

## **REPORT OF IQAC ACTIVITIES:2015-16**

**Annual Quality Assurance Report (AQAR):** As per the regulations of the NAAC, the submission of Annual Quality Assurance Report (AQAR) at the end of every year is mandatory. The IQAC of St. Xavier's College submitted AQAR to the Director, NAAC, in August, 2015 and was uploaded for open access and feedback from stakeholders and academic peers.

### **Orientation Programme for Teachers**

- ❖ An ORIENTATION PROGRAMME for Teachers on “Teaching for Transformation” was conducted on 10<sup>th</sup> July, 2015. **Dr. V.K. Boominathan**, Former Head , Dept. of Commerce, Bishop Heber College, Trichy and **Dr. Jeyakar Chellaraj**, Former Principal, Bishop Heber College, Trichy, also Executive Director, IMPART, Organization for imparting training and impacting people and institutions, were Resource Persons.



Rev. Dr. V. Gilbert Camillus S.J., Principal, during his presidential address, spoke about the role of a teacher in a higher educational institution. Professor Jeyakar Chellaraj, an internationally acclaimed speaker and administrator, explained the significance of Teaching for Transformation. He pointed out that education should produce students who are intellectually mature, and socially committed.



**Dr. V.K. Boominathan**, Former Head , Dept. of Commerce, Bishop Heber College, Trichy, spoke on the topic “Teachers Role in the present scenario”.. He explained that teaching is the stimulation, guidance, direction and encouragement of learning. 170 teachers attended the Orientation Programme.



















❖ **IQAC conducted its first meeting on 21.07.2015. The following were the items on agenda:**

- Prayer
- Introductory Address
- Minutes of the Previous meeting
- Staff Seminar / Workshop on Smart Class Facility & e-content
- Orientation for Students
- Online courses
- Examination Perform
- Green Measures
- Academic Audit
- Placement Cell activities
- Any other matter





## **WORKSHOP ON SMART CLASS for Teachers**

**Workshop on SMART CLASS (Phase I)** was conducted for our Staff on 19.08.2015 & 20.08.2015 as per the following schedule:











### SHIFT - II

Date	Time	Venue
19.08.2015	9.30 a.m. to 11.30 a.m.	Fr. Causannel Hall ( Group – I & Group – II)
20.08.2015	9.30 a.m. to 11.30 a.m.	Group – I in English Language Lab Group – II in Zoology Dept. Smart Class Room

**Group I:** Teachers from the Departments of Physics, Computer Science, MCA, MSW, Maths, English, VisCom.

**Group II:** Teachers from the Departments of Commerce, Economics, Chemistry, BBA, Corporate Sec. and Tamil.

### SHIFT - I

Date	Time	Venue
19.08.2015	11.30 a.m. to 1.30 p.m.	Fr. Causannel Hall ( Group – I & Group – II)
20.08.2015	11.30 a.m. to 1.30 p.m.	Group – I in English Language Lab Group – II in Zoology Dept. Smart Class Room

**Group I:** Teachers from the Departments of Physics, Computer Science, Folklore, Maths, and English.

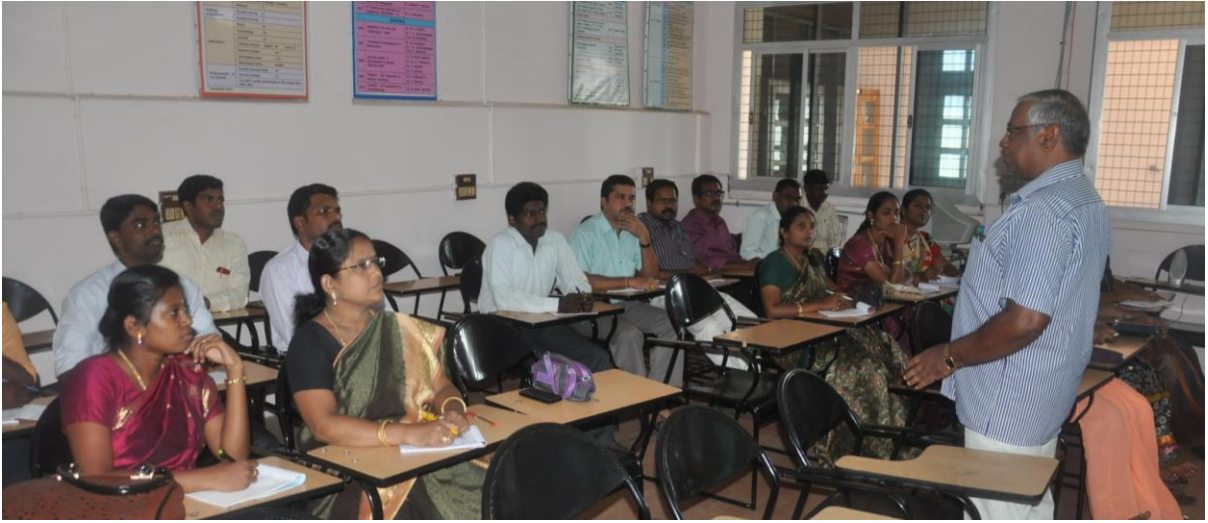
**Group II:** Teachers from the Departments of Botany, Commerce, Economics, Chemistry, Zoology and Tamil.

