

St. Xavier's College Thumba

Thiruvananthapuram, Kerala

A knowledge Society with Compassion Equity and Justice

Report of Quality Initiatives by IQAC



IQAC

St. Xavier's College Thumba

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St. Xavier's College, Thumba

Quality Initiatives by IQAC for Promoting Quality Culture

2013-14

Report of the orientation program organized by the IQAC for non-teaching staff regarding Importance of e-governance. 15th June 2013.

An orientation program for the teaching staff was organized by the IQAC in the seminar hall on 15th June 2013, from 9:30am to 3.30pm. The programme started with a silent prayer. The college principal Dr. Fr. Sunny Jose welcomed the non teaching staff to the program. Resource persons from Megabite, Vellayambalam, Trivandrum handled the sessions. Morning session which focused on the topics why we need e-governance and the importance of e-governance in office management and administration. After the session was handled by Mr. Wilson R and focused on the types of e-governance in office management and administration. After the session, there was time to clarify their doubts and share their opinions. IQAC coordinated the program. The program ended with a vote of thanks.



25th June 2013 – Opportunities and Challenges in Company Accounting

The commerce department organized a One day workshop on “Opportunities and Challenges in Company Accounting”. Mr. Jose Christopher, Chief Accountant in Quick Steels, Sharjah was the resource person. Almost 200 students of the department participated in this session. Mr. Jose gave a description of the opportunities and challenges in company accounting in Sharjah. The workshop was followed by discussions and deliberations which opened a horizon of opportunities in Gulf Countries.



This workshop enlightened the students with accounting skills and know how needed for securing a job of accountant in Gulf countries.

8th July 2013 – Capital Market – A new Perspective

Prof. Tom Joseph, an academician and a stock market expert opened new avenues of capital market operations and investment avenues in a new perspective. A detailed description on the working of the stock market, how to open a Demat account, how to purchase shares of companies through brokers etc. were the major concerns in the seminar. Almost 100 students (Final B.com and M.com) participated in this program which wended up with an interactive session. Majority of the students showed a positive attitude in opening demat account to enter into stock market transactions.



23rd July 2013 – Professional Careers in Commerce

Prof. Baiju Ramachandran, Director Indian Chamber of Commerce and Industry who is also a practicing Company Secretary gave a one day talk on Professional careers in commerce and management. He gave a detailed explanation of the opportunities available for the commerce students other than the traditional commerce courses. He opened before the students on how to achieve a professional career successfully through Company Secretaryship, ICWA and CA. His talk was very inspiring and motivated the students to go for these professional courses. The session was followed by discussions and deliberations among the resource person and the students. All the students of department of commerce (220) participated in this session.



How to Renew Yourself - Report of the orientation program organized by the IQAC for non-teaching faculty. 11th August 2013.

An orientation program was organized by the IQAC of the college for non-teaching staff in the seminar hall on 11th August 2013 from 9.30am to 12.30 pm on 'how to renew yourself .'The program started with a silent prayer. The welcome speech was delivered by Mr. Dominic Joseph. The program was inaugurated by the principal, Rev. Fr. Dr. Sunny Jose S J. Chief speaker of the day was Jesuit Kerala Provincial Rev. Fr. Joy James S. J. He delivered a talk on the topic 'how to renew yourself.' After the session the participants interacted with the speaker and shared their experiences. Smt. Moly Augustine proposed the vote of thanks. The program ended at 12.30pm.

Seminar for staff on IPR with the support of KSCSTE on 20th August 2013.

A one day seminar on Intellectual Property Rights was jointly organized by the IQAC of St. Xavier's college and the Patent Information Centre – Kerala/ KSCSTE at the college Seminar Hall on 20th August 2013. The Seminar commenced at 9:15am with an inaugural session presided over by the College Manager, Rev. Fr. Benny Chiramel and the speakers of the seminar. The college Manager,

during his inaugural address expressed his appreciation to the IQAC for organizing a seminar on such a contemporarily relevant issue.

The forenoon sessions began at 10:45am. The first Technical session titled ‘IPR – Tool to protect Inventions and Creations’ was taken by Shri. Y. P. Balagangandharan, Advisor (and former Brahmaprakash scientist), VSSC, Trivandrum. Shri. Safikh S, Technical Officer at KSCSTE delivered the second Technical session on ‘Patent Searching Tools and Procedures’.



The afternoon sessions began with a technical lecture by Dr. Bismi Gopalakrishnan, Assistant Professor at the department of Law, university of Kerala on ‘Dimensions of Copyrights and Trademarks’. The fourth Technical session was handled by Shri. R. S. Praveen Raj, scientist at NIIST Trivandrum on ‘Patenting System in India and Patent Filing Procedures’. The concluding session involved a recapping of the day’s analysis and feedback. Certificates were given to the participants of the seminar.

The College Principal, Dr. Fr. Sunny Jose delivered the vote of Thanks. The seminar ended at 4:30pm.

4th October 2013 A workshop on how to Conquer the Management Profession

A workshop on how to conquer q manqgement profession by The director, TIME institute, Trivandrum was organized for commerce students on 4th October 2013. In this workshop the team from TIME explained how to break CAT and MAT, the national level competitive entrance exams to get admission in IIMs and other prestigious Institutes to master in Business Administration. All most all students took it as an entry point to industries in managerial cadre. It gave the students a professional touch in molding their own career. The session was followed by discussions and interactions with the students.



Empowering the teachers, Starting on the right foot 27th November 2013

An orientation program for the teaching staff was organized by the IQAC in the seminar hall on 27th November 2013, from 9:30am to 4:00pm. The college principal Dr. Fr. Sunny Jose welcomed the teaching staff to the program. The program was inaugurated by Father Provincial Fr. Joye James, the chief speaker of the day.

Fr. Joye James took sessions for the teachers and illustrated the role of teachers in moulding the student generation. During his morning session he asserted that how, as a teacher, it is necessary to always be

vigilant of the times. He offered tips and suggestions based on his own experiences on how to be an active role model to the students. He also reminded that each teacher working in the institution should remember and practice the core values of the college.

