

**ST.XAVIER'S INSTITUTE OF EDUCATION  
MUMBAI**



**INTERNAL QUALITY ASSURANCE CELL MEETING**

**2017-18**

**Date: 11<sup>th</sup> October 2017**

**[www.sxie.info](http://www.sxie.info)**

## **IQAC Members**

- Fr. Blaise D' Souza S.J., Manager, St. Xavier's Institute of Education Society
- Fr. Dr. Frazer Mascarenhas S.J, Manager, St. Stanislaus High School (Former Principal, St.Xavier's College, Mumbai)
- Dr.Vandana Maheshwari, Principal, Smt. Kapila Khandvala College of Education, Mumbai
- Dr.PradnyaWakpainjan, Associate Professor, Department of Education, SNTD Women's University, Mumbai
- Fr. Jude Fernandes S.J., Principal, St. Mary's School
  
- Dr.Sosamma Samuel, Principal & IQAC Chairperson
- Dr.Geeta Shetty, Associate Professor
- Dr.Vini Sebastian, Associate Professor
- Dr.Elvina Pereira, Assistant Professor
- Ms.ShadabPaloji,Assistant Professor
- Ms.Kalpana Chavan, Assistant Professor
- Ms. Nishi Kumar, Assistant Professor
- Dr.Bijoy K Thomas, Assistant Professor & IQAC Coordinator
- Ms.Priti Sivaramakrishnan, Assistant Professor
- Ms.Meena Suryavanshi ,Librarian
- Ms. Violet Carvalho (Administrative Staff Representative)
- Mr. Sanjay Shirke(Administrative Staff Representative)
- Student Representative

## Action Taken Report

### I. Action taken based on the NAAC Peer team recommendations in March 2016.

Sl.No.	Recommendations	Action taken 2016-17	Suggestions from IQAC
1.	Personality Leadership Program	<ul style="list-style-type: none"><li>• X LED was conducted successfully</li><li>• X LED activities to develop students as leaders will continue</li></ul>	
2.	Feedback (Annexure 1)	<ul style="list-style-type: none"><li>• Feedback was taken from the students and analyzed at two areas<ul style="list-style-type: none"><li>• Curricular activities</li><li>• Extra-Curricular activities</li></ul></li></ul>	
3	Alumni Association may be registered	<ul style="list-style-type: none"><li>• A core committee is constituted who will be further carry on the work of conducting elections and registering the alumni association. The first meeting was held on 18<sup>th</sup> March 2017.</li></ul>	
4	Lack of formal consultancy	<ul style="list-style-type: none"><li>• Consultancy program is not yet established.</li></ul>	

**ST.XAVIER'S INSTITUTE OF EDUCATION  
MUMBAI  
IQAC Initiatives 2017-18**

Sl.No.	Recommendations	IQAC Initiatives 2017-18	Suggestions from IQAC
1	<b>Theme of the Year</b> <i>(Annexure 2)</i>	<b>'Reflective Action towards Harmony'</b> –Activities (curricular and co-curricular) are based on this theme. Orientation for students based on the theme by the IQAC coordinator was done at the beginning of the year. The activities of the academic year 2017-18 are planned based on this theme.	
2	<b>Accreditation Criteria</b>	According to the new guidelines given by NCTE, NAAC is no more an accreditation agency of Teacher Education Institution. The TeachR preliminary information was successfully uploaded on the NCTE website and the institution is following up the instructions given by the NCTE. In the college level IQAC, the faculty discussed about draft of Accreditation criteria published by NCTE.	
3	<b>Academic Calendar</b>	A tentative Academic calendar for the academic year 2017-18 has been prepared and published on the website.	
4	<b>Course</b>	<b>Certificate program:</b> Certificate Course in Counseling and Guidance was started by the Institution in the academic year 2017-18	
5	<b>Teaching Learning Process</b>	<b>Introduction of dedicated Learning Management System (LMS)</b> For enhancing the teaching learning process, this academic year the institution is planning to introduce a dedicated Learning Management System for the Two Year B.Ed course. The basic details of installing the LMS package were collected and the institution is planning to introduce this system with the new batch (2017-19) of students.  <b>Academic Brochure</b> Academic Brochure was developed by the combined effort of faculty	