On **19.08.2015**, Mr. Kumar, from the Young India Films Company gave demonstration about the facilities available in Smart Class that can be effectively used to make learning an interesting experience in class rooms.

On **20.08.2015**, teachers were divided into two groups.



For Group I, the demonstrations were given by Mrs.M. Safish Mary ( Dept. Of Computer Science, Shift I), Dr. Jockim (Dept. of English, Shift I), Mr.A. Jothikumar (Dept. of Computer Science, Shift II), and Mrs. George Justi Mirobi ( Dept. of Computer Science, Shift II).







For Group II, the demonstrations were given by Dr. L. Henry Joseph ( Dept. Of Botany, Shift I), and Dr. T. Leon Stephan Raj( Dept. of Dept. Of Botany, Shift I).



Teachers felt that Smart Class Technology will pave way for making entire teaching learning process a lot more interactive, effective, easy and intuitive.

### ❖ Orientation for Students

#### 1) Skill Orientation for II UG and III UG Students:

**Rajan K M**, Asst. Vice-President, and his team, from IL&FS Education & Technology Services Limited (IL&FS Education), Chennai - 600032, were invited to give Skill Orientation Programme for II UG and III UG Students for both shift 1 and shift 2 students on **10.07.2015**. At the end of the session, students were informed about the Central Government Sponsored Certificate Course Modules. The following ten courses were announced to them:



1) Certificate Programme for Domestic IT helpdesk Attendant, 2) Certificate Programme for CRM Domestic Voice, 3) Certificate Programme for CRM Domestic Non –Voice, 4) Certificate Programme for Domestic Data entry Operator, 5) Certificate Programme for Customer Care Executive for Call center (CCE), 6) Certificate Programme for Customer Care Executive for Call center (CCE), 7) Certificate Programme for Trainee Associate, 8) Certificate Programme for Equity Dealer, 9) Certificate Programme for Business Correspondent & Business Facilitator (BCBF), 10) Certificate Programme for Loan Approval Officer, and Certificate Programme for Small and Medium Enterprise Officer.

In line with their discussion with the students they mapped the aspiration and the following are the courses selected by the students:

	No of students
Certificate programme for Customer Care Executive for Call center	435
Certificate programme for Loan Approval Officer	327
Certificate programme for Domestic Data Entry Operator	236
Certificate programme for Business Correspondent & Business facilitator	228
<b>TOTAL</b>	<b>1226</b>

IL &FS is waiting for the approval from NSDL for further proceedings.

## 2.Orientation Programme for Women Students:



The Centre for Women's Studies and the IQAC jointly organised Orientation programmes for the first year undergraduate and postgraduate women students on the 10<sup>th</sup> July 2015. The

orientation had general motivation and information on health and hygiene as the thrust

areas. Dr. X. Rosary Mary, Former Director, Department of Youth Welfare, M. S. University, motivated the students and counselled them



in self-realisation, goal setting and positive thinking. The resource persons Dr.



Nirmala Vijaykumar, and Dr. Dahlia Bharath. from Consultant Reproductive Medicine, Queens





Fertility Centre, Palayamkottai interacted with the students on areas of health and hygiene, advising them on the need for proper diet and exercise.

**IQAC Newsletter:** IQAC Newsletter was published in June 2015. The Newsletter provided information about the quality enhancement activities initiated during 2014 – 2015.

