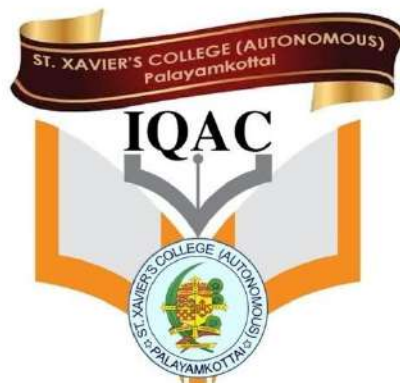




# St. Xavier's College (Autonomous)

Recognized as "College with Potential for Excellence" by UGC  
Accredited by NAAC at 'A' Grade with a CGPA of 3.50 out of 4 in III Cycle  
Palayamkottai - 627 002, Tamil Nadu.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)



INTERNAL QUALITY ASSURANCE CELL

## IQAC REPORT 2018-2019





**Internal Quality Assurance Cell (IQAC)**  
**St. Xavier's College (Autonomous)**  
**Palayamkottai – 627 002**



**IQAC Report 2018-19**

**COMPOSITION**

Chairman:	Rev. Dr. V. Britto, S.J., Principal
Director / Co-ordinator:	Dr. A. Lourdusamy
Administrative Officers:	Rev Dr. A. Antonysamy, S.J. Secretary Dr. V. S. Joseph Albert, Deputy Principal Rev. Dr. S. Mariadoss, S.J., Vice Principal Dr. P. Xavier Raj, Vice Principal Dr. B. Victor, Controller of Exams Rev. Dr. Peter Sengole, S.J., Director, XIBA Dr. F. X. Robert Bellarmine, Dean of Arts Dr. G. Sahaya Anthony Xavier, Dean of Sciences Dr. C. Eugene Franco, Dean of Students Ms. J. Remy, Dean of Women Students
Member from the Management:	Rev. Dr. V Henry Jerome, S.J., Rector
Senior Teachers	Dr. S. Arulraj, HoD of Mathematics Dr. S. John Peter, HoD of Computer Science Dr. D. Patric Raja, HoD of Botany Dr. Prem Anand, HoD of Physics Dr. Lizie Williams, HoD of English
NSS Programme Officer:	Dr. J. Antony Sahaya Sophia
Placement Officer:	Rev. Dr. N. Casimir Raj, S.J.
Nominees from local Society/ Student Alumni	Thiru. A. P C. V Chockalingam, Secretary, VO.C. College, Tuticorin Mr. Bhagawath Iyappan, II M.Com. Mr. S. Bajagopal
Nominees from Employers:	Mr. Jesus Prabhu Das, HR Manager,

Industrialists/  
Stakeholders

Amnet Systems  
Mr. Thomas A. Antony, Nova Carbon  
Mr. P S. Thirupathi, Parent

### INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTIVITIES

The IQAC of our college is actively involved in ensuring that St. Xavier's College at Palayamkottai maintains and sustains the standards expected of it. In the academic year 2018-2019, the IQAC was actively involved in preparing the self-study report and submitting it for the fourth cycle of accreditation to NAAC.

1. The Internal Quality Assurance Cell (IQAC) conducted **Orientation Programme** for teachers on 30.06.2018. The teachers of Shift I who were appointed since June 2012 and all the teachers of Shift II attended the programme.

















