

ANNUAL IQAC REPORT OF ACADEMIC YEAR 2013 - 14

The academic year of 2013 -14 was a period of great significance for St. Xavier's College, as the institution was completing fifty glorious years of academic and social service.

The college reopened on 3rd June 2013 after the summer vacation and classes commenced for the second and third year students. A meeting of the teaching staff was also held on the same day to plan for the academic year 2013-14. Classes for the first semester degree students started on the first of July. Orientation programme was organized for the first year students by IQAC. First meeting of IQAC was held on 08-06-2013 and framed the plan of action for the year 2013-14. As per the action plan, it was decided to organize faculty empowerment programmes for teaching and non teaching staff. As a result, the IQAC led a few institutional level programmes for its staff. Emphasis was given on enhancing the soft skills of the non-teaching and teaching staff. One day seminars and training programmes were organized in the college. A one day seminar on Intellectual Property Rights was conducted for staff in collaboration with Patent Information Centre - Kerala and KSCSTE on 20 August 2013. One day programme were conducted for the non teaching faculty members on the importance of e-governance by experts from Megabites, Trivandrum. One day programme on spiritual renewal and value education by Rev. Fr. Dr. Joy James S J was also arranged for non teaching staff. One day programme for empowering teachers by Rev. Fr. D. Joy James S J and Dr. Kevin S were also given for teaching faculty.

The various clubs and committees were also asked to organize programmes for students, and departments were encouraged to conduct more scholastic programmes. Various institutional and national seminars were organized by the departments for enriching the disciplinary knowledge of the students. On 4th February 2014, the department of Physics organized seminar on 'Recent Developments in Nuclear Instrumentation and Nanophotonics'. The Malayalam and Mass Communication department published its newsletter Dhvani. The Commerce department published its annual newsletter Pioneer. The Commerce day was celebrated in tune with the Jubilee. The Physics and Mathematics departments observed the Department day by conducting seminars, where students were given opportunity to present papers. In case of club activities, the Nature Club and the Women Study Centre of the college produced a number of good initiatives. Nature Club conducted Symposium, Quiz competitions and Poster competition on various topics related to environment and allied subjects. The National Science day was commemorated by honoring the best Horticulturist award winner of Kerala in 2013 and former student of the

college Sri. Vinoo Karthikeyan. The Women Study Centre organized a seminar on 'Gender Sensitization for a Whole Society' in the seminar hall. Again, a two days National Seminar on 'Harassment of Women and Children' was held on 7th and 8th of March 2014. It was jointly organized by Women's Studies centre of Xavier's College and Sneharam, a non-governmental organization.

The Career Guidance and Placement cell of the college organized a seminar on 'Educational Opportunities after Graduation' for the second year students of the college. For enabling the students to face the recruitment process, soft skill development training was organized for the final year students. In these classes topics like Bio data preparation, Facing interview, Test for Reasoning and Simple Mathematics were covered. EDWISE, an Educational seminar on career opportunities for final year students was also conducted. In association with the Life Insurance Corporation of India the Placement Cell has launched "Earn While You Learn" scheme in the college. A good number of students have joined the scheme. The students of the college got opportunities to interact with the neighboring villages and conduct surveys as part of club activities. Media club has initiated a survey on the impact of visual media on the people of Trivandrum district. The activities of Xavier Outreach Services (XOS) have been instrumental in organizing orientation programmes for the students of the neighborhood on study skills. The de-addiction awareness campaign which began the previous year was continued at Fathimapuram, the adopted village in the year end. The IQAC also conducted annual Academic Administrative Audit. Peer review of the performance of teaching faculty was conducted and faculty performance grade was assessed

ANNUAL IQAC REPORT OF ACADEMIC YEAR 2014 - 15

The IQAC of the academic year 2014 -15 had its first meeting on 5th June 2014 in the IQAC room. The action plan of the year was prepared, giving considerable priority towards improving the pedagogical enhancement of the college. Being the Jubilee year, the members agreed to rejuvenate the activities of the various clubs and committees and welcomed various ideas on quality initiatives. Proposals were discussed about the proper execution of goals.

The IQAC met on 16th September 2014 to review the progress of the initiatives. The academic calendar of the year and the college handbook was made accessible to all the staff and students. Proposals were given to the management for infrastructural renovations and

modifications and it was put forward in the meeting of the planning board. The college principal informed the members that MCom course has been sanctioned to begin in the college.

