
ST. XAVIER'S INSTITUTE OF EDUCATION



INTERNAL QUALITY ASSURANCE COMMITTEE MEETING
WEDNESDAY, 14th AUGUST, 2019

ST. XAVIER'S INSTITUTE OF EDUCATION
INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC) INITIATIVES
2019-20

IQAC Objectives as envisaged by NAAC:

- To **develop a system for conscious, consistent and catalytic improvement** in the overall performance of institutions.
- To promote measures for institutional functioning towards **quality enhancement** through **internalization of quality culture** and institutionalization of best practices.

OBJECTIVES OF IQAC at SXIE

1. To develop a system of *reflective action* towards quality enhancement in various programs of the Institute.
2. To develop a **culture of quality sustenance** in different human and material resources.
3. To develop a mechanism to *consistent improvement* in area of curricular, co-curricular, teaching-learning, technological, evaluation, research and extension activities.
4. To *uphold the vision and mission of the Institute* in every quality assurance endeavor.
5. To *set benchmarks in quality* standard in field of teacher education for building a *humane and just society*.
6. To create *areas of quality endeavors and assurance* in keeping with need of the times.
7. To empower the stakeholders of the Institute to *be brand ambassadors of quality ethos*.

FUNCTIONS of IQAC

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d)

Dissemination of information on various quality parameters to all stakeholders; e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; f) Documentation of the various programmes/activities leading to quality improvement.

THEME OF THE YEAR- 2019-20

The theme of the year based on the Universal Apostolic Preferences (UAP) has been accepted as '*Building a Hope-filled Future*'. The theme has been formulated after being deliberated by the staff, students and the Manager with the help of the guidelines of the UAP, which is the thrust area in all the Jesuit Educational Institutions

The theme chosen is an umbrella term encompassing the four sub themes of

- A.) To **show the way to God**, to lead people to spiritual depth and value based decision-making.
- B.) To **walk with the poor**, to promote inclusion of the deprived, marginalised, outcasts, for reconciliation, justice and harmony
- C.) To **accompany young people** in the creation of a hope-filled future building happy, safe, and healthy environment.
- D.) To **collaborate in the care for our Earth**, to respect our environment and promote just distribution of the resources and services amongst all.

The sub themes are integrated towards a hope-filled future not only for the self, but for the ecology, for the marginalised and also accompanying the youth who seek to give meaning to their existence, and realize their dreams.



GRAPHIC REPRESENTATION OF THE THEME OF THE YEAR AND ITS CONNECT TO THE SUB-THEMES

This **theme and its sub-theme** will be reflected in different programs of the B.Ed. College like:

1. Curricular activities
2. Co-curricular activities
3. Theme based Activities- lessons, outreach programs, student initiatives
4. Best Practices
5. Community Engagement
6. Student Council Activities
7. Teacher Initiatives

BEST PRACTICES FOR THE YEAR 2019-20

Three best practices were started last year

1. Waste Management
2. Critiquing Text
3. Theme Integration

As the best practices have been initiated last year and phase one completed, it was noticed that more work can be done in that area at a wider level, so for this year advanced level of the best practices are initiated. The best practices will also be directed by the theme and vision of the college.

	Best Practice of the year 2018-19	Action Proposed for year 2019-20	Seeking your suggestions
Sr.No	Action Taken Report		
1.	Waste Management	Proposed ideas will be presented	
2.	Critiquing Texts		

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). 	
2	Program for employability skills, entrepreneur skills	Entrepreneur skill development Workshop	
Ongoing Activities			
1	New programs : Certificate Courses	Communication Skills and Counselling Course.	
2	Structured feedback (students, parents, alumni, employers) -	Feedback from different stakeholders Analysis and outcomes	
3	Learning Design (course wise)	Innovative learning designs by all faculty	
4	Teacher's Diary	Maintained by every faculty	
5	Enrichment Course	Research Enrichment	
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	
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	
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 SNTD 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, On-going institutional Research, Campus Recruitment Organisations,	

		NGO, Resource Sharing, Project Work	
CRITERIA 4 :INFRASTRUCTURE AND LEARNING RESOURCES			
Faculty in charge			
Sr.No	AREAS	PROPOSED ACTIONS	Seeking your suggestions
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
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
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	

*Our fondest **hope is that the quality** of their lives will be better than our own, and our inmost prayer is that our children (students) will have all of our strengths and few of our weaknesses.*

Martin E. P. Seligman, The Optimistic Child