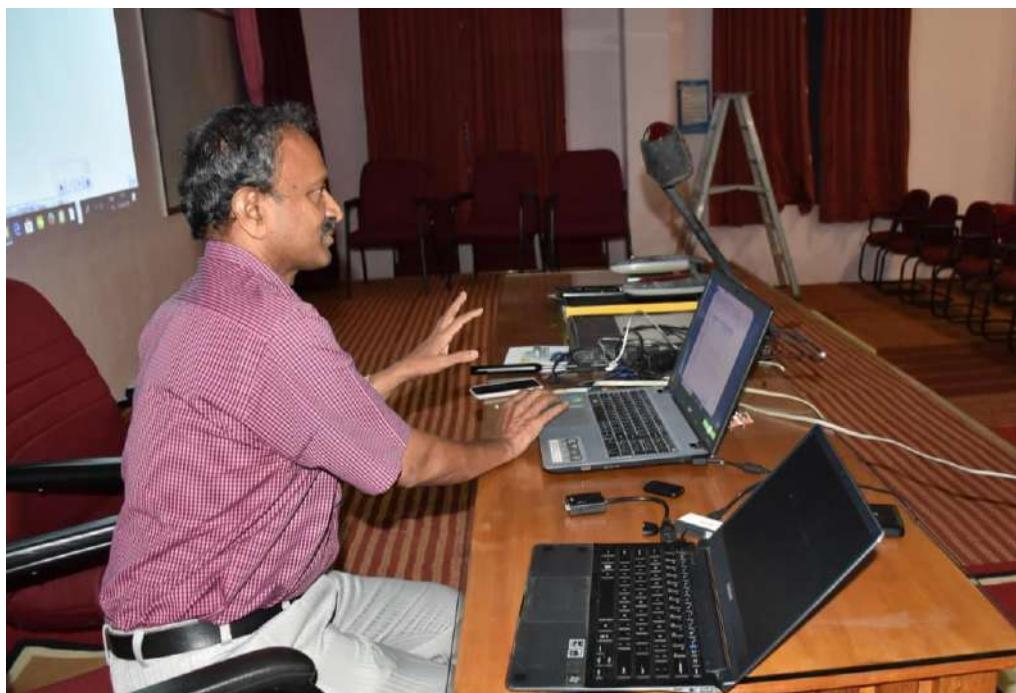




2. **Workshop on SMART Class Facility** explaining the facilities in the software Dual Pen 3.0 was organized on 24.08.2018. Dr. Leon Stephen Raj, Assistant Professor, Department of Botany, was the Resource Person.



3. **Workshop on SMART Class Facility** explaining the facilities in FB150, CM2MAX and Visualizer was conducted on 25.08.2018. Dr. M. Safish Mary, Assistant Professor, Department of Computer Science was the Resource Person.





4. **Student Feedback on Teachers** in odd semester for the academic year 2018-2019 was conducted in October 2018. The feedback response was handed over to every staff member belonging to both Shift I and Shift II individually. The younger members of the staff of Shift I and all the staff members of Shift II met Rev. Fr. Secretary who instructed them to improve their teaching learning process and change the methodology of teaching from task oriented to person-centred.

5. Department-wise Analysis of Feedback was handed over to the departments.

6. **Feedback on Curricular Aspects** from final year UG/PG and M.Phil. students was collected in October 2018. The report was sent to Chairmen of Boards of Studies of all disciplines so that suitable measures could be taken and implemented.



7. **Participation in National Institutional Ranking Framework (NIRF):** IQAC submitted data in NIRF portal in December 2018.

8. **Annual Quality Assurance Report (AQAR)** was submitted to NAAC on 28<sup>th</sup> December 2018.

9. **Assessment & Accreditation (A&A) by NAAC-2019:** The Validity of Assessment and Accreditation by National Assessment and Accreditation Council (NAAC) for our Institution got expired on 9<sup>th</sup> March 2019. The college needs to submit Self Study Report (SSR) to NAAC (as per the new Manual) so that the college could get accredited by NAAC in the fourth cycle.

10. In view of preparing SSR, IQAC extracted the metrics and Data Templates pertaining to different constituencies of the College from NAAC Manual and distributed the same. Based on the Questionnaire sent, IQAC conducted an **Academic Audit** for all Constituencies of the College from 03.10.2018 to 07.11.2018.







11. **Energy Audit** was conducted in November 2018 to study the following:

- Annual power requirement met by renewable energy sources (in KWH)
- Annual power requirement of the institution (in KWH)
- Renewable energy source for meeting the power requirement
- Renewable energy generated and used
- Energy supplied to the grid
- Annual lighting power requirement met through LED bulbs (in KWH)
- Annual lighting power requirement (in KWH)
- Lighting power requirement met through LED bulbs
- Total lighting power requirements
- Lighting through Renewable energy source
- Percentage Lighting through LED bulbs
- Percentage Lighting through other sources

12. IQAC conducted **Green Audit** in November 2018 to study the following:

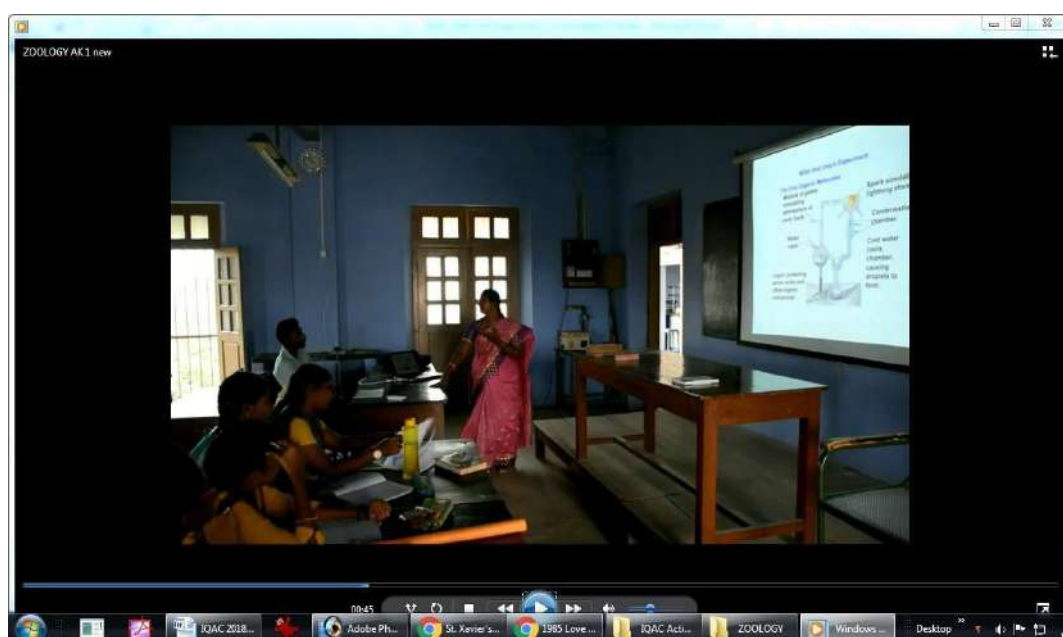
- Green practices
- Green initiatives
- Green landscaping with trees and plants
- Solid waste management
- Liquid waste management
- E-waste management
- Rain water harvesting structures and utilization in the campus
- Environmental Consciousness and Sustainability
  
