

ST.XAVIER'S INSTITUTE OF EDUCATION
MUMBAI



INTERNAL QUALITY ASSURANCE CELL MEETING

2017-18

Date: 03rd March 2018

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.Pradnya Wakpainjan, Associate Professor, Department of Education, SNDT Women's University, Mumbai
- Fr. Jude Fernandes S.J., Principal, St. Mary's School

- Dr.Sosamma Samuel, IQAC Chairperson
- Dr.Bijoy K Thomas, Assistant Professor & IQAC Coordinator
- Dr.Geeta Shetty, Associate Professor
- Dr.Vini Sebastian, Associate Professor
- Dr.Elvina Pereira, Assistant Professor
- Dr.ShadabPaloji,Assistant Professor
- Ms.Kalpana Chavan, Assistant Professor
- Ms. Nishi Kumar, Assistant Professor
- Ms.Priti Sivaramakrishnan, Assistant Professor
- Ms.Meena Suryavanshi ,Librarian
- Ms. Violet Carvalho (Administrative Staff Representative)
- Mr. Sanjay Shirke(Administrative Staff Representative)
- Student Representative

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

Sl.No.	Areas	Quality Initiatives reported in the IQAC meeting held on 3 rd October 2017	Action Taken Report (Quality Initiatives)	Future initiatives
1	Theme of the Year	'Reflective Action towards Harmony' –Activities	Annexure 1	Annexure 1
2	Accreditation Criteria	<ul style="list-style-type: none"> TeachR 	Submitted the Mandatory form successfully to the TeachR portal. The process was initiated to verify the documents by NCTE. Institution took some efforts to implement the TeachR guidelines	No further information received regarding TeachR from NCTE.
3	Course	<ul style="list-style-type: none"> Certificate program: Certificate Course in Counseling and Guidance 	<ul style="list-style-type: none"> Theoretical perspectives and practical experiences were provided to students. <p>Quality Initiatives</p> <ul style="list-style-type: none"> -Professional counselors involved in teaching -Provided hands on experience in counseling 	Career Exhibition to be organized by the counseling students for B.Ed. students and school students
4	Teaching Learning Process	<ul style="list-style-type: none"> Introduction to dedicated Learning Management System (LMS) Academic Brochure 	<ul style="list-style-type: none"> Academic brochure was prepared for a few courses in the first semester. Initiated the process for developing LMS 	<ul style="list-style-type: none"> To introduce an innovative strategy for each course as per TeachR guidelines Student's profile data collection will be initiated for better understanding of their interest, attitude and aptitude
5	Internship	<ul style="list-style-type: none"> A survey was conducted on Test Anxiety of Std 7 schools in 4 internship schools. Internship feedback 	<p>Broader aim of Survey</p> <ul style="list-style-type: none"> -More networking with internship schools -Identified the problems in school students and presented a report to them. <p>Internship feedback of Semester 3 was analyzed qualitatively and put up on the website.</p> <p>Annexure 2</p>	<p>Initiatives related to Survey</p> <p>Organize Modules in future on methods to deal with test anxiety among school students.</p> <p>-Study will be a developmental study to see the improvement in students on the intervention carried out.</p> <p>Initiatives related to Internship</p>

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				Qualitative feedback on the impact of Internship on the teaching behavior of second year students will be taken.
6	Library Initiatives	<p>Strengthening Library Resource:</p> <ol style="list-style-type: none"> Initiated best library user award for students. Assembly collaboration with library Library Competitions – December 2017 Journal and Periodical alert service Theme related Display of Books 	<ul style="list-style-type: none"> Student wise Books Circulated to First & Second Year students (From June 2017–February 2018) is taken into consideration for Best Reader selection. Assembly collaboration with Library – In order to select a topic for assembly presentation, students are motivated to refer journals, books and magazines from the library. After reading and reflecting on the topic, students present their perspectives during the assembly. At the end of the presentation, reference books used for assembly presentation have to be projected. Essay Writing & Poster Making on the theme of Swami Vivekananda was conducted on National Youth Day. Students are made aware about new research developments undertaken in education and on their academic subjects through “Journal and Periodical Alert File” maintained in the library, Books are displayed in the library based on various themes and topics. Students are encouraged to refer books and journals for action research (SY) and assignments (FY). 	Initiated to organize a Seminar /Workshop based on broader areas of Library discipline