IQAC coordinator Dr. Felix Pereira coordinated group discussion in the afternoon for the teaching staff for discussing the new approaches to teaching and the practical methods that can be adapted in the college to improve its quality and maintain its heritage especially as the college celebrating its Jubilee year. The faculty were given time for asking queries to the Provincial Father. Dr. Sajo Joseph proposed the vote of thanks.

HR Development & e-Governance Report of the orientation program organized by the IQAC for non-teaching faculty. 28th November 2013

An orientation program was organized by the IQAC of the college for non-teaching staff in the seminar hall on 28 November 2013 from 9.30am to 3.30 pm. The program started with a silent prayer. Mr. Dominic Gomez welcomed the gathering. The program was inaugurated by College Manager, Rev. Fr. Benny Chiramel. The principal gave a short introduction of the members and the resource person. The morning session was taken by Rev. Fr. Toby S J on Human Resource Management. He explained how to put effort to improve individuals, groups and organizations and the key competencies that enable individuals in organizations to perform current and future jobs. Afternoon session focused on e-governance. Mr. Jibin J, Technical Expert from Extramarks, explained the advantages of the system such as increasing transparency, simplifying access to official information, reducing corruption, minimizing errors, cost and time savings etc. He also explained how in educational institutions it helps in registration, admission, student information, classes, time table, attendance, library, salary and expenses, examinations, performance, grades, hostels, security and reports. After the session the participants were given time to clarify their doubts. The programme ended by 3.30pm.

National Seminar on Harassment on Women & Children

Women's Study centre conducted National seminar on Harassment of women and children. All girl students and staff participated in the programme.

Creating a climate for teaching & learning. 31st March 2014.

A seminar and annual evaluation was conducted for the teaching staff in the Seminar Hall on 31st March 2014. The program commenced at 9:30am with an inaugural program. The College Principal, Dr. Fr. Sunny Jose delivered the welcome address. The College Manager, Rev. Fr. Benny Chiramel inaugurated the seminar and gave the inaugural speech.

The forenoon session was taken by Dr. S. Kevin, former Pro Vice Chancellor, University of Kerala, on creating a climate for teaching learning. He presented some of the new methods of teaching. After the morning session, the college Principal presented an account of the various achievements obtained by

the college in the current academic year. In the afternoon, Dr. Kevin guided an academic and performative evaluation of all the departments of the college. The group discussion was held department wise, and each of them did a SWOT analysis on their respective department. After the departmental presentations, Dr. Kevin also provided suggestions on how to strengthen the weak points and encouraged the faculty to accentuate their achievements. He reminded that students are the most important stakeholders of the institution. This was followed by a departmental discussion on preparing an action plan for the coming academic year. Dr. Felix Pereira, the IQAC Coordinator proposed the vote of thanks. The program ended at 4pm.

2014-15

10th June 2014 Opportunities and Challenges of Accountants in the U.A.E

Mr. Nyju Gilbert, Accountant at Frayl LLC, Dubai led a one day session on the opportunities and challenges faced by Indian Accountants in Dubai, U.A.E. He also gave a detailed awareness about the special skills and knowledge needed for the job of accountant in the country of U.A.E. Special emphasis was given on how to attain a job abroad, especially in the gulf countries. The students could also interact with him to get a detailed idea of the job opportunities for the commerce students in Dubai and other U.A.E states.



Orientation for teaching staff – NAAC Reaccreditation 8th June 2014

One day programme which focused on the NAAC reaccreditation process was led by Dr. Raju George. The programme commenced at 9.30 am with a silent prayer. Dr. J. Francis, the Vice Principal delivered the welcome speech. Dr. Raju George inaugurated the programme and it was presided over by the principal of the college. In his inaugural address Dr. Raju George talked extensively on the qualities that the best teacher should possess. He also addressed the challenges in higher education system in Kerala. The principal talked about the vocation of teaching.

In the second session Dr. Raju George made a presentation on the changes that the UGC has brought about in the accreditation process. Detailed descriptions were given on the quantitative and qualitative metrics and it was suggested to study the seven criteria thoroughly before starting the preparation of SSR. It was followed by an interaction with the teachers in the afternoon. The faculty members tried to clear their doubts regarding the new accreditation system. The programme ended with the vote of thanks proposed by Mrs. Anita Ruben.

27th June 2014 – Role of Banks in Financial Inclusion

A seminar was conducted by Prof. Y. Thampi, an expert in the field of banking in which he emphasized on the topic Financial Inclusion. He stated in



detail the role of Banks in bringing Financial Inclusion among the illiterate and backward classes. He created an awareness on the need of having a bank account for savings and investment among the people of fisherfolk community, where the majority of the students of the college belong to. He also gave the idea on the job opportunities and career prospects in the Banking field. About 170 students participated in the session, which was followed by interactions and deliberations. A good number of students showed their interest in becoming a Probationary Officer in Banks.

3rd July 2014 – A stepping stone to a Management Profession



A team from TIME institute gave an elaborated a talk on professional courses in commerce and Management. A practical session on reasoning, Group Discussion are given to students. This was a pathway to enter in corporate undertakings after acquiring professional degrees in commerce as well as Management. The students interacted effectively in this session. This session helped the students in acquiring soft skills needed for success in Group Discussions.



Administration & Communication - Report of the orientation program organized by the IQAC for non-teaching faculty. 13th August 2014

The IQAC organized a one day orientation programme for the newly joining faculty on administration and communication on 13/08/2014. The programme commenced at 9.30 a.m. in the seminar hall. The IQAC convener Dr. Felix Pereira delivered the welcome address. Kerala Jesuit Provincial Rev.Fr.Dr. M K George addressed the gathering and explained the importance of communication in administration. Horizontal communication flow between co workers was also discussed. He also pointed out the need of excellent written and verbal communication skills in administration. The participants interacted with the resource person. Mr. Johnson A proposed vote of thanks and the programme came to an end by 12.30 pm.



9th October 2014 - UGC Sponsored National Seminar



Malayalam and Mass Communication department of St. Xavier's College Thumba, organized a two day national seminar in connection with Golden Jubilee of the College. The seminar was on 'Nava maadhyamangal- Janakeeyathayum viswaasyathayum'(Popularity and Fidelity of New Media) and was sponsored by UGC. Dr. N Veeramanikandan, the Pro-Vice chancellor of University of kerala was the chief guest of the inaugural function. Dr. Sebastian Paul, ex-MLA inaugurated the seminar. Different paper presentations by eminent persons in the related subject enriched the seminar. 200 students from different colleges participated in the

seminar.