- Efforts towards green consciousness on the campus
- Total number of trees in the campus
- Carbon neutrality in the campus
- The amount of oxygen produced

13. Workshop on “**Preparation of SSR**” was conducted on 19<sup>th</sup> November 2018.



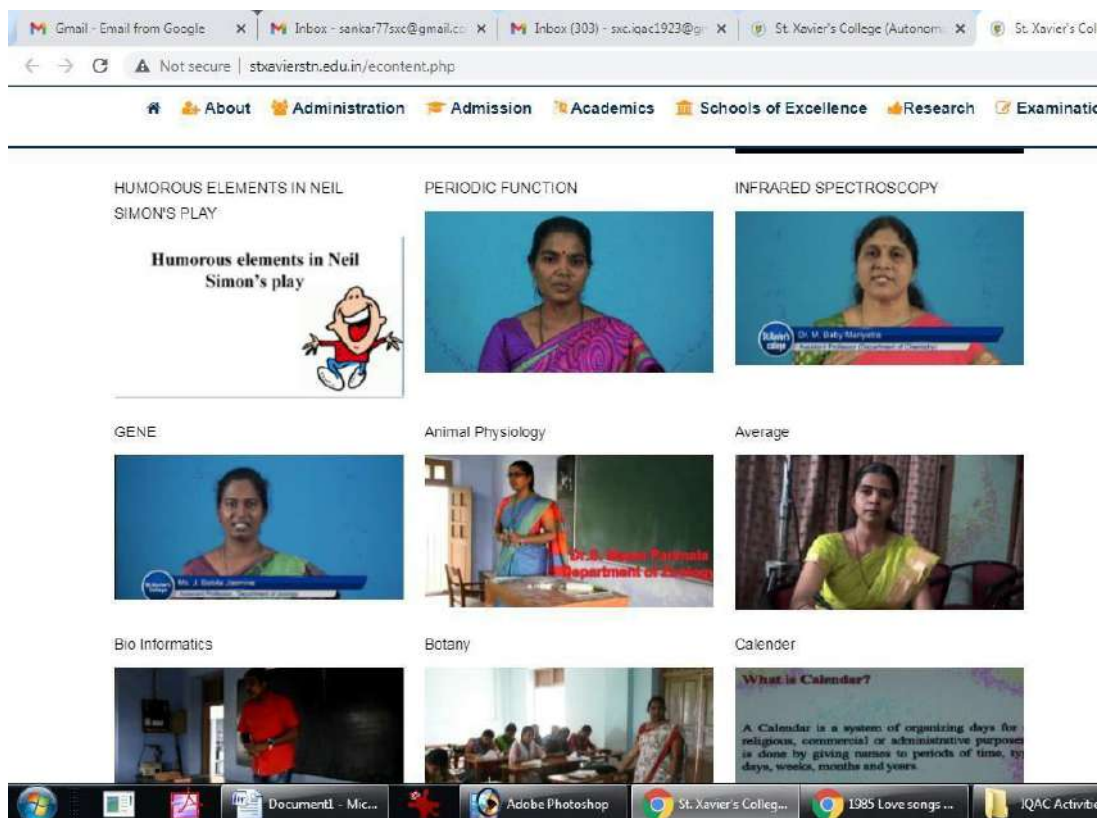


14. **Video-graphing** the explanation of the teachers on the infrastructural facilities available in the campus and the working of all equipments /facilities was done for the Departments of Botany, Chemistry, Zoology, Physics and Xavier Institute of Business Administration in January 2019. E-content was produced.