Sl.No.	Recommendations	IQAC Initiatives 2017-18	Suggestions from IQAC
		<p>members highlighting the details of entire teaching- learning and evaluation strategies to the students along with references based on each course. The Academic Brochure was put up on the college website for enhancing the accessibility and usage more efficiently for staff and students.</p> <p>Academic brochure include following details:-</p> <ul style="list-style-type: none"> <li>• Theory related information – Curriculum transaction details</li> <li>• Faculty wise distribution of lectures,</li> <li>• Information about the teaching strategies,</li> <li>• Reference materials for each course (including library resources),</li> <li>• Evaluation strategies,</li> <li>• Examination related information including the topic,</li> <li>• Assignment related information etc.</li> </ul> <p>This academic year for first year students, the academic brochure needs to be updated based on new syllabus. The process will get over within a month.</p>	
6	<b>Internship</b>	<ul style="list-style-type: none"> <li>• Internship was successfully completed</li> <li>• A survey on Academic stress was conducted among students, data was analyzed and institution is planning to discuss the findings with the internship school.</li> <li>• Feedback about internship will analyze and put up on the website.</li> <li>• <b>Literacy Awareness</b> Based on the suggestions given by IQAC, in the current academic year, we have organized the literacy awareness program in non-formal setup in collaboration with REAP.</li> </ul>	
7	<b>Library Initiatives</b>	<p><b>Strengthening Library Resource:</b> With the help of the Library, the institution is planning to implement new initiatives to develop the quality and accessibility of Library resources to both faculty and students.</p> <ol style="list-style-type: none"> <li>a. Initiating best library user award for students.</li> <li>b. Assembly collaboration with library</li> <li>c. Library Competitions – December 2017</li> </ol>	

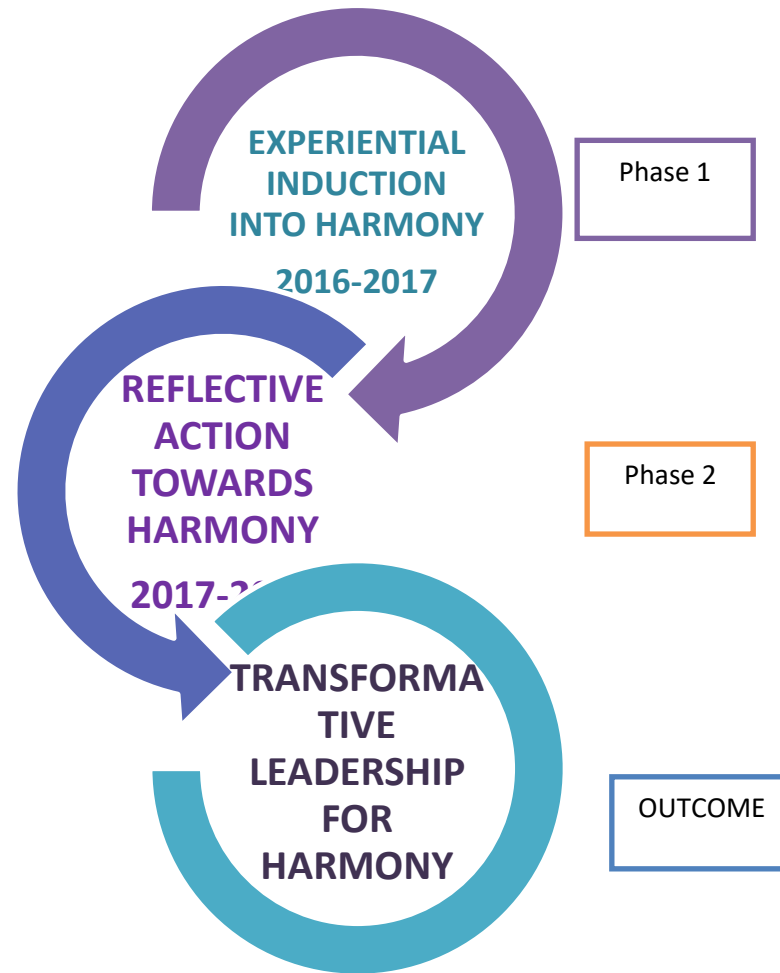
Sl.No.	Recommendations	IQAC Initiatives 2017-18	Suggestions from IQAC
		d. Journal and Periodical alert service e. Theme related Display of Books 1. Under UGC Development Grant, the institution spent Rupees One lakh for purchasing reference books during the current (2017-18) academic year. (62 Book) 2. Purchased under Non Salary : Rs. 4200/- (43 Books)	
8	<b>Teacher Preparatory Program</b>	a. Personality Development Program b. Career exhibition under Counseling Cell c. X-LED (Xavier Leadership Efficacy Development) – Program for disadvantaged group	
9	<b>Research cell</b>	<ul style="list-style-type: none"> <li>• Collaboration with other B.Ed. Colleges for Research Paper Presentation</li> </ul> <b>Major Research Work</b> <ul style="list-style-type: none"> <li>• Institution has applied for major research work. At present, two major research proposals were submitted to RUSA (Base research and the other under Research Centre for Excellence)</li> </ul>	
10	<b>Faculty Development Program</b>	<ul style="list-style-type: none"> <li>• A short term program for faculty development was successfully completed by the institution under the UGC Development Scheme.</li> <li>• Three Minor Research Projects under UGC grant is in process.</li> <li>• Two faculty members have applied for ICSSR minor research and are awaiting confirmation.</li> <li>• One Minor research work was completed and submitted to University of Mumbai. August 2017</li> <li>• Two faculty members have enrolled for Ph.D Program. The institution is supporting them to complete their Ph.D work.</li> <li>• Faculty Development Program – Proposed date is 16<sup>th</sup> October 2017</li> <li>• National Seminar is to be conducted on October, 13<sup>th</sup> and 14<sup>th</sup> 2017 – ICSSR sponsored</li> <li>• Other National and International seminars and workshops are in the initial phase of planning.</li> </ul>	