### **Green Audit**

IQAC has had discussion with Head of the Department of Botany and the members of Enviro-club of our College about the following aspects on 17.08.2015 at 11.15 a.m. in the Conference Hall:

1. Green Audit
  - a. Enumeration of trees
  - b. Numbering of trees
  - c. Naming of trees
2. New plantations
3. Eco-friendly campus activities
  - a. Utilization of solar power (existing & New proposals)
  - b. Water usage
  - c. Recycling of waste
  - d. Avoiding usage of plastics
  - e. Pollution monitoring

These activities will be carried out in phased manner.

❖ **IQAC conducted its second meeting on 12.10.2015. The following were the items on agenda:**

- Prayer
- Introductory Address : Rev. Fr. Principal
- Minutes of the Previous meeting
- Workshop on Smart Class Facility & e-content production
- Recognition for innovation in teaching
- Green Audit
- Academic Audit
- Placement Cell activities
- Any other matter

### **Training Programme on preparing e-content for Teachers**

Training programme on preparing e-content for a group of 35 teachers was conducted from 12.11.2015 to 15.11.2015. Dr. Rajendra Mishra, Director, Instructional Media Centre, Maulana Azad National Urdu University, Hyderabad, spoke on **Features of e-content**. Dr. V. Sobhana Bai, Director, Educational Multi Media Research Centre (EMMRC), Madurai Kamaraj University, Madurai, spoke on **Scripting of e-content**. **Dr. S. Kannan**, Director, Academic Staff College, Madurai Kamaraj University, Madurai, spoke on **e-content & MOOC**. Dr. S. John Bosco, Former Professor of Loyola College, Head of French Dept. and Professor of Physics, Gateway International(Cambridge) School, Chennai, spoke on Production of e-content. He also gave demonstration on how to prepare e-content. With his experience and training imparted by the UGC, New Delhi, our teachers got a wider spectrum of preparing e-content modules.

### **Outcome of Training Programme on preparing e-content for Teachers**

- Teachers became aware of various e-resources
- Teachers have learnt about the expectation of students in classrooms at the digital age.
- Teachers have acquired the skills needed to prepare e-content material.
- Teachers have been equipped with technology to make students visualize all tough concepts through the integration of 3D animations and videos in the e-content to be produced.
- Teachers have been inspired to produce quality assured e-contents

IQAC has recorded 40 videos on e-content and after editing they will be hosted in the website and students can learn through them whenever they have time.

Also IQAC has video graphed the demonstration of the facilities available in **SMART Board** and it will be uploaded in website after editing.



# Training Programme on preparing e-content (12-11-2015 to 15-11-2015) Sponsored by UGC INAUGURATION



Prayer **Dr. B. Helina**  
Dept. of Physics



Master of Ceremonies

**Mr. M.S. Selvakumar**  
Dept. of Chemistry



Inaugural Address

**Rev. Dr. Danis Ponniah, S.J.**  
Rector, St. Xavier's Institutions





Presidential Address

**Rev. Dr. V. Gilbert Camillus, S.J.**  
Principal



Themes of the Seminar

**Dr. A. Lourdusamy**  
IQAC Coordinator









## Features of e-content

### Dr. Rajendra Mishra

Director, Instructional Media Centre,  
Maulana Azad National Urdu University,  
Hyderabad



## Scripting of e-content

**Dr. V. Sobhana Bai**

Director

Educational Multi Media Research Centre  
(EMMRC)

Madurai Kamaraj University

Madurai









## **New Media for Teaching-Learning Process**

Mr. S. Doulos New Begin  
Dept. of VisCom



## **Google a tool for e-content preparation**

Mr. T. Santhosh Kumar  
Dept. of VisCom





## Online Test

Mr. A. Jothikumar  
Vice-Principal (Shift-II)



## e-content and MOOC

**Dr. S. Kannan**

Director, Academic Staff College, Madurai Kamaraj University  
Madurai





## Adobe Premier Pro for e-content preparation

Mr. S. Doulos New Begin  
& Mr. T. Santhosh Kumar  
Dept. of VisCom





## Production of e-content

**Dr. S. John Bosco**

Head of French Department and Professor of  
Physics, Gateway International (Cambridge) School





Thanks



### **Academic Administrative Audit**

Quality is an ongoing process and not a one-time episode. The NAAC views that Academic Audit of Departments/Research Centres will facilitate quality sustenance and enhancement process. The NAAC Peer Team also recommended an Academic Audit by external experts during the post-accreditation period.