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			<ul style="list-style-type: none"> • Display of Newspaper cuttings on Employment Opportunities and education are put up on the library notice board. 	
7	Research cell	<ul style="list-style-type: none"> • Collaboration with other B.Ed. Colleges for Research Paper Presentation 	<ul style="list-style-type: none"> • Research presentation competition and e-Poster competition for teacher educators, M.Ed., B.Ed. students and research scholar to be conducted. <p>Broader aim of this Program</p> <ul style="list-style-type: none"> • Greater collaboration with B.Ed. colleges and other research institutes • Improve the research culture in the institute • Connect with more research minded teachers/researchers for information exchange on research topics. 	<p>Sent the proposal for organizing a 2 day UGC sponsored NATIONAL LEVEL SEMINAR CUM WORKSHOP</p> <p><u>Qualitative Research Paradigm: Concepts, Approaches and Challenges</u></p>
8	Faculty Development Program	Seminar/Talk/workshop etc.	<ul style="list-style-type: none"> • Institution organized an Expert talk on Classroom Observational /Ethnographic Research on 2nd February 2018. • A Programme was planned by the faculty members to share the information about a topic with other staff members for professional growth. <p>Broader aim of this Program</p> <ul style="list-style-type: none"> • Greater intra faculty professional exchange • Discussions which could lead to positive environment in the college 	
9	Add on Programs	<ul style="list-style-type: none"> • TEAP (Teacher Enrichment Add on Program) is continuing 	<ul style="list-style-type: none"> • Three topics in the Teacher Enrichment Add-On Programme for S.Y students have been completed. (Leadership, Verbal and Non-verbal Communications and Self development and 	<p>S.Y.B.Ed: Future Initiatives</p> <ul style="list-style-type: none"> • TET workshop :20th March 2018 • Workshop on Study Skills and Use of Technology in Teaching Career

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			Attitude formation)	<p>will be conducted by the institution.</p> <p>F.Y B.Ed: Future Initiatives</p> <ul style="list-style-type: none"> • TEAP will be conducted for FY students based on the theme 'Teachers For Harmonious Living' Annexure 3
10	<p>Parent resource pool – X PERTS (Parents Engaging Resource with Teachers for Students)</p>	<ul style="list-style-type: none"> • A program for Parent and alumni resource pool 	<p>Peer: Parent Engaging and Enabling Reservoir Parents were invited to share their views, experiences and suggestions in an open forum. The information for their expertise and talents were sought and parents were requested to collaborate.</p> <p>Outcome of the Interact:</p> <ul style="list-style-type: none"> • 39 parents participated in the parent interact, but all unanimously gave a feedback that it was well organized and meaningful. • Parents, guardians got an opportunity to interact with the Principal and teachers, the blending (harmony) of parents as prominent stakeholder was felt by the parents. • Parents informed that the difference in the ward that they saw was described in words like- increased confidence, changed personality, more responsible, focused, organize, disciplined, hard-working, dedicated, one parent also lamented on the stress angle of the course and late-night task completions. • Parents gave suggestions for photocopying facility, canteen facility and larger auditorium/stage. This was discussed and 	

