



**ST. XAVIER'S INSTITUTE OF EDUCATION,
Mumbai**

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTES

The members who attended the IQAC meeting were :

- Fr. Blaise D' Souza S.J., Manager, St. Xavier's Institute of Education Society
- Dr. Sosamma Samuel, Principal & IQAC Chairperson
- Fr. Dr. Frazer Mascarenhas S.J, Manager, St. Stanislaus High School
- Dr. Jayashree Inbaraj, Principal, Smt. Kapila Khandvala College of Education, Mumbai
- Dr. Rajendra Shinde, Principal, St. Xavier's College, Mumbai
- Fr. Magi Murzello., Principal, St. Andrew's School
- Dr. Geeta Shetty, Associate Professor
- Dr. Vini Sebastian, Associate Professor
- Dr. Elvina Pereira, Assistant Professor
- Ms. Shadab Paloji, Assistant Professor
- Ms. Nishi Kumar, Assistant Professor
- Dr. Bijoy K Thomas, Assistant Professor
- Ms. Priti Sivaramakrishnan, Assistant Professor
- Ms. Meena Suryawanshi, Librarian
- Mr. Sanjay Shirke (Administrative Staff Representative)
- Student Representative – Neha Chadha
- Ms. Kalpana Chavan, Assistant Professor & IQAC Coordinator

The Internal Quality Assurance Cell Meeting was held on 14th August 2019

The Principal of St. Xavier's Institute of Education welcomed all the members for the first IQAC meeting with the new composition.

Principal madam introduced each member and thanked them for accepting the role of being an important member of the quality assurance team. Madam spoke of importance of quality assurance and quality enhancement which leads to excellence of the Institute and for the Institute. Madam continued that to guide, suggest and to assure the sustenance of the quality we are looking forward to the esteemed members of the Internal Quality Assurance Cell.

The theme of the year was highlighted by Fr Blaise D' Souza s.j. Fr Blaise first gave the historical background of the source of the theme *Building a Hope filled Future*, that is the Universal Apostolic Preferences which is accepted by the Jesuit society for next 10 years that is from 2019 to 2029.

Fr. Blaise stressed that to realise these themes of discernment, to walk with God, Journeying with the Youth, Walking with the marginalized and Care for our common earth needs us to be in harmony of head, heart and hand. We have to remember that the context and purpose of these Jesuit Institutes and especially the teacher education, is guided by Jesuit values and the Jesuit philosophies. The theme of the year should guide us to form our teachers as socially contributing and reflective members of the society. Fr emphasized that in the country of multiple and diverse cultures, harmony can be promoted through education. Fr put forth reflective questions about how we bring people together, can we become more inclusive and enriched by these themes. Justice is ensured for everyone. The four important thrust areas are:

1. Discerning decisions of what is good for our students and teachers. How to make discernment a part of our educational programs?
2. To be with the Youth. Be their mentor
3. Feel and be sensitized to the marginalized.
4. Care for the Earth

These thrust areas are encapsulated in the Universal Apostolic Preferences.

With the profound start the meeting extended to criteria moved to the next point in the agenda, that is best practices.

In the meanwhile, Fr Magi added the importance of reflections and analyses of the National Education Policy. The policy is food for thought for the teacher educators and the school teachers. Fr M urged SXIE to stimulate discussions on the policy. IQAC coordinator assured that some of the faculty are involved in the discussions of the policy and have attended the discussion circles. Fr Magi added that this policy is a part of our future.

Thanking Fr Magi for his advise the first best practice that is **WASTE MANAGEMENT-COLLABORATION WITH THE NGO** was oriented to the members by Dr Elvina Pereira. This best practice was initiated by the Dr Elvina in 2018-19. This year an added element was networking with Non-governmental Organizations like Safai Bank and Project Mumbai and Solar Installation.

The suggestions from the IQAC members was that the three need not be exclusive of each other. The best practice is revolving around energy conservation and energy saving.

Solar installations are an effective way of saving power, it's a sustainable practice. Dr Jayshree gave insights into other waste management systems. The systems which can transform waste into compost. Other such systems can be of rain water harvesting was added by Dr Jayshree.

Fr Magi stressed on the need for green audit, even for practice teaching schools. Fr encouraged SXIE teacher educators to first train the student teachers regarding the green audit and then they can conduct a survey or research on green audit. Fr here mentioned how teacher shadowing has in a way rub the enthusiasm of the school teachers. Fr remembered Payal, our visually impaired student has been an inspiration to other student teachers, students and even school teachers. This was agreed upon by all present.