In this context we conducted an Academic Audit by external Experts comprising the following professors on 11<sup>th</sup> & 12<sup>th</sup> January 2016:

**Dr. B. Vanitha**

Professor of Economics  
IQAC Coordinator  
Bharathiar University  
Coimbatore

**- Convenor**

**Dr. G. Melchias**

Associate Professor of Botany  
Dean, School of Biological Sciences  
St. Joseph's College (Autonomous)  
Trichy

**-Member**

**Dr. Syed Wajeed**

Associate Professor & Head, Dept. of Microbiology  
IQAC Coordinator  
St. Joseph's College (Autonomous)  
Bangalore.

**-Member**



















Our staff prepared the report of the activities for the period from 01. 04. 2012 to 10. 01. 2016.

The Expert Committee shared their report in the Exit meeting held for the Officials and HoD's under the following four components: Strengths, Weaknesses, Opportunities and Challenges.

We give below the SWOC analysis given by the Expert Committee:

**ST XAVIER'S COLLEGE (AUTONOMOUS)  
PALAYAMKOTTAI TN**

**SWOC ANALYSIS REPORT ON  
THE ACADEMIC AUDIT *CUM* PRE-NAAC VISIT  
11 -12 January 2016**

**STRENGTHS**

*As a Jesuit Institution, St Xavier's College is dedicated to higher learning in order to equip the first generation students to be agents for social change, to live as proud citizens endowed with concern, compassion and conscience.*

1. St Xavier's College finds its strength in being an age old Jesuit Institution having been the pioneer in educational service for 93 long years with unparalleled heritage, reputation and exclusive ethos of its own. The college is known for academic excellence tempered by social concern aiming to prepare the youth as leaders in every walk of life.
2. The College has been *AUTONOMOUS* for past **29** years that has allowed them to be innovative and creative in designing their CBCS-based curriculum and evaluation patterns.
3. The College has been *NAAC – ACCREDITED* for 12 years with three completed cycles each with good score.
4. SXC has been an accredited "*COLLEGE WITH POTENTIAL FOR EXCELLENCE*" and is aiming to become "College with Excellence" in the short-term.
5. The Science departments are funded by *DBT-STAR* College Scheme. This on its own brings in quality in teaching and learning at the UG level. The recognition by the DBT, India is a great honour in deed!
6. ICT enabled teaching has been in vogue, *albeit* at base level, supplemented by the use of smart boards, E-contents and various other tools and approaches.

7. College has established Postgraduation and research in most departments. A higher percentage of the faculty is highly experienced and who also seriously engage in research along with teaching. The faculty are organizing colloquia - seminars, workshops and conferences (State level, National level and some International).
8. There are 20 *RESEARCH CENTERS* engaged in basic as well as specialised fields, some funded by Central agencies. Their research findings are published in peer reviewed research journals.
9. The college is involved in continual education endeavours like conducting add-on courses, certificate courses, soft skills and bridge courses.
10. Many departments offer consultation services to needy neighbours.
11. In order to inculcate the set value system the institution thrives to train the youth with a *service learning* through *STAND* - the Outreach mode.
12. A plethora of activities has been on by various units and associations. The Hostel deserves a special mention for the creative way of having designed a student-friendly ambiance.
13. SXC's strong determination towards a *PREFERENTIAL OPTION FOR THE MARGINALIZED* is equally matched by the various scholarships the students could avail.
14. Last but not the least; SXC is blessed with the multifaceted and dedicated faculties who volunteer to shoulder additional responsibilities that support the administration of the college.

## **OPPORTUNITIES**

### **1. HUMAN RESOURCE MANAGEMENT:**

You may design the academics such that you wisely make use of the faculty's expertise shared among related Courses and Programmes (within the College), so that the students get the best out of them.

Consultancy given to others can be charged and recorded so that the money generated can be used for maintenance of instruments and other miscellaneous works.

### **2. MINOR PROJECTS / SEMINARS / WORKSHOPS / CONFERENCES**

Newly joined staff can be motivated to write proposals for minor projects, seminars, workshops and conferences. UGC every year announces for the same even for the Management (Self Supporting Courses).



### **3. CONSCIENTIZATION ABOUT COMPETITIVE EXAMINATIONS (UG Level)**

There are many competitive exams conducted for undergraduate students for integrated PhD programme and master's programme nationally. Motivate and prepare them for the same.

### **4. FREE AVAILABLE ICT'S TO BE EXPLORED**

Many Institutes like IISCs and IITs lecture presentations are available online. Inform them about the same. Also look for other freely available education programmes available on line.