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			<p>resolved in the staff meeting. Photocopy facility can be provided for library books not for assignments, regular canteen facility with B.Ed. with its internship is not feasible and when the response for any program is more then ground floor auditorium can be used.</p> <ul style="list-style-type: none"> • Four parents volunteered to be in organizing committee of different activities. One parent volunteered to give session on spiritual /psychological inputs. One guardian volunteered to give session on Road Safety. • They requested that such interacts have to be organized more often. • Some parents requested for a session on parenting specially handling stress of their wards at home. 	
11	Teacher Preparatory Program	a. X-LED (Xavier Leadership Efficacy Development) – Program for disadvantaged group		<p>LEADERS FOR HARMONY: Promoting Harmony in College: Civic Responsibility – leaders for safety and well being, for cleanliness and for infrastructure protect.</p> <p>Promoting community integration:</p> <ul style="list-style-type: none"> • Students who were course leaders for creative clusters will now help NGO of women to acquire the skills of mug painting, grooming and personality, paper quelling, jewelry making and joy of music and dance. • Working with NGO for distribution of old books and text books to students

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				<p>who are at disadvantage.</p> <p>Promoting Harmony in Schools</p> <ul style="list-style-type: none"> • Different aspects of Harmony like environmental, social, personal cultural etc. will be taken up by the students and program of action will be taken as to how to promote it in the internship schools in the next academic year. The workshop conducted by Fr. Blaise under TEAP will be guidelines as well, so a follow up of it will be encouraged. <p>New Programs :</p> <p>Student Leader:</p> <ul style="list-style-type: none"> • For Teaching Basic German • For Teaching making greeting cards from paper quelling, bead jewellery making and art work • Hands-on in multi-sensory training through Forensic Science
12	Mentoring and Counseling	<ul style="list-style-type: none"> • Mentoring: Teacher-student, Buddy Mentoring Programme • Session with Counselor 	<ul style="list-style-type: none"> • Mentoring with teachers have been conducted for both the batches. Group mentoring with the principal had been conducted for FY • Feedbacks on these sessions have been conducted and incorporated. 	<p>Blended Mentoring For Harmonious Growth</p> <ul style="list-style-type: none"> • Buddy Mentoring: SY to FY • Peer Mentoring: Amongst FY • Meet the Mentors: Parents and Mentors meet
13	Women Development	<ul style="list-style-type: none"> • Seminar/ Panel discussion in Collaboration with 	<ul style="list-style-type: none"> • Talks are on with Byculla Police Station and MSWC 	Survey conducted on our B.Ed. students on Awareness of Women

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	Cell	<p>Maharashtra State Commission for Women– February 2018 is planned</p> <ul style="list-style-type: none"> • Activities with NGO, YWCA is under process • Collaborating with Azad Maiden Police for sessions on various social issues – December 2017 <p>Research activity - Analysis of textbooks in the Pedagogy with reference to depiction of gender roles.</p>	<ul style="list-style-type: none"> • Research activity was transferred to course paper of gender • Women Empowerment Talk 20 students plus 3 staff members attended a women empowerment talk. This was hosted by Barkha Dutt alongwith Ekta Kapoor and Namrit Kaur at Taj Vivanta. Reflective discussion Forum of Students: Qualitative Analysis of the reflective questions is in process. 	<p>Achievers, input followed by group wise charts on themes on :</p> <ul style="list-style-type: none"> • Women as Entrepreneurs • Women as Decision Makers in politics • Women in Defense • Women Educationist • Women as Social Change Agents <p>Presentation of these charts blended with storyline during the valedictory program.</p>
14	Student supportive program	<p>a. Campus cell activities b. TET exam coaching c. Cultural activities – Prayas</p>	<p>Campus Placement Annexure 4 Quality initiatives</p> <ul style="list-style-type: none"> • More International schools came for Campus interviews • Students were well trained on interview and presentation of records 	<p>TET exam coaching Organizing TET workshop on 20th March 2018 for S.Y students under TEAP</p> <p>Cultural activities – Prayas Date : 24th March 2017</p>
15	Faculty exchange program	<ul style="list-style-type: none"> • Reframing the policy of faculty exchange 	<p>Initial planning for faculty exchange program between different colleges was done.</p>	
16	Formal consultancy	<ul style="list-style-type: none"> • Consultancy program 	<p>Consultancy Program was initiated. Brochure was prepared - Annexure 5</p>	
17	University Semester Result	<ul style="list-style-type: none"> • Review of results 		