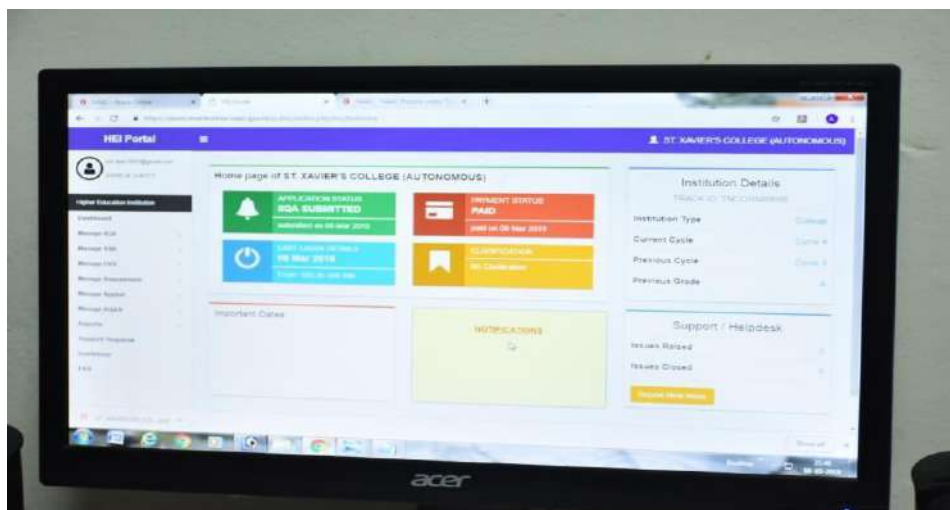
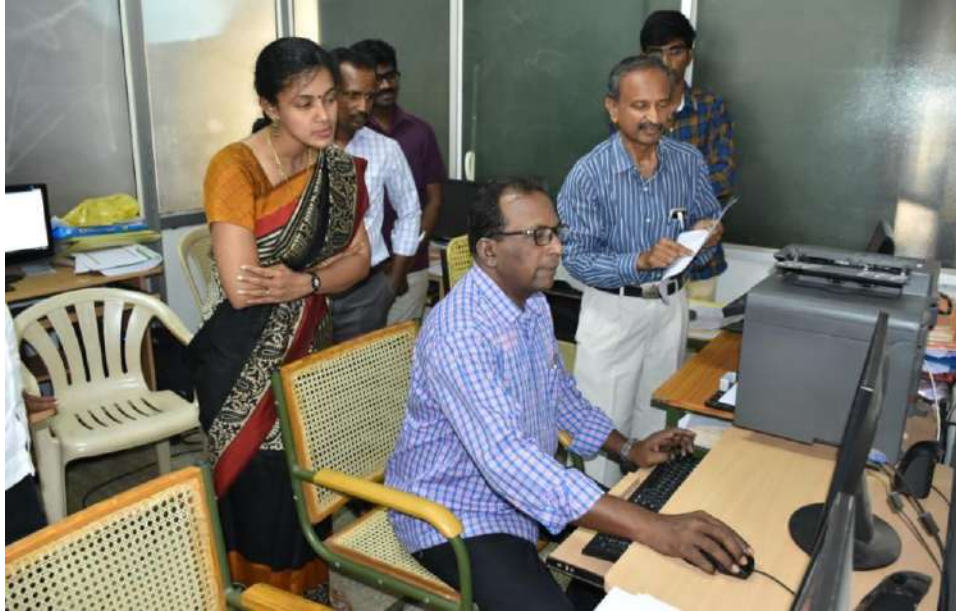
15. IQAC collected email, Phone numbers, and mode of transport for the purpose of preparing SSR in February 2019 and during this process students were given information about **Student Satisfaction Survey (SSS)** questionnaire available in NAAC website.

16. **Exit Poll** (Survey) from UG final year, PG final year and M.Phil. Students on all aspects of their academic life in the campus for the academic year 2018-19 was conducted in March 2019.

17. **Student Feedback on Teachers** for Even Semester was conducted in March 2019.

**18. Participation in Assessment & Accreditation (A&A) by NAAC -2019:**  
IQAC submitted Institutional Information for Quality Assessment (IIQA) on 8<sup>th</sup> March 2019.