Report of the Orientation Program for teaching staff on *Using Technological Resources in classrooms* held on 15th January 2015.

A one day orientation program was organized for teaching staff on using technological resources for learning in the seminar hall on 15th January 2015. The program began at 10am with a prayer and short inauguration ceremony. The Vice Principal of the college welcomed the gathering. The College Manager, Rev. Fr. Benny Chiramel who inaugurated the program emphasized the need for adopting teaching resources in the regular classrooms to improve the quality of teaching and learning. The morning session was handled by Mr. Dominic G and the afternoon session was handled by Mr. Wilson R from Megabite, Vellaayambalam, Trivandrum. The vote of thanks was proposed by the IQAC coordinator Dr. Felix Pereira. The program ended at 4:30pm.

2015-16

Report of the class on *technology integration in teaching and learning*: 23rd June 2015

The newly recruited teaching staff was given a one day workshop on the use of smart board and latest teaching tools on 23/06/2015. The programme started at 10 a.m. in the Mother Theresa Hall. The Principal Rev. F. Dr. Suny Jose S J welcomed the resource persons. The workshop was conducted by Jibin J. and Vishnu V, the technical experts from Extramarks, Trivandrum. Jibin J. talked about the possibilities of the smart board in class rooms, especially the science classes. He explained the advantages and conveniences of using smart board. The add-on devices and softwares have to be purchased to increase the interactivity of the students were also explained in the session. The faculty members asked questions which were given satisfactory solutions.

The afternoon session was taken by Vishnu V. The session's focus was on the latest technology related teaching tools to enhance the effectiveness of classroom teaching. The pros and cons of new apps and software were also discussed in this session. Dr. Harish S R of BBT department proposed the vote of thanks.

Report on training on 'Advanced computer technology'. 24th June 2015

One day training program was organized for the non-teaching staffs of our college on 'Advanced computer technology' on 24/06/2015. 13 members participated in this training. Sri.Sajith, System Analyst from Ceomats handled first two topics, Sri. Jinesh from G J Infotech handled third topic.

1. How to use internet effectively
2. E-governance
3. How to use office software

First session began at 9.00 am on the topic of 'How to use internet effectively'. During the session, the merits and Demerits of internet, how to read and respond to mail, how to use search engines, access files, social media were discussed. This session helped participants to update their knowledge and learn advanced technologies. The session dispersed for tea at 10.30 am

The second session began on the topic 'E-governance'. The expert explained about importance and advantages of E-governance on customer service. It continued upto 12.30 pm.

The third session began at 1.00 pm. The topic was 'How to use office software'. Sri.Jinesh from G J Infotech, Ernakulam handled this session. It discussed about applications of office software; how to enter data; upload photos; taking reports, taking transfer certificate & conduct certificate etc..... The expert taught the participants how to use software to conduct admission easily and generate admission register from office software. The session concluded by 3.00 pm.



Report of the seminar on classroom management: 25th July 2015

The one day seminar for teachers on class room management in the changing education scenario was organized on 25/07/2015 in the Mother Theresa Hall. The seminar started at 10 a.m. with a silent prayer. The classes were led by Dr. George Onakkoor, famous Malayalam poet and teacher. The principal delivered the welcome address. After his elaborate talk on the effective ways of classroom management based on his own experiences as a teacher in the higher education sector for decades, Dr. Onakkoor invited the teaching staff of St. xavier's to share their ideas on the topic. The teachers were happy to speak on their life as teachers. The session covered a wide range of issues that the teachers face in class rooms. The seminar ended by 3.30 p.m. with the vote of thanks proposed by Mrs.Mary Anita Ruben.

10th September 2015 – Softskill – A milestone to success

A one day workshop based on soft skill training was conducted by the TIME institute team on 10 October 2015. A practical session on reasoning, Group Discussion was given to students of the Commerce

Department. This was a pathway to enter into corporate undertakings after acquiring professional skills. They also acquired awareness on accounting packages like Tally, Peachtree, FoxPro, QuickBooks, SAGE etc. The students interacted effectively in this session.

Excellence in office Management Report on Orientation program for non-teaching staff by Fr. Provincial. 7th October 2015

An orientation program was organized by IQAC for the non-teaching staff of at the Seminar hall on 07/10/2015. Kerala Jesuit Society Provincial Fr. M.K. George S.J handled the sessions. 15 Non-teaching staff participated in the programme. The programme consisted of two sessions.

1. Stress management
2. Human values

The first session began at 9.00 am. Rev. Fr. Provincial explained the different techniques to handle stress and rendered some tips to follow during the time of stress. Fr. Provincial also gave some practical exercises regarding the same. The participants clarified their doubts. And the secession continued up to 10.30 am.

After tea break, at 11.00 am the next session on 'Human values' started. Fr. Provincial described about Human values which should be maintained in the Jesuit institution and he explained Jesuit core values and its importance. Participants took down the points. Orientation programme concluded at 12.30 pm.

Report of the orientation programme for teaching staff on *education and relationship in society*: 8th October 2015

The Kerala Provincial Rev. Fr. M. K. George made a visit to the college on 08/10/2015 to give an orientation programme for the faculty members. The programme began at 10.30 a.m. The provincial talked elaborately on the ultimate aim of education. He took examples and anecdotes to make the point clear. The teachers were given instruction to instill in students an attitude to help the have-nots and thereby participating actively in the betterment of the society. the programme's welcome speech was delivered by Dr. J. Francis and the vote of thanks was proposed by fr. Shibu Joseph.

Report on Training on E-governance. 27th February 2016

A training program on E-governance was organized on 27/2/2016 at Loyola College, Sreekaryam. This training program was aimed to impart awareness among the administrative staff regarding the effective utilization of information and communication technology. 10 non-teaching staffs of this college participated in this program. Sri.Sasikumar, Director, Multidata, Palayam handled the classes. It consisted of two sessions.