Future Initiatives

(Any other future initiatives which does not fall under the above mentioned areas can be discussed here)

S.No	Area/Activity	Objectives of the Activity	Plan of Action
1.	Publishing a book on 'Harmony' The different perspectives will be discussed are as follows • Education for social harmony • Education for political harmony • Education for environmental harmony • Education for harmony with the self ETC		
2	Certificate Course -Teacher Education For International Schools. Approved by University of Mumbai	a. To help students for global teaching b. To help students to cope up with today's trend.	The initiative will be discussed in the different levels of College Administrative Committees

Dr. Sosamma Samuel
IQAC Chairperson

Dr. Bijoy K Thomas
IQAC Coordinator

Future Initiatives	Annexure 1		Action Taken
<ul style="list-style-type: none"> Workshop by Fr. Blaise on Harmony with elements of conflict resolutions and empowerment SXIE Collaboration With Trailblazer Foundation For Environmental Harmony 	SOCIO-POLITICAL		<ul style="list-style-type: none"> Session on Resolving challenges of human rights violation ,invited women working at YWCA as participants to share their views too and encouraged the girls to be economically independent Alumni : From theory to Practice , hands-on experience of making instructional modules for diverse classroom
<ul style="list-style-type: none"> Celebration of mother tongue day with cultural exchange, debate on should elementary education be in mother tongue 	CULTURAL :		<ul style="list-style-type: none"> Diversity Celebrations of different cultures and participation, acceptance and understanding
<ul style="list-style-type: none"> X LED - Leaders for harmony 6 groups promoting through actions Research paper sharing and healthy competitions inter college 	INTER		<ul style="list-style-type: none"> House wise fellowship meals through collaborative Canteen Skills : Shared responsibility, Citizenship, joyous sharing
<ul style="list-style-type: none"> Session on Language of Silence and Mindfulness by Alumni 	INTRA REFLECTIVE ACTION FOR HARMONY		<ul style="list-style-type: none"> Assembly sharing from one's experiences