The third meeting of the IQAC was held on 13th February 2015, after the much anticipated Golden Jubilee celebrations and valedictory function. The IQAC members evaluated the activities of the previous months and appreciated the participation of various clubs and departments during Xavier fest. The members felicitated the Golden Jubilee Organizing Committee for successfully presenting a programme that equally appealed the artistic and cultural tastes as well as motivated the scholastic knowledge of the students. Inauguration of the newly sanctioned M.Com course was on 31st October 2014. The committee also discussed the need for enhancing the accessibility to alternate powers of electricity, for uninterrupted power supply. As a result, the IQAC forwarded requests concerning the repair of faulty solar panels, installation of generators and inverters and so on. Since the construction of the cricket stadium was almost over, it was decided to have the inauguration before the end of the current academic year. The College principal updated the decisions taken by the Planning board on improving the infrastructure of the college. A new set of washing sinks near the cooperative society for students as per their requests. More benches were placed in the inner quadrangle to provide space for students to relax and study quietly. A new compound wall was built around the ladies hostel to provide safety for girl students.

The IQAC met on 1st May 2015 in the IQAC room to discuss the action taken report of the academic year 2014 – 15. The activities of Xavier Outreach Services (XOS), in the adopted village of Fathimapuram were also presented. The AQAR of the academic year 2014 – 15 was read and approved. The committee members expressed satisfaction over the achievements of the college, especially the successful execution of Golden Jubilee celebrations. Coordinator was requested to prepare a feedback analysis report of the current year. Academic Administrative Audit was carried out and faculty performance was assessed. Orientation programmes were arranged for teaching staff regarding NAAC reaccreditation by Dr. Raju George, former peer team member, NAAC and for nonteaching staff by Rev. Fr. Dr. M K George S J. One more programme on using technological resources by experts of ‘Megabite, Vellayambalam’ was also conducted for teaching staff.

ANNUAL IQAC REPORT OF ACADEMIC YEAR 2015 - 16

The IQAC of the college had its first meeting on 8th June 2015 at 12:15pm in the IQAC room. The Principal of the college expressed his idea of spreading awareness among students about the importance of making the campus plastic free. There it was decided to seek the help of experts from the college to construct a strategic plan involving the faculty and the stakeholders. The action plan for the year was prepared and the committee agreed unanimously to start and/or continue more Add - On courses, value added courses and skill and knowledge enhancement programmes such as SSP, WWS, and ASAP to facilitate the holistic growth of the students. The effective management of internal examination system was also considered a priority concern in the action plan along with other pedagogical initiatives and goals.

The second IQAC meeting of the year was held on 5th September 2015 at 3:30pm in the IQAC room. The progress of decisions taken in the action plan were discussed during the meeting and it was suggested to improve the infrastructure of the college library arranging a space in the library building to have the Internet Centre. The committee also assessed the programmes of the previous months and agreed the need for more quality oriented initiatives.

IQAC met on 6th December 2015 in the IQAC room to discuss programmes raising environment awareness, as part of the strategic plan of making the campus plastic free. The committee also decided that such activities shouldn't pertain within the campus, and therefore, extend the activities to the neighborhood.

The evaluation meeting of the IQAC was held on 29th March 2013 at 12:45 in the IQAC room. Actions taken report of the current academic year was read by the convener which included the activities of clubs, cells and departments. Co- curricular activities were given special attention and the committee expressed its satisfaction at the activities. The activities of the department of Physical Education was also appreciated and the IQAC decided to utilize the facilities of the KCA cricket ground and arrange more sports training programmes with the help of the department in the coming academic year. The AQAR of the concluding academic year was presented before the members for discussion and approved. Academic Administrative Audit was carried out and faculty performance was assessed.

Some of the actions taken as per the plan of action of the academic year were the administration of training programmes for teaching and non - teaching staff in advanced

computer technology and on using technology integration in teaching and learning. A one day workshop was arranged for newly recruited teaching staff on the use of smart board and the latest teaching tools. Professional development programmes for teaching faculty concentrated on sustaining good management of classrooms and on education and relationship in society. A training programme was given for the non-teaching staff for enhancement of office management, along with trainings on e- governance and office accounts. The Women Study Centre spent a fruitful year by implementing a number of programmes for the students. Orientation on special rules and privileges for self guarding of women, awareness programmes against sexual abuse, harassment, suicidal tendencies etc were conducted in the college campus. Special training in Karate, Yoga were provided for students.