1. E-governance in administration
2. Application of E-governance

First session began at 10.00 am on the topic 'E-governance in administration'. It discussed about requirement of computerization of administration in registration, admission, student information, classes, time table, transport, attendance, library, salary and expenses, examinations, performance, grades, hostels, security and reports. This session continued upto 11.30 a.m.

After tea break at 12.00p.m second session started with the topic of 'Application of E-governance'. How to improve the usage of technology (Computer, Internet & Software). The secession also discussed about how to improve students participation in e-governance in the college. It concluded at 1.00 pm.

12th March 2016 –Accounting as a Global Profession

Dr. Gabriel Simon Thattil, an expert academicians in the stream of commerce gave an elaborated talk on the need for knowledge of the basics in commerce education. He focused on the need for having the in-depth knowledge on the basic aspects on commerce as many are unaware of these aspects even if they possesses Post Graduation in the subject.



Venue : Mother Theresa Hall
Date : 12/03/2016
Time : 10.00 am

RESOURCE PERSON:
Dr.Gabriel Simon Thattil
Professor, School of Business Management &
Legal studies, University of Kerala, Trivandrum
Cv: Originator
Dr. Zafar Joseph
Head of the Department



He also gave an overview of the Accounting standards in our country. In addition to this a detailed discussion on ACCA, the global professional accounting body that offer Chartered Certified Accountant Accreditation in the field of Accountancy, Auditing and taxation. This course is popularly known as U.K. CA.

This talk influenced the students to a great extent in becoming U.K. C.A. holder to work in Foreign countries. The session was followed by an interaction session with the students. All the students (210) of the department participated in the session.

Training on Office Accounts. 19th March 2016

One day training programme was held on 19/3/2016, Saturday on 'Office Accounts' at Conference Hall, St. Xavier's College, Thumba for the Non Teaching staff. 18 Non Teaching staff attended in this programme. The programme consisted of 3 sessions. Sri. James, Accounts Officer, Directorate of Collegiate Education, Vikas Bhavan handled classes.

- 1.Kerala Service Rules
- 2.Accounts
3. Demand, Collection and Balance of tuition fees

In the first session about Kerala Service, the resource person discussed various leaves, travelling allowance and pension. He also gave the updates of existing rules and clarified the doubts of participants. After tea break the second session started at 11.30 am. The topic was accounts and it

discussed about fee collection and income tax. The session continued upto 1.00 pm. After lunch break third session started at 2.00 pm on the topic of demand, collection and balance. It discussed about caution deposit, special fees and treasury remittance. Participants cleared their doubts on accounts. The session continued upto 3.30 pm. During evaluation, the participants positively responded on the training programme.

2016-17

Challenges in Teaching-Learning Process - Report of the orientation programme for new teachers: 2nd June 2016

The IQAC organized a one day orientation programme for the newly joining faculty on the challenges in teaching learning process on 02/06/2016. The programme commenced at 9.30 a.m. in the Mother Theresa Hall. The IQAC convener Dr. Tessy Chacko delivered the welcome address. The Principal delivered the presidential address. The orientation class was taken by Dr. Antony Palakkal. After the inaugural address he delivered a talk on the attributes of a good teacher and a good educational institution. After that he made a presentation on the qualities that the UGC seek in a teacher in the higher education sector. In the afternoon there was a session in which the new teachers were given an opportunity to interact with each other. It was followed by the self introduction session. The programme came to an end by 3.00 pm. Dr. Divya Thomas proposed the vote of thanks.

St. Xavier's College
Thumba

Department of
Malayalam
and
Mass Communication

One Day Workshop

Subject:
Television
Programme
Production

Venue: Room No. 160
Date : 27.09.2016
Time : 10.00 am

Resource Person
Mr. Byju Chandran
(Dp. Director at Doordasana News)

Co - Organizer
Dr. T.K. Santhoshkumar
HOD Malayalam & Mass Communication

An IQAC Initiative

Report of the two day workshop for teaching faculty: 7th & 8th June 2016

The orientation programme for the teachers was conducted on 07/06/2016 and 08/06/2016. The focus was on improving the quality of teaching and the molding of a better future generation. The classes were handled by Rev. Fr. M. K. George. He gave emphasis on the importance being humane simultaneously with gaining knowledge. The programme ended at 3.30 p.m. On 08/06/2016 each department did a SWOT analysis and presented. After the departmental presentations, Rev. Fr. M. K. George provided suggestions on how to strengthen the weak points and encouraged the faculty to accentuate their achievements. He reminded that students are the most important stakeholders of the institution. This was followed by a departmental discussion on preparing an action plan for the coming academic year. Dr. J. Francis proposed the vote of thanks.

Kelikottu, Workshop on Art & Literature

The Department of Malayalam and Mass Communication of St. Xavier's College has organized a workshop on September August 23, 2016 on Art and Literature. Mr. Pramod Payyannur (Secretary, Bharath Bhavan, Govt. of Kerala), famous playwright and film director has given an interactive lecture on

“Theatre Experiences”. The aspiring media students and the students from literary club interacted with the resource person and learned about the life experience of a theatre artist and director. The workshop also had a session by the renowned novelist and critic Mr. M A Siddique (Assistant Professor in Malayalam, University of Kerala) on “Literary Criticism”. The students found the session interesting and informative as they explored another approach in looking at the literary works.



Art and Literature

Venue : College Auditorium
Date : 23.08.2016
Time : 10.00 am

In - Charge
Dr. T.K. Santhoshkumar
HOD Malayalam & Mass Communication
An IQAC Initiative

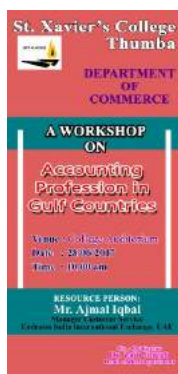
St. Xavier’s College Principal Fr. Dr. V.Y. Dasappan S.J., and Assistant Professors O.Renuka, Lisba Yesudas also participated in the workshop along with students.