### **5. MORE SOFTWARE'S COULD BE DEVELOPED**

Faculty and students of Computer Science related courses can develop softwares required for college to ease out the process of teaching, learning, evaluation, documentation, *etc.*

### **6. STRENGTHENING RESEARCH AT UG LEVEL.**

At Undergraduate level, research can be made compulsory. It can be either review of literature, surveys or practical related work.

## **WEAKNESSES**

### **1. CURRICULUM:**

How UNIQUE is the curriculum? What are the STRENGTHS?

UG & PG - revised every three / two years respectively ... on what basis? What prompted the 'REVISION'?

Is it done for the sake of revision? If not what supporting claims do you have?

How many of the Papers are NEW OR what fraction of the Syllabus is NEW in the curriculum that is in vogue since last revision in each program? Has the syllabus been internationally validated?

### **2. TEACHING – LEARNING:**

What is the uniqueness?

What fraction of the teaching – learning dynamics is ICT-enabled?

Why not we encourage at least the bright students for the topping-up of skills through **ICT enabled parallel programs** – making use of free online Sourcing such as ... *Coursera, edX* ...

### **3. E-LEARNING:**

**Is totally absent for the better part.**

It could be done through online tests, online submission of assignments, E-content generation: Ppts, Handouts, Teachers' collections, Question Banks, randomization of questions, Animations, recorded lecture classes .... Are appropriate software employed to check degree of plagiarism in the written assignments and/or dissertations?

**4. RESEARCH:** Has taken a very appreciable footing.

There are 20 Research Centres - great thing!

However, are they duly recognized by the University or any other Central body?

If not, these centres must share and pool their data with the parent department?

The expertise developed by these centres has not had any Value Addition to the parent department in terms of a) advanced Skills, and/or b) Diploma / Certificate program other than merely producing Ph Ds! How do we justify their existence as separate entities?

The infrastructure requires an urgent spruce-up!

The scholars deserve basic civic amenities (there are girls scholars also).

Information is missing about the availability of Online / E-resources (E-Journals such as Elsevier or Springer Group).

The financial share of the Management pooled into the research activity (over and above the support extended by funding agencies) is not made known.

With the generosity of the UGC readily funding Minor Research Projects, the entire faculty can be encouraged to be saturated with MRPs (especially the non-aided).

**PUBLICATION** might be better summarized as per Faculty and per Department with appropriate variables – Scopus index, Citation Index, Google Scholar, for SCI publications with Impact Factor, verify according to Thompson Reuters. A sizable number of publications (Journals), we are afraid, do not fall under the above categories.

**5. COLLABORATION IN TEACHING:**

There is a dire resource optimization by way of bringing in inter-departmental collaboration in Teaching – especially among related departments (e.g. B Com, BBA & Corporate Secretaryship. Similarly Comp. Sci, IT & MCA ... all Self Supporting programs).

The same could also be thought of while conducting Colloquia – Conference / Workshop / Seminar, etc.

Conferences - National as well as International - must be in collaboration with likeminded departments within the College and neighbouring Institutes.

The Conferences / Workshops may be done consistently (Annual) instead of the stand alone or 'one off' event as is done by certain departments.

**6. CONSULTANCY AND EXTENSION:**

Is not SXC a Leader in this part of the State? But the faculty do not seem to justify! We understand they do play pivotal leadership in knowledge sharing with less fortunate institutions. Please encourage them have the records.



**NET Coaching** efforts are quite laudable act, even though the results are not spectacular yet. The NET coaching could be revitalized by allowing students of neighbouring colleges as well as drawing teachers from them. This creates competition, which is lacking. Otherwise it looks inward and/or leading to inbreeding.

**7. OUTREACH - STAND:**

Knowledge Transfer to the rural population is these days considered as a vital part of *service learning*. In order to accomplish that the students must be able to transfer their skills and knowledge gained specific to their sphere of learning. Instead all the students are engaged in the same type of common activity.

**8. BRIDGE COURSE – English and Subjects:**

All the departments are claiming to be admitting *first generation* wards ... under “preferential option for the poor”. If so, these are the ones who need and deserve the Bridge Course! But the Course is crying for help. Bridge Course may be organized with a centralized structure.

These students also require a sound knowledge of the subject basics, and hence the first Unit of all the Major Papers may have a 5-hour subject based Bridge Course.

**9. TEACHER EVALUATION FEEDBACK – Follow up:**

The College Management has done the right thing in having done the feedback and evaluated it.