ANNUAL IQAC REPORT OF ACADEMIC YEAR 2016 - 17

College reopened after summer vacation on 02-06-2016. First IQAC meeting of this academic year was held on 03-06-2016. In this meeting the plan of action of the academic year was framed. Discussed about the preparation of AQAR for 2015-16 academic year. Decision was taken to install solar panel, organize faculty development programme for teachers and orientation classes for nonteaching staff. Also decided to take necessary steps to fill vacant teaching posts. As a part of security of the college, suggestions were given to install CCTV camera. Directions were given to all departments to develop strategic plans which include conducting regular PTA meetings, conducting academic programmes like invited lectures, seminars, workshops etc. Suggestions were also given to update college website, establishment of media room, to conduct extracurricular and co curricular activities by clubs and committees, conduct intercollegiate competitions, conduct remedial teaching and mentoring. It was also decided to submit proposal to start new PG and UG courses and request the local authorities to enhance transportation facilities. Second meeting of IQAC was held on 16th September 2016 at IQAC room. Instructed various clubs and committees to conduct quality programmes. Steps were taken to implement 'green initiatives' and decided to continue financial support given for deserving students and noon meal scheme. Third meeting of IQAC was held on 19th December 2016. Discussion was made on meeting of planning cell, placements and regular PTA meetings. Fourth and final meeting of IQAC was held on 29th March 2017. The meeting analyzed the effectiveness of the plan of action of the year. Steps were taken to create a new plastic free green campus. Orientation programmes and workshops were conducted for teaching and nonteaching staff. Seminars, lectures and workshops were conducted by various departments. Class PTAs were conducted, CCTV camera was installed in the campus, and new washroom block was established for girls. Feedback report of teachers was collected, Academic Administrative Audit (AAA) was done. Peer review of the performance of teaching faculty were done and Faculty Performance Grade (FPG) were given to teachers. Activities of all the clubs were strengthened.

Nature club initiated organic farming. Vegetable cultivation training was given for the students of St. Andrew's School. Celebrated and observed important days and created awareness about green protocol. Continued remedial teaching and mentoring, noon meal scheme and financial support given to deserving students. Support was given to management in taking preliminary steps towards the construction of new auditorium.

ANNUAL IQAC REPORT OF ACADEMIC YEAR 2017 - 18

The first IQAC meeting of the academic year 2017-18 was held on 2nd June 2017 afternoon at 1:30pm. The major agenda of the meeting were to frame the plan of action for the academic year 2017 – 18, preparation of NAAC accreditation process and orientation for teaching and non teaching faculty. The accreditation period of college expired on 17th April 2017 and college has to go for reaccreditation. Reaccreditation guidelines were discussed. AISHE report of 2017-18 was submitted. Plan of action for current year was formed which include giving priority for preparation of SSR, digitalizing of attendance, ensuring gender sensitivity in the campus, construction of the new auditorium and renovation of existing one, infrastructural modification including wheel ramp, environment friendly initiatives, motivating clubs, committees and cells to enhance the effectiveness of their activities, giving directions to the departments to conduct seminars, workshops and invited lectures, encouraging co – curricular activities of students etc. The second meeting of the IQAC was held on 26th October 2017. The meeting discussed on improving overall quality of the college – especially college office, library, departments, PTA and Alumni. The progression of department wise data collection was reviewed. Decision was taken to initiate the renovation of college auditorium and to repair the computers in the computer room. The third meeting of IQAC was held on 3rd November 2017 at 2:00pm in the IQAC room. Major agenda of the meeting were to conduct motivational classes for staff, laying foundation stone for girl's amenity centre and speed up the preparation of SSR. The fourth IQAC meeting was held on 23rd January 2018. Decisions were taken to empower girl students by giving regular training in Karate and Yoga, and appoint a full time horticulturist/ landscapist for campus beautification. Suggestions were given to all departments to observe important days.

In the academic year 2017 – 18, various orientation programmes were conducted by IQAC for teaching as well as non-teaching staff. IQAC conducted induction program by Dr. Antony Palackal, Asso. Prof., Department of Sociology and former Director, IQAC, Loyola College of Social Sciences at the beginning of the academic year for the newly recruited teaching faculty and separate workshop was organized for all the teaching staff regarding planning session, with lectures by Dr. Kevin, Former Pro-Vice Chancellor, University of Kerala . Mr. Manu and Mr. Xavier from the Collegiate Education took training sessions for administrative staff. PTA meetings were conducted in all the departments. Academic visits and lecture series, seminars and workshops were conducted by various departments. Department of BMMC conducted workshops on Art and Literature, Informatics, Film studies, Film making, Animation film making and Radio programme production. National seminar 'Pdartha' was conducted by Department of Physics. Department of BBT conducted a 'Bio-expo' and an one day programme 'See the World of Sea'. The college started the preparation of SSR and the teaching faculty attended orientation and training by Dr. John Kattakayaam and Dr. Sunil Raj on institutional accreditation, namely Revised assessment and accreditation frame work. The IQAC also conducted annual Academic and Administrative Audit in the year end. Peer review of the performance of teaching faculty was conducted and faculty performance grade was given.