One Day Workshop on Television Programme Production

The Department of Malayalam and Mass Communication of St. Xavier’s College has organized a one day workshop on Television Programme Production. Mr. Baiju Chandran, Deputy Director of Door Darshan, New Delhi has taken a bilateral session for the Mass Communication students and Media Club members. The sessions covered vast areas including the techniques used to create television programmes, news coverage, programme formats, production stages, broadcasting, production houses, revenue generation etc.

St. Xavier’s College Principal Fr. Dr. V.Y. Dasappan S.J., Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, and Assistant Professors O.Renuka, Lisba Yesudas also participated in the workshop along with students.

28th June 2017 – Accounting Profession in Gulf Countries



Mr. Ajmal Iqbal, an industry expert and Customer Service Manager at Emirates India International Exchange had an interactive session with our students. In the one day session, he gave the overview on the opportunities and challenges faced by Indian Accountants in the Gulf Countries. A detailed awareness was given on the need of special skills for attaining the job of accountant in the U.A.E. The students could also interact with him to get a detailed idea of the job opportunities for the commerce students in U.A.E and other gulf countries. About 180 students of the department participated in this session.



11th July 2016- International professional Certification – Emerging Trends

Mr. Muneer Rasheed, Accounts Manager, Oman SAIL gave a one day talk on emerging International professional Certification in Finance Profession. He focused on the need to get certifications in the field of Finance other

than the traditional commerce courses, as it will help the graduates to equip themselves for facing the challenges in the industry. It gave an entry into corporate undertaking into Multi National Corporations.

The talk was followed by interactions which helped them to get awareness in various international certificate courses which will enrich their professional career and attain job in Multi National Corporations . All students of department (220) participated in this session.

Importance of E-Resources in Administration 10th October 2016

An awareness programme was organized for the non teaching staff at the college conference hall on 15/10/2016. Sri. Shimmy Jose T, an expert from the Tess Systems, Thiruvananthapuram handled the two sessions. 10 non teaching staff participated in this programme. It consisted of two sessions. The first session was on the 'Use of Internet resources'. The class began on 9.30 a.m. The class discussed about internet resources like websites, e-journals, search engines and Govt. websites. Participants took down notes and tips. Doubts were clarified. After tea break the second session started on 11.00 am. The second session focused on the the precautions to be taken while using social networks. Mainly discussed about the dangers and benefits of social network such as Facebook, Twitter and YouTube etc, and how to use them for developing communication and technical skills. The session continued up till 12.30 pm.

One Day Workshop on Radio Programme Production



The Department of Malayalam and Mass Communication of St. Xavier's College has organized a workshop on Radio Programme Production on October 10, 2016. Mr. Biju Mathew, Programme Executive of All India Radio has given a detailed session to the students on script writing, recording, production and broadcasting. He also has shared his life journey with the AIR when the students explored his career life with curious questions.

The learners were exposed to the do's and don'ts for radio and hand on experience on various Audio recording and editing software were given. In the group exercise, students came up with their own programmes ideas which was recorded later in the college.

St. Xavier's College Principal Fr. Dr. V.Y. Dasappan S.J., Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, and Assistant Professors O.Renuka, Lisba Yesudas also took active participation in the workshop along with students.

One Day Workshop Informatics

The Department of Malayalam and Mass Communication of St. Xavier's College has organized a on day workshop on Informatics on October 24, 2016. Mr. V.K.Adarsh, a renowned Technical Writer and Critic has given a detailed lecture on various aspects of informatics and computer networks. Since the topic is part of the syllabus as a course, the students found it useful.

The students interacted with the resource person and gathered in depth knowledge about the topic. Informatics, which is a science of processing data for storage and retrieval is included in the syllabus in order to improve the technical knowledge of the students that will open up a vast area of opportunities.



Report of the one day training given to the teaching faculty on online attendance entry: 2nd February 2017

Following the decision to make attendance entry of students online, G J Infotech, Trivandrum was assigned the responsibility of installing the relevant software in the college computer system. The technicians of G J Infotech came to college to give training for teachers on that. The training programme was organized on 02/02/2017. Rev. Fr.Dr. Shibu Joseph, the Bursar, delivered the welcome address. Instructions were given on entering the attendance from the computers in all departments. Each department was provided with a unique ID and password and the teachers from the same department were asked to use that ID. The Principal directed the teachers to mark the attendance immediately after an hour. It was decided that the certificates of co curricular activities including NSS, NCC and Sports should be submitted before Friday afternoon in every week. Dr. Tessy Chacko proposed the vote of thanks.

One Day Workshop on Film Studies.

The Department of Malayalam and Mass Communication of St. Xavier's College has organized a on day workshop on film studies on February 7, 2017. The famous director and critic Mr. Vijaya Krishnan has taken a very interesting workshop for the students of Mass Communication and Media Club.

The main motive of the workshop was to engage the students with movies primarily as visual texts and to appreciate the aesthetics of films. The students were given detailed description about how to critically analyze and appreciate movies, movie making and various intricacies in the process of movie as a holistic experience. The historical film movements were discussed in order to give the students a familiarity with different subgenres within the broad discipline of film studies and the theories involved with it.

The students found the workshop interesting as it opened up a new approach to the cinema from various angles like production, consumption and reception. The faculties of the Department of Malayalam & Mass Communication also participated in the workshop.

Workshop on Animation Film Making

The Department of Malayalam and Mass Communication of St. Xavier's College has organized a on day workshop on Animation Film Making on February 16, 2017. The workshop was conducted by the famous animation film maker, Mr. Prakash S. Moorthy.

The workshop was designed to fit the needs of a variety of students. The structure of the workshop was to fill in the gaps of knowledge for the experienced students while also offering beginners the opportunity to very quickly achieve a detailed understanding and skill. Topics covered in the workshop included screenwriting and storyboarding, rigging, animation, cameras, rendering, and editing and composing.

Students were given an opportunity to learn the fundamentals of 3D Animation- movement, weight, timing, character development etc. The students, faculties of the Department of Malayalam & Mass Communication members of Media Club are participated in the workshop.



Mother Language Day Lecture series. St. Xavier's College, Thumba has observed the Mother Language Day on International Mother Language Day, February 21 in order to promote awareness of linguistic and cultural diversity and promote multilingualism in the college. The college has decided to conduct a series of lectures and workshop for the same to develop respect and tolerance among the students and to develop a positive habit of embracing other languages and cultures.