Sl.No.	Recommendations	IQAC Initiatives 2017-18	Suggestions from IQAC
11	<b>Add on Programs</b>	<ul style="list-style-type: none"> <li>• A short course on ‘Life Coach’ is planned for the students,</li> <li>• Course on ‘I’ for Inclusion in collaboration with the XRCVC (Xavier Resource Center for the Visually Challenged).</li> <li>• TEAP (Teacher Enrichment Add on Program) is continuing</li> </ul>	
12	<b>Parent resource pool – X PERTS (Parents Engaging Resource with Teachers for Students)</b>	<ul style="list-style-type: none"> <li>• A program for Parent and alumni resource pool is initiated. The program will be conducted in the month of November 2017.</li> </ul>	
13	<b>Mentoring and Counseling</b>	<ul style="list-style-type: none"> <li>• Mentoring : Teacher-student, Buddy Mentoring Programme will be carried out</li> <li>• Session with Counselor will be continued</li> </ul>	
14	<b>Women’s Development Cell activities</b>	<ul style="list-style-type: none"> <li>• Seminar/ Panel discussion in Collaboration with Maharashtra State Commission for Women– February 2018 is planned</li> <li>• Activities with NGO , YWCA is under process</li> <li>• Collaborating with Azad Maiden Police for sessions on various social issues – December 2017</li> <li>• Research activity - Analysis of textbooks in the Pedagogy with reference to depiction of gender roles.</li> </ul>	
15	<b>Student supportive program</b>	<p>Following activities are being conducted for student support system</p> <ol style="list-style-type: none"> <li>a. Health cell activity</li> <li>b. Campus cell activities</li> <li>c. TET exam coaching will be scheduled in the fourth semester for second year students.</li> <li>d. Student Council activities.</li> <li>e. Cultural activities – Prayas</li> </ol>	
16	<b>Technological upgradation</b>	<ul style="list-style-type: none"> <li>• Computers are purchased for faculty</li> <li>• Purchasing smart board is in consideration</li> </ul>	
17	<b>Faculty exchange program</b>	<ul style="list-style-type: none"> <li>• Reframing the policy of faculty exchange</li> </ul>	

Sl.No.	Recommendations	IQAC Initiatives 2017-18	Suggestions from IQAC
18.	<b>Laboratory facilities</b>	<ul style="list-style-type: none"> <li>Specific room size is not possible, as recommended by the NCTE criteria is not possible in such an old establishment.</li> </ul>	
19	<b>Annual Quality Assurance Report (AQAR)</b>	<ul style="list-style-type: none"> <li>AQAR 2016-17 was completed</li> </ul>	



**Annexure 2**  
**IQAC**  
**A JOURNEY TO ACHIEVE HARMONY..**



## **TRANSFORMATIVE LEADERSHIP FOR COMPETENCE, CONSCIENCE, COMMITMENT AND COMPASSION**

**Theme of the year 2016-17:**

### **Experiential Induction into Harmony:**

**The process of induction into the Theme ‘Harmony’ through tailor made, intensive activities to bring in awareness of all the dimensions of ‘Harmony’.**

#### **Objectives for Phase 1**

- To provide inputs to pre service teachers to understand the concept of harmony.
- To help pre service teachers experience the importance of harmony for social life.
- To provide experiences to examine the impact of harmony through experiential learning.
- To help pre service teachers reflect on the impact of experiential induction of harmony in one’s own life.