The next presentation was the second Best Practice of Critiquing the text – with advance of **LIBRARY A HUB FOR CIVIC ENGAGEMENT THROUGH CRITIQUING TEXT**. The steps of the orientation, phases and outcomes were brought out

This involved the library to be centre point, as a hub and a discussion centre, where students can reflect on articles of the civic issues and concerns and plan an activity before going to community work and after reflection implement the action in the community centre.

Fr Blaise added that the text should have civic issue or concern, it can be selected keeping in mind the social justice. Dr. Geeta added that students can even reflect on the texts of our own institutions.

The discussion moved to how text can be understood as print, visual or audio text but one must be careful of the bias and prejudice of the text.

Teachers can help students to critique the text and even conduct a small research was also one of the suggestions. Ms Neha also added that student teachers should be able to sift through positive and negative texts. That is also a part of text critiquing.

A question raised was regarding text critiquing is a part of student teachers' assignment or like book review, but the rationale given was that the texts critiquing will not end with just writing, copy-pasting but will infuse reflections and actions in students when they go for community work or rural camp. The steps of Text critiquing was displayed on the slides.

Sir Elvis added that as a part of social work college, the need to understand the community and involve the community in important decision making is very important. The critiquing of texts when implemented well can lead to enrichment of the students' understanding. Group discussion is a social activity which can widen the perspectives of the student teachers.

A question raised was can this activity be extended even to school so school children can also learn to reflect on text – even story books, newspaper articles, which can lead to critical thinking. All points were noted down for enhancing the best practice.

Dr Jayshree gave examples of how we can make library as a place that can be most visited and increase love for books. Madam mentioned about schools which are creating learning spaces for increasing reading culture and critical thinking of students.

Fr Magi added that teaching is not just a job but a profession. The teachers and the principals can be leaders of change. The best practices be linked to employability skills. Fr Magi urged teacher educators to train school teachers for conducting action research, regarding research tools. The student teachers along with school teachers can conduct survey.

This led to discussion of library as a place for growth of teachers, Ph.D. students. Research foundations have to be instilled in students of higher education. There is a need for research ethics committee, the importance of consent form before any research is done as a part of research ethics committee, which can guide the research scholars regarding the validation, plagiarism etc.

Different suggestions regarding text reading came in like gender equity and how text can be connected with film reviews,

Fr Magi added that once instilled in mind as a habit the research skills can be developed.

Mr Elvis informed about the University asking for different committee for student council. The nomenclature also has changed, Dr Elvina said she will look into it.

NAAC CRITERIA & AQAR REQUIREMENTS
(Self-reviewed progress report)

CRITERIA 1 : CURRICULAR ASPECTS			
FACULTY IN CHARGE			
Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
Initiatives for the Year			
1.	Value Added Course:	<ul style="list-style-type: none"> • Life Skills • Intellectual Property Rights (IPR). 	More number of life skills for more number of students
2	Program for employability skills, entrepreneur skills	Entrepreneur skill development Workshop	How many number of activities can we do?
Ongoing Activities			
1	New programs : Certificate Courses	Communication Skills and Counselling Course.	To make a plan , proposal Can begin when new batch joins
2	Structured feedback (students, parents, alumni, employers) -	Feedback from different stakeholders Analysis and outcomes	For every activity, feedback is needed
3	Learning Design (course wise)	Innovative learning designs by all faculty	Lesson plans on theme , on IPP
4	Teacher's Diary	Maintained by every faculty	
5	Enrichment Course	Research Enrichment	Research committee
CRITERIA 2 : TEACHING, LEARNING AND EVALUATION			
Faculty in charge			
Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
Initiatives for the Year			
1.	Use of LMS for academics	Registered LMS- : Transaction, Tutorials, etc	
2	Examination Reforms	Self-assessed Rating scale Revised	

3	Mentoring Mentor-Mentee ratio	Teacher, Buddy And Peer Mentoring Mentor-Mentee Grouping	
4	Pass Percentage of student	Improved Performance	Not just in theory but also practicum
Ongoing Activities			
1	Examination Reforms	Self-assessed Rating scale Revised	
2	Student satisfaction survey	Online SSS	
3	Learner Profile	Connecting to the courses and activities	
CRITERIA 3: RESEARCH, INNOVATIONS AND EXTENSION			
Faculty in charge			
Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
Initiatives for the Year			
1	Consultancy & Training Programs:	Consultancy for IPP with St. Stanislaus High School	MOU
2	Participation of faculty in research activities	Faculty encouraged to participate in paper presentations and publish papers Funding Agencies for research	
3	Linkages and Networking	Faculty Resource Sharing	
4	Linkages and Networking	Institutional Membership with SNDT Library	
5	Linkages and Networking	Colleges of Higher Education	
6	Extension Activities	Avishakar - Participation	

7	Incubation Centre	Innovative working models for classroom teaching, & developing original techniques.	
8	MoU	With Research Community, Community Centres, Faculty linkages, Waste Mgt Networking.	