The college has organized a series of lectures on November 1, 2016, on Kerala Piravi Day. Dr. S Surendran Nair, Associate Professor in the Department of Hindi, St. Xavier's College and Fr. Dominic Joseph SJ from the Department of English of St. Xavier's College and taken lectures on the day. The students have pledged to be tolerant and that they will embrace the religious, political and cultural and linguistic differences and work for a friendly and better ambience inside and outside the college.

One Day Workshop on Film Studies.

The Department of Malayalam and Mass Communication of St. Xavier's College has organized a on day workshop on film studies on February 7, 2017. The famous director and critic Mr. Vijaya Krishnan has taken a very interesting workshop for the students of Mass Communication and Media Club. The main motive of the workshop was to engage the students with movies primarily as visual texts and to appreciate the aesthetics of films. The students were given detailed description about how to critically analyze and appreciate movies, movie making and various intricacies in the process of movie as a holistic experience. The historical film movements were discussed in order to give the students a familiarity with different subgenres within the broad discipline of film studies and the theories involved with it. The students found the workshop interesting as it opened up a new approach to the cinema from various angles like production, consumption and reception. The faculties of the Department of Malayalam & Mass Communication also participated in the workshop.

Report of the orientation programme for teachers on NAAC reaccreditation process: 30th March 2017

The IQAC conducted an orientation session for the teaching staff regarding the preparation for NAAC reaccreditation process on 30/03/2017. The programme began at 10 a.m. Dr. John Kattakkayam was invited as the resource person. He made an elaborate talk on the changes that the UGC has brought about in the accreditation process. The new valuation system which was adopted by the UGC was explained by him. He gave insightful advice regarding the preparation of IIQA and SSR. It was followed by an interaction with the teachers in the afternoon. The teachers asked questions and got answers regarding the new accreditation system. The Vote of thanks was proposed by Dr. Tessy Chacko.



National Seminar 'Padhartha' 2018



Department of Physics celebrated PADARTHA, a seminar which is organized every year. Expert talks by resource persons and paper presentations by students are the usual agenda.

2017-18

Induction Programme organized by the IQAC for the newly appointed Teachers. 5th June 2017

An induction program was organized by the IQAC of the college for the newly appointed guest lecturers in the Mother Theresa hall on 05-06- 2017 from 9.30am to 3.30pm. Principal Dr. V.Y Dassappan S.J welcomed the guest lecturers to the St. Xavier's family. The program was inaugurated by the college manager, Adv. Fr. Pious Vachaparambil in the presence of the chief speaker of the day Dr. Antony Palakkal. In his inaugural address, the manager introduced the core values and the motto of the college and urged the teachers to follow them every day as part of their duty. It was followed by a presentation on the history of St.Xavier's College by the Principal. He also introduced the chief speaker of the program, Dr. Antony Palakkal. The morning session focused on the various factors that define as a teacher. This session included interactions and group discussions.

The afternoon session focused on the various methods and contemporary approaches to teaching. After the session the participants were given time for clarify their doubts and share their opinions. Sunil C Vattapalam, faculty in the department of physics proposed the vote of thanks. The program ended at 3.45pm.

One-day orientation program organized by the IQAC for teaching faculty regarding planning session. 6th June 2017

An orientation program was organized by the IQAC for the teaching staff in the Mother Theresa hall on 6th June 2017 from 9.30am to 3.30pm regarding the planning of the following academic year. The program was started with welcome speech by IQAC coordinator Dr. Nisha Rani D. The program was inaugurated by the principal, Dr. V.Y Dassappan S J. After the inaugural address Dr. Kevin the chief speaker of the day addressed the teachers. The morning session focused on the preparation of master plan of the college for the next 25 years. This session included interactions and group discussions. All the departments prepared a draft of the physical as well as academic infrastructure as well as the plan and estimate for the next 25 years. The afternoon session focused on the planning of the following academic year, how to overcome our weakness, what are the modification needed etc. After the session the participants were given time to clarify their doubts and share their opinions. Vice principal proposed the vote of thanks. The program ended at 3.30pm.

Training Programme on Office Procedures. 31st August 2017

One day training programme was held on 31/8/2017, Thursday on 'Office Procedures' at seminar hall for the non teaching staff of the college. 18 Non Teaching staff attended in this programme. It consisted of 4 sessions. Experts from various government departments handled the sessions.

1. Manual of Office Procedures.
2. PD Account
3. Quotation & Purchase
4. Personality Development

The first session was taken by Sri. Manu, senior clerk from the Directorate of Collegiate Education, Thiruvananthapuram, who handled class on the topic of Manual of Office Procedures, the session started at 9.30 am and continued upto 11.00 am. He explained about files, registers, notes and disposals. After tea break the second session started at 11.30 am. Sri. Xavier, Rtd. Superintendent, Directorate of Collegiate Education, Vikas Bhavan talked about PD Account. This session discussed about personal deposit, accumulated amount, stock verification and cash book. The questions raised by the participants were cleared by the expert. After the Lunch Break the third session started at 2.00 pm Sri. Dixon, Rtd. Accounts Officer, Directorate Collegiate Education, Vikas Bhavan who took the class on the topic of Quotations and Purchase and it continued till 3.00 pm. Rules and regulations of quotation & purchase were discussed in this session. The fourth session was taken by the Fr. Pious Vachaparambil, Manager of the college. The

topic was personality development this class continued till 4.00 pm. Along with the evaluation of the programme. There was a unanimous opinion that the programme was very informative and useful and it will help them to do their day to day work efficiently. The Training programme concluded at 4.30 pm.

9th October 2017 – A pathway to Professional Career through CA

A team from Regional Chapter of Institute of Chartered Accountants of India, Trivandrum gave awareness on Chartered Accountancy. They gave awareness on subjects to be studied and the facilities in the chapter to get excellent coaching for CA aspirants. The resource person gave a detailed explanation of the professional opportunities available for the commerce students through CA. His talk was very inspiring and motivated the students to go for this professional course. The session was followed by discussions and deliberations among the resource person and the students. All the students of department of commerce (208) participated in this session.



