

St. Xavier's College Thumba

Thiruvananthapuram, Kerala

A knowledge Society with Compassion Equity and Justice

Policy Document on Teaching and Learning



IQAC

St. Xavier's College Thumba

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ST. XAVIER'S POLICY MANUAL



**IQAC, St. Xavier's College Thumba
Thiruvananthapuram**

St. Xavier's Policy Manual

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Quality Policy

St. Xavier's, a Jesuit institution of higher learning, has a rich a heritage of educational practices tested and proven all over the world for more than four hundred years. This legacy inspires us to toil for a better tomorrow keeping abreast the best and acceptable pedagogical tools of the day, while remaining firmly committed to our vision of "*a knowledge society with compassion, equity and justice*". The governance of the institution is always in tune with the stated mission of "*committing ourselves to excellence in higher education, training and building a just society with a preferential option for the marginalized*" and it is reflective in its leadership and decisions. The practice of following set policies clearly demonstrates the commitment of the institution to stick to its core values while striving to achieve its set goals. St. Xavier's is committed to pursue global standards of excellence in all our endeavours particularly teaching, learning, research, extension and in areas of administration and management, while building a culture of excellence, inclusion and nurturing of positive values of mutual respect, commitment to work, delivery of service, innovation in work, and high ethical standards.

ST. XAVIER'S COLLEGE, THUMBA

Vision : A knowledge society with compassion, equity and justice

Mission : We commit ourselves to excellence in higher education, training and building a just society with a preferential option for the marginalized.

Objectives

1. To provide quality higher education to the most marginalized in society, especially the fisher people.
2. To develop in our stake holders critical awareness of the social reality leading to commitment to justice and active citizenry.
3. To inculcate core values in our students.
4. To train our students in life skills.
5. To ensure gender sensitivity and equity in our campus and in the society.
6. To train our students to be excellent researchers and knowledge workers.
7. To develop socially committed outreach services.

Core Values

- Search for Truth
- Excellence (Magis)
- Equity
- Peace
- Eco-Sensitivity

Motto: *'Asatho Ma Sadgamaya'*

POLICY ON TEACHING AND LEARNING

- Departments shall prepare the timetable before the beginning of courses
- Teachers are assigned subjects on the basis of qualification, experience and expertise
- Before the beginning of each semester the teachers shall prepare a detailed course plan and present it at the Department meeting for the approval
- Joint teaching is encouraged to ensure better learning as a result a subject is taught by two teachers
- Periodic class tests are conducted
- Assignments and Internal assessments are conducted as per the University norms maintaining transparency and impartiality
- Regular class wise PTA meetings are held making parents/guardians active agents of the educational process
- Students on the basis of their performance are divided into advanced learners and slow learners and are offered classes and training as per their specific need
- Lesson delivery shall be carried out with a learner centric approach incorporating experiential learning, participative learning and problem solving methodology