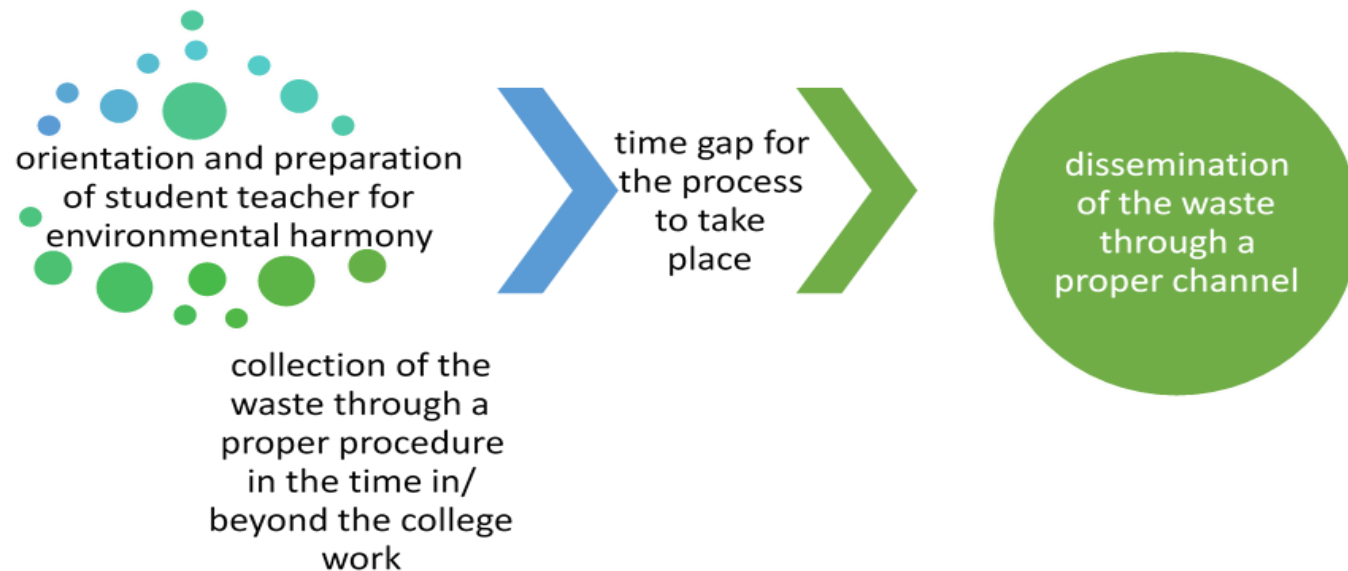
SXIE COLLABORATION WITH TRAILBLAZER FOUNDATION FOR ENVIRONMENTAL HARMONY

Objective

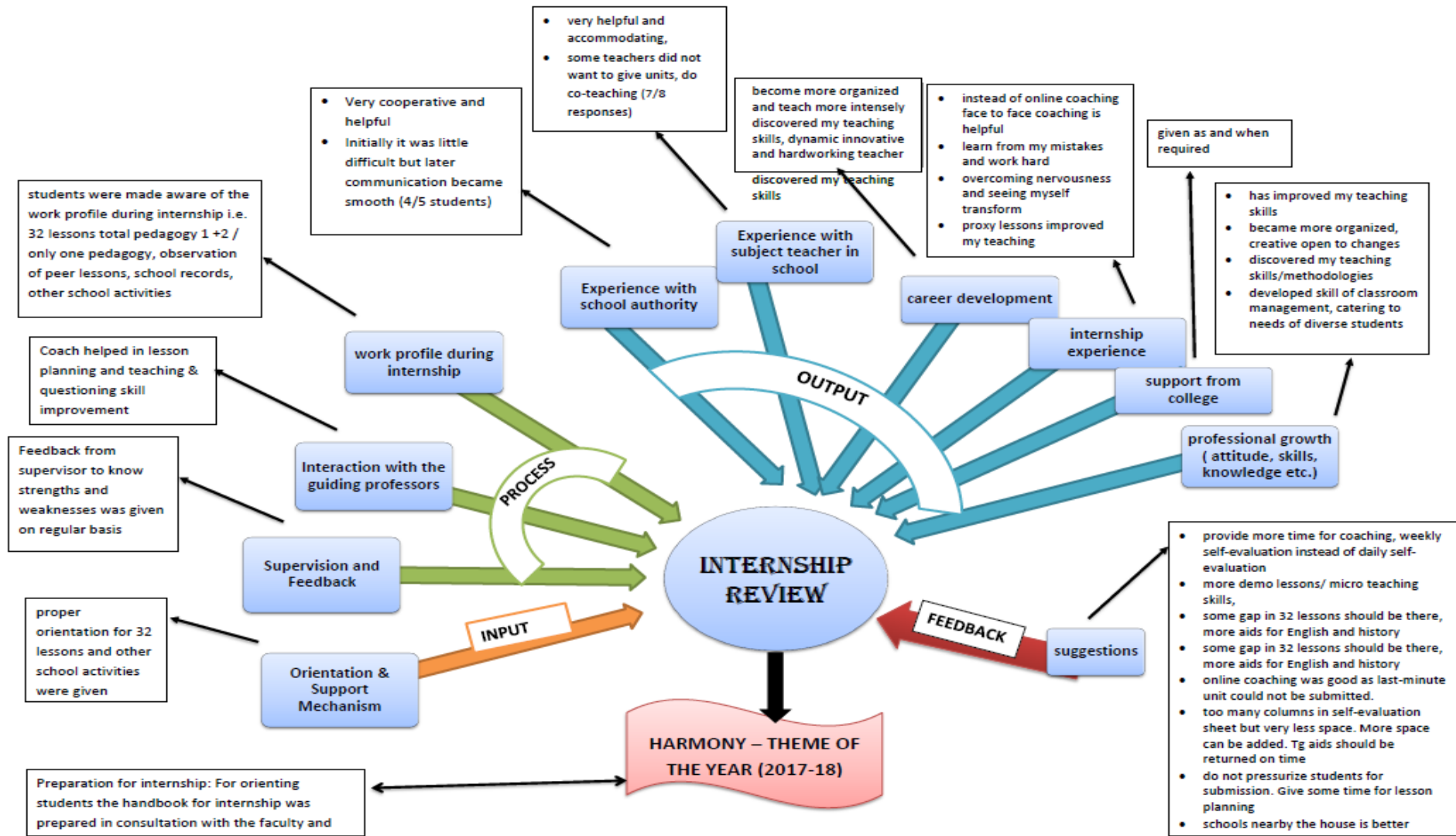
- To make student teachers aware about the continuous need of environmental protection from e-waste and plastic waste
- To equip the student teachers with skill of collecting and disseminating the environmental degrading material to a proper source for recycling and reuse
- To sensitize student teachers to take up projects in future for saving the environment