Fr. Thomas Vattakunnel Three Day Lecture Series 2017- 18

The Department of Malayalam and Mass Communication of St. Xavier's College has

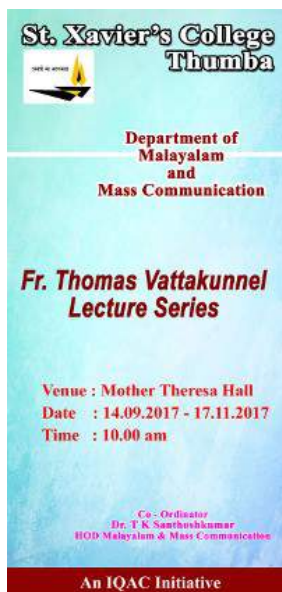
organized Fr. Thomas Vattakunnel Lecture series on September 14, 15 and November 17, 2017. Eminent Poet and Translator Prof. V Madhusoodhanan Nair inaugurated the series with a lecture on the topic "Translation : Theory and practice". Translation, the rendering of something into another language or into one's own from another language which is a very creative and scientific work is a part of the syllabus for the media students. The lecture on Translation was effective for the students as it helps them for their academic as well as career. On September 15, writer and media critic Dr. Iris Koeleo has given an interesting and informative lecture on the Basics of Informatics. On November 10, 2017, for the Fr. Thomas Vattakunnel Lecture series, Dr. N Anilkumar, Folk- Write rendered the lecture on "Performing Arts in Folklore". St. Xavier's College Principal Fr. Dr. V.Y. Dasappan S.J., Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, and Assistant Professors

O.Renuka, Lisba Yesudas and Dr. Sudheesh Sam also participated in the series which was facilitated for more than 100 students.

National Seminar on Solar Physics

Department of Physics organized national seminar of Solar Physics at Mother Theresa hall of the college. Dr. S Antony from School of Pure and Applied Physics, M G University Kottayam was the resource person.

Literary Workshop on Evolution of Malayalam Story Telling



St. Xavier's College has organized a one day literary workshop in association with Sahitya Academy, New Delhi on October 20, 2017. Eminent writers Dr. George Onakkur and Dr. P.K. Rajashekharan were the resource persons of the workshop. The workshop offered a platform to revisit the history of Malayalam literature, especially novels. The workshop was a unique, effective, and interactive method of bringing a group of passionate writers together and allowing them to study the craft of writing while simultaneously receiving constructive feedback on their own work. The intensive creative writing workshop were fueled by passion and the creative energy of people from the mainstream Malayalam literature with diverse life experiences. The mission of the workshop was to foster the creative mind, encourage a community, and make writers aware of who they are as creators of text. To this effect, there were discussions on the creative writing process; meet-ups with published authors and literary experts; introduction to the various genres and writing styles in literature; and constant feedback for the writers. The students were provided with an opportunity to understand the craft of writing for different media and genres.

Five Day Workshop on Literature and Communication

The Department of Malayalam & Mass Communication of St. Xavier's College has organized a five day workshop on Literature and Communication titled "Mamankam" from November 7 to 11, 2017. The workshop provided the students a platform to interact with renowned laureates and engage with eminent experts from the media industry. The interactive workshop had different sessions such as Meet the Editor with Managalam Associate Editor R. Ajith Kumar, Meet the Writer with Rajesh Varma and Satheesh keedarakuzhi, Meet the Actor/ Making of Drama with Mr. Alancier etc. Each session were handled by experienced experts from the Industry which has given the students some hands on experience in the respective fields.

In the inaugural function, St. Xavier's College Principal Fr. Dr. V.Y. Dasappan S.J., Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, Alumni Association President Anshad Jamal, Malayalam Samajam President Jobin G. John, Assistant Professors O.Renuka and Lisba Yesudas gave speeches.

Media Workshop and Magazine inauguration

The Department of Malayalam and Mass Communication of St. Xavier's College has organized a one day Media Workshops for the students on November 9, 2017. The workshop which was inaugurated by the college principal Fr. Dr. V.Y. Dasappan S.J. had reputed experts from the media industry as resource people. The workshop which focused mainly on Television Production helped the students to get some practical experience on various aspects of the same. The resource people, Mr. George Pulikkan (Senior Programme Producer & Presenter of popular Political Satire, ASIANET NEWS) and Mr. Satheesh (Senior Video Editor, ASIANET NEWS) has conducted interactive practical sessions on Television production that will help the student to the industry with a solid base on the practical aspects of production as well as it makes the students face the university examination with more confidence.

The students magazine was also inaugurated during the workshop and student editor Ibin Nayakam shared his experiences related to the making of the magazine. Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, Assistant Professors O.Renuka and Lisba Yesudas, Dr. Sudheesh Sam, Remya P.P., Nitha and Balusa also contributed to the workshop.

Workshop on Poetry

Department of Malayalam and Mass Communication of St. Xavier's College in association with the Alumni group Poomukham organized a one day workshop on Poetry on 7.03.2018 The faculties in the Department of Malayalam and Mass Communication took initiatives to have an interactive session with students to discuss upon the importance of creative writing in the academic life and career. The session was chaired by the renowned poet and critic Prof. Madhusoodhanan Nair who gave an inspiring lecture to the students about The space Poetry holds in Malayalam Literature. The various sessions of the workshop bestowed the students with a very creative time reciting, analyzing, discussing socially relevant poetry and writing poems.

As a part of the workshop, Prof. V.Madhusoodhanan Nair Poetry Recitation competition was also organized. Parvathy from Women's College bagged the first position while Nandu Prabhakaran from University College and Akhilsha from St. Xavier's College got the second and third positions. The students were provided with Cash Awards and Certificates.

St.Xavier's College Principal Fr. Dr. V.Y. Dasappan S.J., Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, and Assistant Professor and Poomukham Alumni Association Secretary Lisba Yesudas also participated in the workshop.

National Media Seminar on Changing LoC of Media.