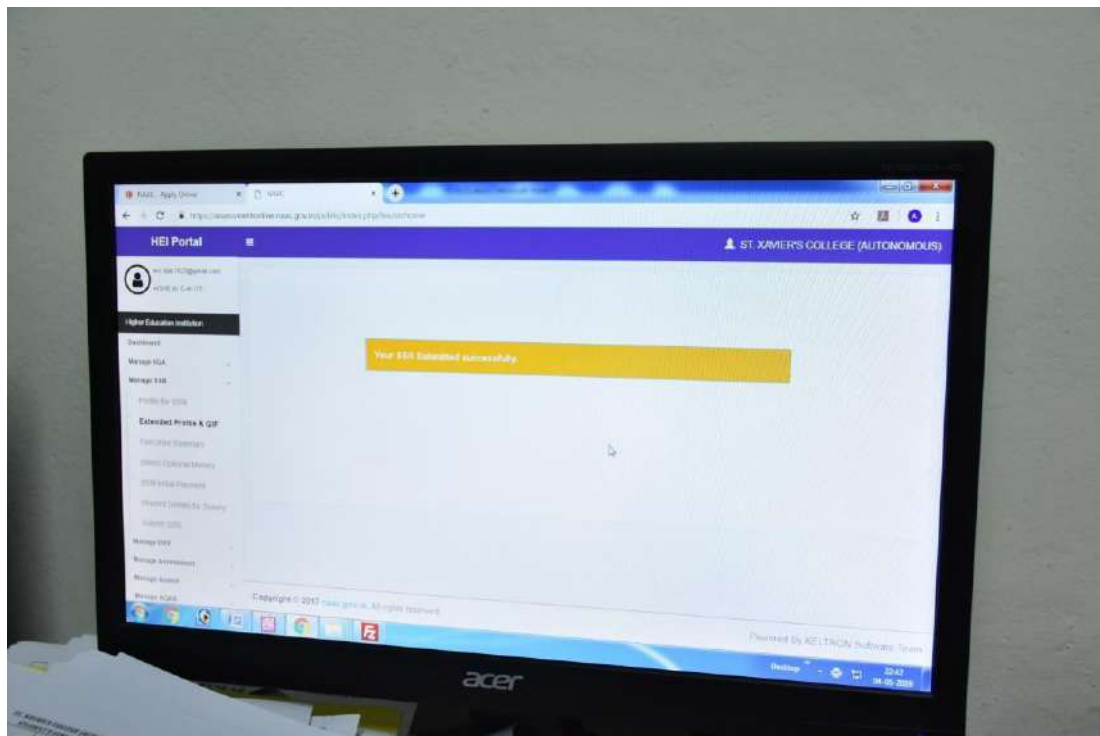












## IQAC MEETINGS

1. The first meeting of IQAC for the academic year 2018–2019 was held on **25.07.2018** at **09.30 a.m.** in **Fr. Caussanel Hall.**



2. The second meeting of IQAC for the academic year 2018–2019 was held on **03.10.2018.**
3. The third meeting of IQAC for the academic year 2018–2019 was held on **07.11.2018.**
4. The fourth meeting of IQAC for the academic year 2018–2019 was held on **11.01.2019** at **09.30 a.m.** in the **Fr. Caussanel Hall.**













## **Excerpts from the Minutes of the Governing Body Meeting Held on 30.08.2018**

Dr. A. Lourdasamy presented the report of IQAC activities. He explained the various IQAC activities carried out in the academic year 2017-2018 and in the academic year 2018-2019. He also informed that the month of January 2019 self study Report will be submitted to NAAC.

## **Excerpts from the Minutes of the Governing Body Meeting Held on 12.03.2019**

Dr. A. Lourdasamy presented the report of IQAC activities. In his report he highlighted the various initiatives taken by the IQAC towards the development of college and the student community. He also informed that the IQAC has submitted Institutional Information for Quality Assessment (IIQA) on 8<sup>th</sup> March 2019 and he also stated that once the portal is open, Self Study Report will be submitted. Fr. Rector and Governing body members appreciated the efforts taken by the IQAC in the submission of SSR. Fr. Secretary asked the principal to speed up the departments to submit the report to IQAC. Fr. Principal replied that initiatives will be taken to submit the SSR report by the departments before 15<sup>th</sup> March 2019.

## **NIRF Rank**

The National Institutional Ranking Framework (NIRF) has outlined a methodology to rank Higher Education Institutions across the country.

The Union Minister for Human Resource Development released the India Ranking 2018 for Higher Education Institutions on 03.04.2018.

Under College Level category 1087 Institutions participated in NIRF ranking process.

Out of 1087 institutions our College has secured 54<sup>th</sup> rank for the year 2018.

**Congratulations to all  
Teaching Staff, Administrative  
Staff & Students.**

Score 49.83



In view of preparing SSR, IQAC extracted the metrics and Data Templates pertaining to different constituencies of the College from NAAC Manual and distributed the same to the following constituencies.

IQAC

Departments & XIBA (24 Dept.)

Shift – 1 & 2 Office

Dean's Office

Fr.Secretary office

Controller of Exams Office

Dean of Students (Vice-Principal, Students Council & Fine Arts)

Library, M.C.A. Library, FRRC Library

Research Centres

STAND & DST STAND

Campus Ministry

AAVE

Alumni

Vincent De Paul Type writing Institute

Vincent De Paul Society

Counsellors

Hostels

Centre for Women Studies (Women's Forum)

NSS

NCC

Sports and Games

EDRC

NTS

Centre for Ambedkar Studies

Computer Centres & Internet Centre

Software Developers & Website Committee

Placement Cell

AICUF

Democracy Forum & Electoral Literacy Club

Consumer Forum

Enviro Club

Ant-Ragging Committee

Student's Grievance Redress cell

Prevention of Sexual Harassment Committee

Youth Red Cross, Blood Donors Club & Red Ribbon Club

Based on the Questionnaire sent, IQAC conducted Academic Audit for all Constituencies of the College from 03.10.2018 to 07.11.2018.

