a disaster/medical emergency. The first of these events involved The Fire safety training and fire safety drill which was held on 27th February 2020 (2:40 pm to 4:30 pm) by the Lab safety committee of the college. The sessions were Conducted by Rarico Fire Services in the Multi media room (Training) and the First Quadrangle (for the drill and demonstration of the use of Fire extinguishers). The event was attended by the faculty, non teaching staff and several students.

- The First Aid programme could not be held due to the lockdown.
- A one-day exhibition for school children and junior college students on Popularization of Science (by science departments) was conducted in Nov 2019 with the sponsorship of the DBT-CTEP. This was an effort to reach out to the schools in the neighbourhood. A second

exhibition 'Xynergy' was curated by the Science, Arts and Humanities in Nov 2019 for school and junior college students. This exhibition focused on career opportunities in the varied disciplines.

- Two seminars on Gender Sensitization were conducted for the Non-teaching staff

- Red Dot had signed an MOU with the college to conduct training programmes for the teaching and non-teaching staff.

- A seminar was held for the non-teaching staff of the college on Gender sensitization on 7th Feb 2020. It was conducted by Ms. Renuka Mukadam (Symbiosis) in Marathi

- In addition, Ms.Neha from XRCVC conducted a one day training in inclusive education titled 'I for Inclusion' on 15th February 2020, for 39, B.Ed Teacher trainees of 2nd year B.Ed of Thakur Shyamnarayan College of Education and Research (B.Ed. College)

- During the lockdown period, several webinars on topics such as Transition to online teaching, Creative Thinking for Educators, Covid19, Fear of Fight?' question and answer session, Microsoft Teams App Training, Virus Vaccine & We, COVID-19: PAN(ACA) DEMIC -A multi-disciplinary approach to the coronavirus and Mind Maps - A Creative Tool for Teaching, Learning and Beyond were conducted by the IQAC in collaboration with various institutes/departments/resource persons for the capacity building and development of in-house faculty. Several faculty (18) were also invited by other institutes/departments as resource persons to conduct online sessions during this time.

There was an increase in the application of e governance in administration as is seen by the following measures:
- The usage of institutional email (@xaviers.edu) by the Principal and other office bearers for sending notices and information

- A weekly connect sent by the Principal every Sunday highlighting major activities conducted during the previous week and important events/activities lined up for the coming week. The information for this is deposited by the concerned faculty in an online Google Calendar for recording the events conducted by departments or participation and achievement of students and staff in various activities.

- Online Leave tracking and application for teaching staff using software developed in-house
- A Google calendar based room booking system has been developed for online booking of common facilities such as the Multimedia Room, SCAVI, and College Hall.

- Usage of Google forms to Obtain feedback from students/ parents/ teaching staff or participants in a conference/ seminar etc.

- The entrance exams for self financing courses (BMM/BMS and MPP) were shifted to online platform and were held in 5 centres in India giving more students the opportunity to apply

Infrastructure enhancement

Documentation Centre

As part of the ongoing up-gradation of the college, following the recommendation of the IQAC, a Documentation Centre was set up with a retired faculty member Dr. Radiya Pacha Gupta being appointed as the officer in charge and an assistant. The objective was to create a central repository for the documentation of all the activities of the faculty/non teaching staff/students that are linked to the academic/extracurricular/value added holistic education of the students and professional growth of the staff. It also aims to make retrieval of information for the various reports that have to be submitted, smooth.

New IT lab

A New lab was constructed in the St. Xavier's School campus for the IT department to conduct their PG program on Big Data Analytics

Inclusion

A fully motorised wheelchair was bought which could be used to go up/down the stairs for the physically challenged student

Communication and Security

A Public Address system was installed to be able to reach out to all students instantly in the event of any emergency. This system also ensured that the National Anthem was heard all over the campus and was sung by all at the same time.

Although the campus did have security cameras the number was increased and a larger area is now under CC TV coverage.