**Proposed Theme of the Year 2017-18:**

### **Reflective Action towards Harmony:**

**Reflective action articulates the synthesising of planned experience while reflecting on it to incorporate action that is transformative in nature.**

#### **Objectives for Phase 2**

- To instil in the pre service teachers the significance of harmony.
- To practice harmony in- classroom activities, internship, curricular and co curricular programs.
- To infuse the theme of harmony in the pre service teachers’ praxis through reflective action.
- To intensify reflective practices to bring in harmonious development in pre service teachers.
- To motivate pre service teachers to plan activities for promoting reflective action towards harmony.
- To develop programs for sensitization on diversity and inclusiveness.
- To make pre service teachers deliberate on factors that affect harmony.

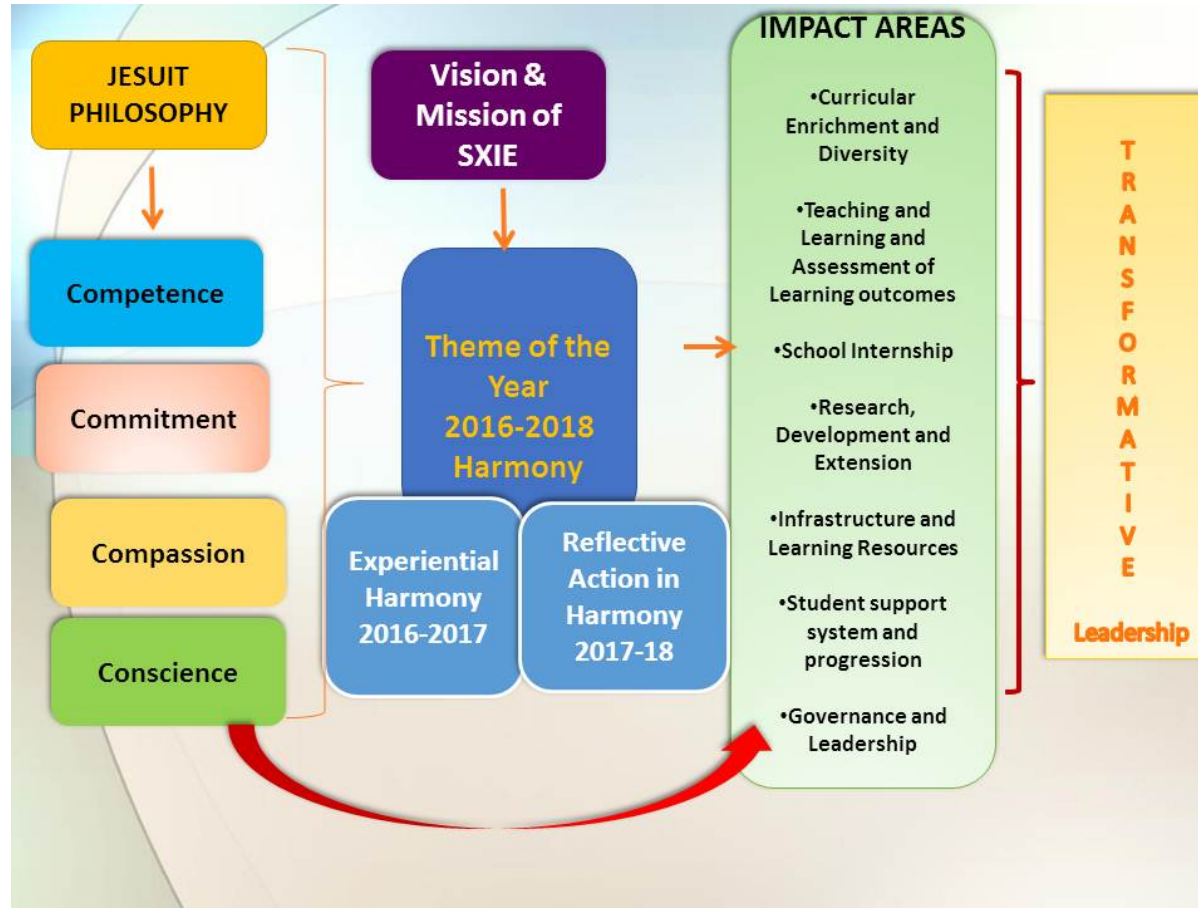
**MODEL FOR EXPERIENTIAL INDUCTION AND REFLECTIVE ACTION FOR HARMONY:**

**Ignatian Pedagogical Paradigm**



**S.X.I.E. ACTION PLAN FOR THE YEAR 2017-2018**

**REFLECTIVE ACTION TOWARDS HARMONY**



**PRE TEST** – HARMONY FOR TRANSFORMATIONAL LEADERSHIP SURVEY  
**POST TEST** - HARMONY FOR TRANSFORMATIONAL LEADERSHIP SURVEY