It is high time some sort of Faculty Recharging is envisaged as follow up - such that the young faculty do not feel intimidated; rather a collective program may be designed such as to enhance their Communication, Self Esteem and Teaching Methods that is supplemented with modern teaching aids ....

Appropriate software (... such as *KnowledgePro*) could be employed in order to automate the feedback too.

**10. SOFT SKILLS:**

It is high time that the students are inducted into Soft Skills in an organized way – may be PG students to begin with as part of the curriculum. Any sincere effort outside of the curriculum may not be effective.

Soft Skills and Bridge Course as obligate part make the curriculum **special** and **unique** and justify the concept of *preferential option for the poor*.

**11. PRESENTATIONS by Heads /Coordinators:**

Here are some suggestions to improve the effect.

- a) Need not be always the Faculty Heads doing the presentation; the responsibility could be passed on to another person occasionally. Wherever the faculty strength is small the members could introduce themselves in two sentences.

- b) Faculty Profile as well as Student Profile can be made to appear smart -
- c) The slides are too many. Please note the NAAC Peer Team comes and makes the visit after having read the SSR thoroughly. Hence the Presenter need not read all the contents displayed.
- d) As far as possible, the info must be presented in crisp bullet form for better readability and effect.
- e) Better understanding is required concerning the SWOC analysis.  
Short-term as well as long-term future of the department must be fine-tuned... such as 5 years and 10 years.

## CHALLENGES

1. **EVALUATION:** The formative evaluation (CIA) does not have an OBJECTIVE *online/OMR* testing component. It is high time we trained the rural youth in these modes of testing. **In the summative** evaluation also many subjects have only a token fraction of OBJECTIVE type questions. This may eventually be raised to 40%.
2. **TUTOR** system must eventually evolve into **Mentoring** system. Sooner the better.
3. **PLACEMENT OFFICE** must seriously make attempt towards **Training** as well. Soft Skills as obligate part of the curriculum can be the best option.
4. **College as a whole** would do well if we think ahead concerning **Online Admissions** Similarly, it would be a revolution if the campus is endowed with **WiFi**.
5. **ADMINISTRATIVE AUDIT:** The general staff (faculty as well as Assistants) and senior students (III UG & II PG) are allowed to give their feedback on the Administrators in GENERAL.
6. **ENERGY AUDIT:** The faculty of Botany and/or Zoology must undertake the green audit of the departments and campus – the carbon foot-printing, waste recycling & management, rain water harvesting, *etc*.
7. **GREEN AUDIT:** The Physics faculty can make an energy audit of the departments and campus – total energy consumption, energy conservation strategies suitable for the campus, quantum of energy that could be saved if 1) the lightings are switched over to CFL and/or LEDs, and 2) roof-top solar paneling is done, *etc*.
8. **LINK WITH ALUMNI:** This aspect tells greatly on 1) the student progression, and 2) your accreditation by the public at large. But most departments are falling back; they are yet to come up to the expected levels.



- 9. RESEARCH → PATENTS:** The researchers and the scientists may be encouraged to target PATENTS as the deserved outcome of their research. The expertise developed by the 20 and odd Centres must deliver *Value Addition* to the parent department in terms of a) advanced Skills, and/or b) Diploma / Certificate program.

## **CONCLUSION**

The Institution must aim at this goal. The concept of tread-milling is to retain the same place. What is the way forward to accomplish this goal? Is it possible to bring in the *School System*?

**St Xavier's must aim at reaching *COLLEGE OF EXCELLENCE*,  
*DEGREE-AWARDING ... and beyond!***

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### **Student Feedback on Teachers:**

For odd Semester 2015-16, the process of getting student feedback on teachers was conducted on 7<sup>th</sup> & 8<sup>th</sup> October 2015. The analysis of the feedback was handed over to Rev. Fr. Secretary and Rev. Fr. Principal. Rev. Fr. Secretary instructed the teachers to improve their performance based on the results of the evaluation.

For even Semester, the process of getting student feedback on teachers was conducted on 14<sup>th</sup> & 15<sup>th</sup> March 2016.

The Student Feedback from U.G, P.G, and M.Phil. students (exit poll) on all aspects of the campus was conducted on 16<sup>th</sup> March 2016.

The IQAC has sent questionnaire to parents, alumni/ae and employers seeking their feedback on quality- related institutional processes.

### **College Website**

The website has been redesigned. In the new design the syllabus, the upcoming activities, information about staff members, the report of the academic activities and the details about Alumni/ae of each department can be uploaded in the space provided for each department.