TASK

1. To be conducted in the month of April for First Year Students.
2. Time period is tentatively for a week which includes time for orientation and dissemination process to the BMC in a ceremonial event in the institution and collection etc. beyond the college hours.
3. It also includes felicitation of student teachers participating in the project by Trailblazer Foundation.



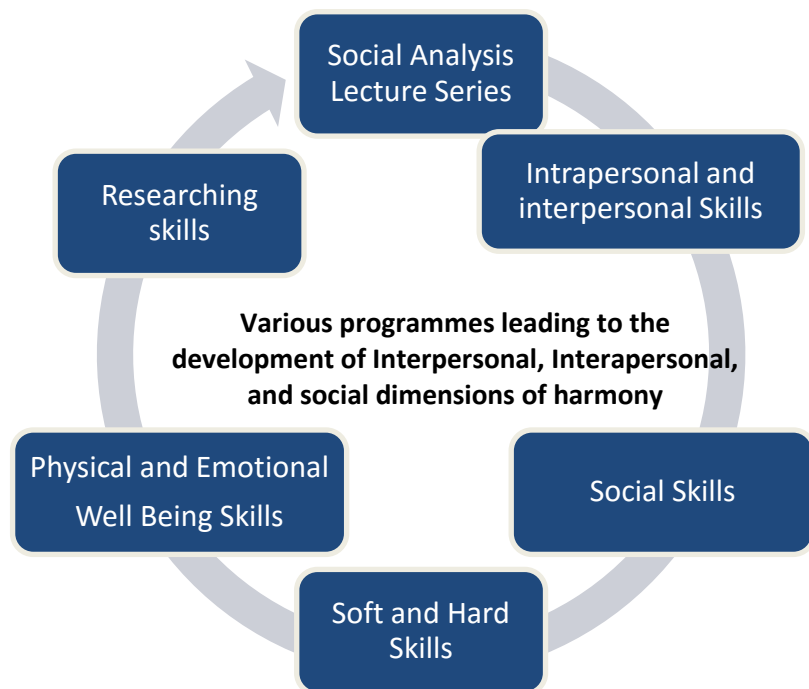
Annexure 2 Feedback about Internship Semester III



Annexure 3
TEAP (Teacher Enrichment Add on Program)

OBJECTIVES OF THE PROGRAM

1. To enhance the potentials of the student teacher for intrapersonal harmony
2. To equip the student teacher with the skills for becoming quality teacher
3. To develop awareness of the new trends in education
4. To enable the student teacher to become future leaders and fruitful member of the society at large
5. To enhance the potentials of student teacher to practice social harmony



The Diagram represents the process of formation of the student-teachers for enhancement of various skills required not only to become a quality teacher but for the higher goal of developing abilities for maintaining harmony in various domains of life, and thus also fulfilling the objectives of Teacher Enrichment Programme.