The following was the presentation schedule for Departments.

DEPARTMENT	Staff to be present	Date	Time
ENGLISH	Shift I & II	03.10.2018	09.30 a.m.
ZOOLOGY	Shift I	04.10.2018	10.30 a.m.
ECONOMICS	Shift I & II	05.10.2018	09.30 a.m.
FOLKLORE	Shift I	08.10.2018	09.30 a.m.
COMMERCE	Shift I & II	09.10.2018	09.30 a.m.
BOTANY	Shift I	10.10.2018	09.30 a.m.
COMPUTER SCIENCE	Shift I & II	11.10.2018	09.30 a.m.
PHYSICS	Shift I & II	12.10.2018	09.30 a.m.
MSW	Shift II	15.10.2018	09.30 a.m.
M.C.A	Shift II	16.10.2018	09.30 a.m.
B.B.A	Shift II	17.10.2018	09.30 a.m.
VISUAL COMMUNICATION	Shift II	22.10.2018	09.30 a.m.
CHEMISTRY	Shift I & II	23.10.2018	09.30 a.m.
TAMIL	Shift I & II	24.10.2018	09.30 a.m.
MATHEMATICS	Shift II	25.10.2018	09.30 a.m.
CORPORATE SECRETARYSHIP	Shift II	27.10.2018	09.30 a.m..
MBA	Shift II	29.10.2018	09.30 a.m.





**The following was the presentation schedule for Offices / Service Organizations.**

Unit	Name of the Director	Date	Time
Campus Ministry	Rev. Dr. L. John Peter Arulanandam, S.J.	08.10.2018	03.00 p.m.
Alumni Association	Mr. G. Muthukrishnan (Secretary, Alumni Association)	08.10.2018	03.30 p.m.
AAVE	Rev. Fr. A. Infant Kingsley, S.J. <b>Report from 2012 to 2017</b> Rev. Fr. Michael John, S.J. <b>Report for the year 2018-2019</b>	08.10.2018	04.00 p.m.
Sports and Games	Dr. A. Laurence Selvaraj	09.10.2018	03.00 p.m.
Vincent De Paul Society	Mr. A. Maria Ignatius	09.10.2018	03.30 p.m.
Vincent De Paul Typing institute	Dr. J. Jeya Ani	09.10.2018	04.00 p.m.
NSS	Dr. S. David Appathurai	09.10.2018	04.30 p.m.
	Dr. J. Antony Sahaya Sophia	"	"
	Ms. R. Princy	"	"
	Mr. S. Sethuramalinagam	"	"
NCC	Dr. Lt. S. Kanthan	10.10.2018	03.00 p.m.
EDRC	Dr. C. Eugene Franco	10.10.2018	03.15 p.m.
NTS	Dr. S. J. Idhayaraja	10.10.2018	03.30 p.m.
Centre for Ambethkar Studies	Dr. A.C. Ignatius Xavier	10.10.2018	03.45 p.m.
Centre for Women Studies, Women's Forum & Prevention of Sexual Harassment	Dr. S. Mary Jelesin Kala Mrs. Charlet Rosemary Vijaya	10.10.2018	04.00 p.m.
AICUF	Rev. Fr. S. Arul Ravi, S.J.	11.10.2018	03.00 p.m.
Xavier Hostel	Rev. Fr. S. Arul Ravi, S.J.	11.10.2018	"
Mother Teresa Women Hostel	Rev. Sr. Sarprasadam S.H.S	11.10.2018	03.00 p.m.