Ongoing Activities

1	Linkages with institutions/industries	Internship schools, Ongoing institutional Research, Campus Recruitment Organisations, NGO, Resource Sharing, Project Work	
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CRITERIA 4 :INFRASTRUCTURE AND LEARNING RESOURCES

Faculty in charge

Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
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Initiatives for the Year

1	Infrastructure Augmentation	Repair work and Maintenance as required, Structural Audit	
2	Equipment	Installing bio-metrics for students	

Ongoing Activities

3	Library as a resource	Updating, New books , journals, preserving old but important books . weeding books	
4	Computers Upgrading	Upgrading software, e-content development	
5	Procedures and policies for maintaining and utilising facilities: Physical, Academic and support facilities	Uploaded on website at regular basis	

CRITERIA 5 : STUDENT SUPPORT AND PROGRESSION

Faculty in charge

Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
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Initiatives for the Year

1	Institutional Mechanism	Open Forum : Democratic Planning and Feedback (Monthly Feature)	
2	Representation of students in various academic and administrative committee	Student Council Committee	
3	Representation of students in various academic and administrative committee	X-LED : Marshals for safety, technology and cleanliness	

Ongoing Activities

1	Capability building schemes-	Bridge Courses (FY), Counselling Services by qualifies Counsellor)	
2	Guidance for competitive exams (NET, SET, TET)	Arranged under Student Enrichment Activities SEA	
3	Institutional Mechanism	Grievance Cell, open forum, anti-ragging programs, Internal Complaints Committee	
4	Campus Placement	Pre- Campus Guidance Program, Career Counselling	
5	Higher education progress	Orientation to Higher Education Prospects	
6	Sports and Cultural activities	Student Council Sports Dept	
7	Representation of students in various academic and administrative committee	Participation in staff meetings, advisory bodies like IQAC, CDC, Time table committee,	
8	Alumni Engagement	Programs for Alumni Involvement	

CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Faculty in charge : KC & BT

Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
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Initiatives for the Year

1	Faculty Empowerment :Professional Development Support	Faculty Development Programs : e content development	
2	Autonomy	Autonomy Work in Progress	
Ongoing Activities			
1	Practice of decentralization and participative management	Democratic discussions in staff meeting continues Sending suggestions and feedback to new policies and regulations	
2	Faculty Empowerment :Professional Development Support	Participation in professional development workshops and programs for teaching and support staff Staff Knowledge Sharing	
3	Audits : Academic and Administrative	Will be carried out internally and externally	
4	Parent Teacher Association	Orientation Programs for Parents of new students Parents as Resources : Parents of both batches Involving parents in different committees	
5	Submission of Data	AISHE, NIRF data submission	
6	Quality Initiative under IQAC	Seminar: Outcome Based – March 2020	
CRITERIA 7: INSTITUTIONAL VALUES AND BEST PRACTICES			
Faculty in charge : EP & KC			
Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
Initiatives for the Year			
1	Promotion of Gender equity	Women Development Cell activities Gender Audit	
2	Distinctiveness of the Institute :	Resource Centre: IPP lecture series for school teachers and higher education teachers	

Ongoing Activities			
1	Differently abled Friendliness	Website friendly, software installing, skill development for differently abled	
2	Engagement with and contribution to the local community	Initiative In Respective Pedagogies for Connecting Pedagogies to Community Library to Community Initiative	
3	Code of Conduct	Visibility and Orientation to new batch	
4	Promotion of values and ethics	Value based assemblies Inter-faith dialogues Cultural Harmony Programs Value education sessions	
5	Energy Saving/ Alternate Energy	Energy audit Brainstorming for energy saving measures	
6	Best Practices for the year (as stated above)	Programs planned throughout the year	
7	Distinctiveness of the Institute :	PRAYAS: Inter-collegiate, inter-school fest with social edge.	
8	Future Plans	Documentation of all these programs at regular intervals. Deliberations for next year plans	



Dr.Sosamma Samuel
Principal



Ms. Kalpana Chavan
IQAC Coordinator



Dr.Bijoy K Thomas
IQAC Secretary



ST. XAVIER'S INSTITUTE OF EDUCATION, Mumbai
INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTES

Date: 14th August 2020

Members Present for the IQAC Meeting:

Fr. Blaise D'Souza sj -Manager

Dr. Sosamma Samuel – Principal

External Members – Dr. (Fr) Frazer Mascarenhas sj, Dr Jayshree Inbaraj, Dr Rajendra Shinde and Sir Elvis Thomas.