Department of Malayalam and Mass Communication in St. Xavier's College organized a three day seminar from November 22 to 24, 2017 on the topic Dynamic Boundaries of Media in association with Nehru Yuva Kendra for creating an awareness on the importance ethical practices on media industry. Talks were conducted on various related topics by eminent personalities from the media which was inaugurated by M.G.Radhakrishnan (Editor,Asianet News). Nehru Yuva Kendra Sangathan master trainer Mr.Brahmanayakam Mahadevan lead the workshop which focused on Media and empowerment of youngsters.

Mr. C. Gouridasan Nair, Resident Editor of The Hindu, Kerala interacted with students on the various dynamism of media and the effect of communication. Ms. Sindhu Suryakumar, the programme presenter of the Cover Story, Asianet talked about the influence of commerciality and the pressures of the market V/S ethics of media. Dr. Divya S. Ayyar IAS, Sub Collector, Thiruvananthapuram also gave an inspiring presentation to the students on the evolving of media and women. The students were highly inspired by the presence and speeches of the eminent resource people.

Dr. N.P.Chandrashekharan (News Director, Kairali-People TV) interacted with the students about television news production and its technical side that helped the students to get some

personalized experiences in the area. The seminar also addressed various socially relevant topics such as third gender, and screened short films and documentaries related to it. The director of the short film “Memories of the trans” K.V.Selvamani interacted with students and shared his experiences of making the short film. The students were also provided with an opportunity to discuss and learn the technical aspects of short film making during the session. Different sessions of the seminar were handled by media critic Bhasurendra Babu, Film Director & Visual media Journalist Vidhu Vincent, All India Radio Programme Executive Biju Mathew, Marunadan Malayali Online News Portal Managing Editor Shajan Skaria, and Kerala State Literacy Mission director & literary critic Dr .P.S. Sreekala.

More than 125 students from the Department of Malayalam and Mass Communication and Media Club participated in the three day seminar. The seminar was coordinated by the student representatives under the supervision of Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, Assistant Professors O. Renuka and Lisba Yesudas.

Report of the orientation program organized by the IQAC for teaching faculty regarding student psychology. 6th December 2017.

An orientation program was organized by the IQAC for the teaching staff in the Mother Theresa hall on 6th December 2017 from 9.30am to 12.30pm. The program started with a silent prayer. The welcome speech was delivered by principal, Dr. V.Y Dassappan S J. The program was inaugurated by the manager, Adv. Fr. Pious Vachaparambil. The chief speaker of the program was Dr. Sunil Raj Psychologist, Memory Trainer and Motivation



Trainer. He addressed the teachers and discussed how to create a favorable atmosphere to instill confidence in children to approach their teachers with their problems. He said that the teachers would certainly be able to provide the inspiring atmosphere for the students at college and teachers to be an effective mentors. He gave a brief orientation about the student psychology. The faculty members tried to clear their doubts regarding the topic. The programme ended with the vote of thanks proposed by Dr. Harish S R.

Report of the orientation program organized by the IQAC for teaching faculty regarding NAAC accreditation. 6th December 2017

An orientation program for teachers for the coming NAAC accreditation process was organized by IQAC of the college in the mother Theresa hall on 6th December 2017 from 1.30 pm to 4.00 pm. The program was start with silent prayer. Dr. Nisha Rani D welcomed the gathering. The program was inaugurated by principal, Dr. V.Y Dassappan S J. The chief speaker of the day was Dr. John kattakayam. He gave a brief idea about the NAAC reaccreditation. He offered suggestions based on his own experiences for the preparation of the NAAC reaccreditation and the changes that the UGC has brought

about in the process. After the session the participants were given time for clarify their doubts and share their opinions. Smt. Mary Anita Ruben, vice principal of the college proposed the vote of thanks. The program ended at 4.00pm.

Report of the orientation program organized by the IQAC for teaching faculty regarding revised assessment and accreditation frame work. 31st January 2018

An orientation program was organized by the IQAC of the college for teaching staff in the mother Theresa hall on 31st January 2018 from 9.30am to 12.30 pm. The programme started with a silent prayer. The welcome speech was delivered by IQAC coordinator Dr. Nisha Rani D. The program was inaugurated by the principal, Dr. V.Y Dassappan S J. Chief speaker of the day was Dr. Antony Palakkal. The session focused on the procedure of revised NAAC accreditation and made familiar with the step involved in NAAC accreditation. He familiarized the seven criteria and give tips to improve our grade point. After the session the coordinator selected seven criteria leaders and started the preparation of SSR. vice principal Dr. J. Francis proposed the vote of thanks. The program ended at 12.30pm.

Literary Seminar and Arnos Pathiri Memorial Talk

In order to provide the students and understanding about the importance language and literature in the academic career, St. Xavier's College has organized a one day seminar in association with the Department of Malayalam and Mass Communication, Arnos Pathiri Library and Literary Club on March 13, 2018. The seminar had various sessions dealing with the literature related topics. Fr. Dr. Sunny Jose and Sister Dr. Deepa Antony Puthoor has given speeches on Life Period of Arnolds Pathiri and Literary Contributions of Arnolds Pathiri respectively.

St. Xavier's College Principal Fr. Dr. V.Y. Dasappan S.J., Head of the Department of Malayalam & Mass Communication Dr. T.K. Santhoshkumar, and the Library Director Dr. Sudheesh Sam has also given speeches. The students were inspired to visit the library more often and college offered to support the students to be more creative writers and critical readers.

Training for Office Management. 19th May 2018

One day training programme was held on 19/5/2018, Saturday on 'office management' at Conference Hall, St.Xavier's College, Thumba for the Non Teaching staff of the college. 17 Non Teaching staff attended in this training programme. The expert, Sri. Jinesh from GJ Infotech, Ernakulam, Kerala handled the three sections.

1. Interactive Session
2. Automation of office management
3. E-governance

The first session started at 10.00 am, it was an interactive session; the expert took class on how to handle office matters efficiently and effectively through office software. The section concluded at 11.00 pm.

After tea break at 11.30 am he discussed automation of office management. The expert, with the help of touch screen board explained; how to use office software. Participants with the help of expert cleared their doubts through application. It continued till 12.30 pm. After lunch break E-governance session started at 1.30 pm. The expert took the class and described the usage and the merits of E-governance in the college. And this session continued upto 3.00 pm. The training programme ended at 3.15 pm after evaluation.