Placement Cell	Mr. Benjamin Franklin	11.10.2018	04.00 p.m.
Democracy Forum & Electoral Literacy Club	Dr. R. Antony Raj	11.10.2018	04.15 p.m.
Enviro Club	Dr. A. Jeyaseeli	11.10.2018	04.30 p.m.
Consumer Forum	Dr. Antony Raj	12.10.2018	03.00 p.m.
STAND & DST STAND	Rev. Dr. T. Sahayaraj, S.J. Dr. Leon Stephen Raj	12.10.2018	03.30 p.m.
YRC, BDC & RRC	Dr. G. Sahaya Anthony Xavier	12.10.2018	04.15 p.m.
Controller of Examinations	Dr.B.Victor	12.10.2018	04.30 p.m.
LIBRARY	Dr.C. Martin Arockiasamy	15.10.2018	03.00 p.m.
FRRC LIBRARY	Dr. J. Joseph Antony Raj	15.10.2018	03.30 p.m.
MCA LIBRARY	Mr. M. Solomon	15.10.2018	04.00 p.m.
Computer Centres & Internet Centre	Mr. M. Solomon	15.10.2018	04.00 p.m.
Office (Shift-I)	Mr. S.A. Devaraj	05.11.2018	09.30 a.m.
Office (Shift-II)	Mr. M. Sundar Raj	05.11.2018	10.30 a.m.
Deans	Dr.Sahaya Anthony Xavier Dr. Robert Bellarmine	05.11.2018	11.30 a.m.
Fr. Secretary office	Mr. Antony Raj	07.11.2018	09.30 a.m.
Dean of students (Vice – Principal, Students Council) , Fine Arts, Anti-ragging Grievance & Redress Cell	Dr. C. Eugene Franco Ms. J. Remy	07.11.2018	11.30 a.m.







## **Duties Allotment for NAAC Peer Team Visit**

### **Infrastructure & Campus Facelift (Needs to be done)**

- LED Projector and smart boards- Existing to be checked and new smart board to be installed
- Department name board- staff member's qualifications to be updated/new staff members name to be updated.
- Fire extinguisher(Powder to be checked)- Demonstration for usage
- Solar light-existing to be checked and new to be added
- Solar inverter to be installed for storage purpose
- Gents toilet to be increased proportionate to strength(Feedback from students)- In action taken to be included- sensor based urinals to be installed
- Cleanliness in all toilets-

- **Rest room for differently abled**
- Rest room for other students
- **Wheel chair/battery car to be provided for differently abled**
- **Braille software, key board, and Braille printer to be installed in Library or in rest rooms**
- **Incinerator to be installed in women toilet in college and in women Hostels.**
- Rain water harvesting structures to be checked and renovated
- LED bulbs and tube lights to be increased in all buildings
- Sign board and Road to research centres inside Britto hostel for women
- Jesuit fathers and world renowned leaders quotes and captions with photographs in some/all buildings /classrooms/verandas
- Renovate Green House, zoology museum/
- Seed money for research centres to engage in research activity
- Seed money for research project for staff and students
- To check all electrical boards and lines
- **Check wi-fi routers and ensure wi-fi in the entire campus**
- Green audit/ name boards for all trees
- Name boards for staffs and officials on their tables
- Flower pot in all buildings ( verandas )
- All Water tank should be cleaned and mentioned the last cleaning day (board)
- Drinking Water -Stainless Steel Water Cooler to be installed in every floor
- Black boards to be painted in all class room(if necessary)
- Name plates/board for way in/way out and arrow marks ( way to canteen, hostel, labs, auditorium etc )
- Name board for Car /two wheeler parking for staff and students
- Media centre /recording room to be checked
- Upgrade the Automation software for examinations (COE) –To get ready for demonstration of software in COE office
- Programme outcome board to be displayed

- Subject related scientist/poets and their work, Quotes and captions with photographs in all classrooms.
- Activate 27 centres for creation and transfer of knowledge- to leash fresh life to all research centres
- SXC herbarium and Green House name boards(details of plants in Green House) to be displayed
- Incentives for award winning teachers for the academic year 2018-19.
- Stability certificate for building
- Fire safety certificate
- Sanitation Certificate

### **INFRASTRUCTURE & CAMPUS FACILITY COMMITTEE**







**In order to rejuvenate the incubation centre, the following measures were taken**

**Requirements for STAND incubation centre**

1. Vermicompost pit
2. Azolla tank
3. Bio gas plant
4. Spirulina tank
5. Fish Culture tank
6. Honey bee culture (Apiculture)



**Installation of Azolla and vermicompost pits in villages**

S.No	Name	Village Name
1	M. Makala	Arockiayanathapuram
2	A. Madhavi	Mavadi
3	S. Punithaselvi	Nariyuthu
4	A. Puspam	Ayankulam
5	Muthukani. V	SelvaPuthukulam
6	Murukeswari. S	Selvaputhukulam
7	Jebasthal	KeelaOmanullar

8	Muthulakshmi. M	Puthukulam
9	Sornakili. M	Perumalnager
10	Selvamadha	KeelaNaderkulam
11	Pechiammal	Alankulam
12	Muthulakshmi.A	Nochikulam
13	Baby. S	Paruthipadu
14	Prema. A	South Nellaiyappapuram
15	Chitra. S	Samathuvapuram
16	Mahesh	Rengasamuthiram

- Do not serve food from toilet side

## **Health and Hygiene (Campus Health Centre)**

### **Needs to be done**

- Setting Health Room
- Ensure first aid kit in all departments and office
- Arrange for doctors and a nurse
- Sanitation cleanliness of Rest Rooms