Internal Members - Dr. Geeta Shetty, Dr. Vini Sebastian, Dr. Elvina Pereira, Dr. Shadab Paloji, Ms. Nishi Kumar, Dr. Bijoy K. Thomas, Ms. Priti Sivaramakrishnan.

Librarian: Ms. Meena Suryavanshi

Administrative staff: Ms Violet Carvalho

Student Representative: Student Council Representatives

Ms. Kalpana Chavan – IQAC Coordinator

Place: Zoom Meeting

Agenda of the Meeting:

1. Deliberations on major IQAC initiatives of the academic year 2019-20 and proposed initiatives for academic year 2020-21.
2. Seeking suggestions for augmenting the 'Mission Begin Again' endeavours.
3. Update on autonomy work and RUSA.
4. AOB with the permission of the Chair.

IQAC meeting of the academic year 2020-2021 was conducted on 14th August 2020 on the zoom platform. Meeting was moderated by the SXIE Principal, Chairperson of IQAC.

Principal Dr. Sosamma Samuel welcomed all the members of the IQAC. Ms. Kalpana Chavan, presented the summary of the activities conducted during 2019-20 and invited the suggestions from the IQAC members. The IQAC Coordinator presented the report on the basis of NAAC criteria.

Following decisions have taken place during the meeting:-

○ **Curriculum aspects**

IQAC coordinator presented the action taken reports of 2019-20 and new initiatives to be adopted in the academic year 2020-21. Action taken report included academic year theme-based program, technology integration, various teaching methods adopted as participative, problem solving, experiential strategies etc. The presentation included the internship program organized by the college and the M.Ed. internship program. IQAC also discussed on the feedback given by the students via SWOT regarding curricular transaction.

IQAC discussed about the mentioned points and gave some suggestions regarding integration of more adaptive teaching process in the present scenario. It was mentioned that, even in the online scenario, the teaching learning process should be more active and interactive. Regular feedback can be taken to understand the student's learning progress. Regarding feedback, the IQAC suggested to take suitable measures to deal with the suggestions given by the students.

○ **Mentoring and Counselling**

IQAC coordinator presented the activities done by the Institute in the area of mentoring and counselling of the students. Details of e-mentoring and feedback of students on mentoring were also presented. IQAC members discussed and suggested to take suitable measures for resolving the issues of students.

- **Enrichment Program**

IQAC coordinator presented the enrichment sessions organized by the institute. Various initiatives were discussed by the committee like, the enrichment program can be conducted more on interdisciplinary level. Dimensions of interdisciplinary can be interlinked with teacher education program.

- **Research Innovation and Extension**

Following suggestions were given by the IQAC committee

The research and innovation should be strengthened. IQAC encouraged more faculty to apply for research project under various schemes.

- **Consultancy, MoU and Linkages**

IQAC discussed in detail about the consultancy and linkages. Suggestions were given for organizing Faculty exchange, IQAC collaboration with St. Xavier's College.

- **Involvement of stakeholders**

IQAC suggested to register the Alumni association for the NAAC accreditation process. It was also mentioned that parent teachers meeting also should be organized regularly.

Following initiatives were also discussed and approved by the IQAC committee

- Student activities and progress
- Campus Placement
- Library Initiatives and audit report
- Lockdown activities
- Certificate courses plan

After the brief discussion, the proposal of plan of the academic year was accepted by IQAC committee. Dr. Elvina Pereira presented objectives as well as a tentative plan of the best practice of the year and after the discussion the plan of action was approved by the IQAC committee. Dr. Geeta Shetty and Dr. Vini Sebastian presented the updates of Autonomy and RUSA grant.

Fr. Blaise D'Souza expressed his viewpoints on the impact of COVID 19 on the life of the people. He gave his opinion to take up a research project on this topic.

IQAC members in general suggested to analyse the impact of NEP 2020 and online education on the educational program and to conduct program in relation to this topic.

Student representatives also shared their experiences regarding the online education program.

The meeting was concluded with vote of thanks proposed by IQAC coordinator.



Dr. Sosamma Samuel
Principal



Ms. Kalpana Chavan
IQAC Coordinator



Dr. Bijoy K Thomas
IQAC Secretary