Sr.No	Programmes For First Year B.Ed.	Staff Coordinator
1.	Social Analysis Lecture Series	Dr.ShadabPaloji Ms.Kalpana Chavan
2.	Conflict Resolution and Dialoguing	Dr.ShadabPaloji
3.	Life Skills for Art of Living	Dr.Vini Sebastian
4.	Communication Trends	Ms.Priti Sivaramakrishnan
5.	Future trends in teaching	Dr.Geeta Shetty
6.	Health related	Ms. Nishi Kumar
7.	Citizenship Behaviour	Dr.Elвина Pereira
8.	Referencing and Researching	Dr.Bijoy K Thomas,
9.	(TPACK) Technological Pedagogical Content Knowledge	Ms.Kalpana Chavan
10.	TET (Teacher Eligibility Test Preparation)	Dr.ShadabPaloji Ms.Kalpana Chavan
11.	Aesthetic Development for Education	Dr.ShadabPaloji

Rules & Regulations

- ❖ 1 Credit = 15 Hrs
- ❖ Each student would need to gather 30 hours to earn 2 credits
- ❖ Each student would need to gather 30 hours to earn 2 credits and total of 4 credits for completion of the course
- ❖ 30 hours includes actual input and notional hours
- ❖ Attendance and feedback submission is compulsory
- ❖ If there is a shortage of hours then students would need to complete the hours by submitting assignments equivalent to the number of hours of that are missed.
- ❖ At the end of the course, certificate would be issued on the basis of completion of all the requirements.

Annexure 4 Campus Placement

I. Pre Campus Placement

- Orientation
- Pre Campus Presentation by Schools
- Interview Demonstration by the SXBA Vice Principal
- Details of Vacancies were put up on the Notice Board
- Employment Application form format had given



II. Campus Placement

First Day: Jan 13th 2018

Second day: 5th Feb, 2018

- Total: 27 Schools participated from local and international level
- 45 students appeared for interviews
- Feedback taken from the Schools for quality improvement



Analysis of Feedback given by the School

- Overall organisation of campus placement was deeply appreciated by the school recruitment teams
- Student should be exposed to teaching learning process based on varied context and ideology
- Other than teaching subjects students offered interesting combinations of subjects that can be taught in schools.
- Improve the communication skills of students
- College should give information / reference materials about the IB, ICSE and IGCSE curriculum to the students before campus placement.
- Programs have to be conducted for students teachers to build up their confidence level to teach in higher standards

III. Post Campus Placement

For Quality Improvement

- Feedback analysed
- Presented and discussed in the staff meeting.
- Institution is in the process for framing future initiatives based on the feedback

Support Mechanism for Students

- Updating the job opportunities from other schools.
- Allowing the students to go for school demonstration during the regular classes and school internship with guidelines.

Annexure 5 Consultancy program

XAVIER EDUCATIONAL CONSULTANCY



A Programme designed for educational institutions that would enable and empower the teaching fraternity to provide quality teaching learning experiences



ST. XAVIER'S INSTITUTE OF EDUCATION
40-A, NEW MARINE LINES, CHURCHGATE,
MUMBAI - 400020

Principal: Dr. Sosamma Samuel

Contact: 022-22014666; 022-22078491
e-mail: sxieinfo@gmail.com

2017 - 2018

CONSULTANCY AREAS

- Ignatian / Integrated Pedagogical Paradigm
- Career in Teaching - Modes and Modalities
- Contemporary Strategies of Teaching and Learning
- Contemporary strategies for Evaluation
- ICT Integration in Teaching and Learning
- Strategies for self-directed learning
- Mentoring
- Portfolio Development
- Value Integration
- Volunteerism
- Counseling competencies for educators.
- Research and Development

CONSULTANCY OPERATIONS (WHAT WE DO IN CONSULTANCY)

- Institutional Need Assessment
- Training Workshops conducted by a team of Professors
- Resource Development (Teaching, Learning and Evaluation)
- Annual Follow-up
- Feedback

CONSULTANCY PROCEDURE

- Initial meeting
- Identifying Needs of the institution
- Determining the modes, areas, period of consultancy, fees etc.
- Drawing up an agreement
- Signing the Agreement
- Initiation of Consultancy Operations