### **Sports and games**

- Name board for College sports Ground at the entrance
- Renovate Volley ball and Basketball court
- Gym must be under operation and students must demonstrate during the Peer team visit
- Appoint physical director for women at least for this semester
- Pictures of national and international sports players with quotes/ captions at sports room
- Display of photos of our players who won in International/national level sports

### **Canteen**

### **acious canteen can be shown**



- Price list – Quantity(For eg.tea 120 ml; vadai 100gms) – Price (Rs. 6)
- Food Safety and Standards Authority of India (**fssai**)- licence from corporation for running Cateen-To display the certificates at the bill Counter
- News paper wrapping for food materials to be banned(as per govt. norms)
- Kitchen staff must wear –Glouse , Head cap, apron etc...
- Plastic free canteen
- Arrangement for Solid waste management
- Hand wash(liquids or soaps) and number of dust bins
- Bill Machine mandatory
- Fly free canteen( UV lamp/blue light)

Food items should be covered with glass

### Students Meet



### Needs to be done

- Student Orientation on NAAC
- Orient on student Code of Conduct, website content, campus facilities
- Select 20 Arts and 20 Science students from each department (Total 200 students)
  - ❖ Smart positive students
  - ❖ Hostel Representative
  - ❖ Sports/ NCC/ NSS Representatives
- Students learn and sing the College Anthem (To be sung at the end of the NAAC students meet)

## **Alumni/ae Meet**

### **Needs to be done**

- Gather about 200 alumni/ae
- Get prominent Alumni/ae Boards of Studies Members
- Recent to Senior Alumni/ae list
- Confirm Participation
- See to visit and hospitality of Alumni/ae
- Get Mail-ids and phone numbers (to send information on NAAC Visit)

## **PTA Meet**

### **Needs to be done**

- Select parents from different strata (200 Parents)
- Orientation to be given
- Contact numbers to be got
- See to the visit and refreshment of parents

## **Deans**

### **Needs to be done**

- UGC, University, Regulatory Bodies related documents
- All reports of statutory bodies
- List of changes brought in curriculum
- Innovations made in curriculum
- Details of pattern adopted in the curricula of different schools
- Intimate the above details to the departments
- Orient faculty on credits break up for Core, Allied and Skill Based
- Keep ready financial audited statements of UGC Grants

## **Culturals**

### **Needs to be done**

- Culturals with duration of 45 minutes
- A song (5 minutes) by a big group (if possible, composed by our students / Staff)
- Classical – 6 performers (5 minutes)
- Folk dance on Tamil Culture (5 minutes)
- Karagam, Kavadi, Oyilattam, Kazhiyal and Parai (3x5 minutes)
- English skit (Women Empowerment) (10 minutes)
- Western Song --- (Tamil, Hindi ...) (Hindustani and carnatic Fusion) (5 minutes)

## **Food Arrangement and Refreshments**

### **Needs to be done**

- Prepare menu items for Tea, Lunch Refreshments
- Prepare planner for food serving
- Get ready towels, hand-washand table for serving
- Create ambience of Guest room and dining hall
- Use gloves to serve food and Tiffin (Supply colorful Tissue Paper to wipe hand)

## **Hall Arrangement and Decorations**

### **Needs to be done**

- Keep ready Auditorium, Fr. Caussanel Hall, Conference Hall, Fr. Miranda Hall, MCA Seminar Hall
- Set seating arrangements as required
- Audio and Visual Systems and LCD Projectors ready
- Curtains, Carpet, table cloth, vase arrangements
- Hang Good quote posters
- Stage and Podium to be ready
- Water, Tissue/Napkins, Sanitizer/ Hand wash



## **Reception and Coverage**

Needs to be done

- Arrange for receiving the team at the college
- Decoration
- NCC, Students (10-10-two rows) to welcome
- Video Coverage (entire visit)

## **Departments/Classrooms/ Corridors- Cleanliness & Prettification**

Needs to be done

- See to department, classroom, corridor cleanliness
- Black-board, Whiteboard to be cleaned and tidied
- Tablecloth, class stationery, relevant quote posters to be obtained
- Doormats for departments, labs, lecture halls, libraries
- Fill in Notice Boards with relevant information/ photographs

## **Sports ground Maintenance**

Needs to be done

- See to department, classroom, corridor cleanliness
- Black-board, Whiteboard to be cleaned and tidied
- Tablecloth, class stationery, relevant good quote poster hangings
- Doormats for departments, labs, lecture halls, libraries
- Fill in Notice Boards with relevant information/ photographs
- Maintenance of sports ground, equipment

*Veritate Lumen et Vita*  
Light and Life through Truth



**ST. XAVIER'S COLLEGE**  
Founded in **1923**  
run by the Jesuits of Madurai Province

Website: [www.stxavierstn.edu.in](http://www.stxavierstn.edu.in)