Audits

The IQAC initiated several Audits of the college viz. Administrative, Structural, Environmental, Fire, Electrical While some of the audits were completed and the reports submitted, some (environmental) are still pending due to the lockdown of Mumbai city. An update on the audits is as follows:

The **Administrative audit** was conducted by a two-member team from the "Xavier Board of Higher Education in India", on 24th and 25th Jan 2020. The team included Dr. Jeevan Kumar, former Professor of Political Science, Bangalore University, Bangalore, Karnataka, and Hon. Prof., Rural Development and Panchayat Raj University, Gadag, Karnataka, and Dr. Ms. Ordetta Mendoza, Member, Co-ordinator of Programmes, XBHEI and former Head, Post Graduate Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-coordinator, XB-Administrative Audit, St. Xavier's College, Mumbai.

On 11th Sept 2019, a CE-UGC advisory committed visited the college, reviewed the departments and shared their findings with the entire faculty. The team consisted of Prof. Sangit Kumar Raji of Delhi University and Dr. Lalitha Balakrishnan , Principal, MOP Vaishnav College, Chennai.

A preliminary report of the **Structural audit**, conducted by "Vakil, Mehta and Sheth Consultants" was submitted on 1st Nov 2019. The final audit report has not yet been submitted, as the agency needs to do a further in-depth study of some aspects of the structure which showed up in the preliminary report.

An MOU has been signed for the **Environmental audit** with the non-profit Centre for Environmental Research and Education (CERE) dated the 19th of March, 2020. They have stipulated the 31st of October as the "Termination Date" for the completion of the project, but the current lockdown and further social distancing norms may come in the way of this stipulated termination date.

The **Financial Audit** (internal audit) was completed on the 25th of Jan, 2020. The Statutory financial audit for the accounting year ending 31st Mar, 2019 was completed in Sept 2019, and the returns duly filed. The Statutory audit for the 2019-2020 financial year has not as yet begun, on account of the lockdown.

An **Electrical Safety Audit** was conducted by "Friends Electricals". It began in December 2019. The "Electrical Inspection Report for Electrical Safety and Fire Audit" has been submitted on the 21st of April, 2020.

A **Fire Audit** was conducted by Monsher Fire Controls Pvt Ltd on the 19th of March, 2020, and the interim report and recommendations have been subsequently submitted.

The reports of the Administrative, electrical safety and fire audits are being perused to decide the course of action for the next academic year.

Feedback

- Feedback from Students on the course content of all their odd and even semester courses was completed by March 2020

- Teaching Assessment feedback via the online TAQ was collated and analyzed for every faculty member, each semester. The analysis of the TAQ was shared with the faculty by the principal/vice principal (Academics)

- A questionnaire for feedback on general student satisfaction was sent by email to all students of the first & second year UG and first year PG during the lockdown period in April 2020. The analysis of the Course and general feedback was completed and will be shared with the faculty in due course of time.

- 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 11th January 2020, 3.00pm 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. At these events, the feedback from the parents was oral.

- The student council, at the request of the IQAC, conducted a survey on :

- Student enrolment and satisfaction with the online course that they have registered for, with Swayam. However the response was poor with only about 5% of those who had registered responding. The reason could be that as the survey was targeted at students who had got the certificate/were still enrolled and completing their course, the initial students who rushed to register as a novel learning option, dropped out of the program or that all students who have received the questionnaire, have not responded to it

- The kind of online courses students would be interested in taking if SXC were to offer them

Preparation for Online teaching in 2020-21:
During the lockdown period, through the webinars, faculty were trained to teach online in the next academic year, making them more confident of starting additional programmes online. Platforms to be used for conducting online lectures in the next academic year were finalized and training conducted in the usage of the platforms and other tools. The college also facilitated the acquisition of ZOOM for education licenses for the interested staff at a concessional rate. The year ended with the initiation of a training programme to familiarise faculty in proctoring online exams.

The year ended with preparation for online teaching.

The IQAC met on 28th June 2019, 16th Oct 2019 and 17th Feb 2020 to plan for the year ahead, initiate the preparations for the NAAC process and review work done. The final meeting on 14th May 2020 was on Zoom due to the Covid19 lockdown in Mumbai.