

INTERNAL QUALITY ASSURANCE CELL

St. Xavier's College, Thumba



Annual Activity Report of IQAC 2022-23

Internal Quality Assurance Cell of the college was reconstituted in the beginning of the academic year. Dr. Thomas P John, Head of the Department of History and Dr. Sunil C Vattappalam of department of Physics were appointed as the Convener and Coordinator of IQAC respectively. Along with the Chairman, Convener and Coordinator, Dr. Ligeo Meril, Dr. Ansi Rahila and Dr. Tinu Antony constituted the core team of IQAC.

In its function of developing and application of quality benchmarks in various academic and administrative activities of the institution, IQAC organized a number of activities during the year. Priority was granted to MoU, collaborations and linkage, training programmes to teachers, students and administrative staff, initiating quality related activities in departments and proper documentation of them, conducting academic and administrative audit and the submission of AQAR.

Introduction of academic and administrative transparency policy, installation of new CMS as part of e-governance, refurbishing of best practices and institutional distinctiveness etc precedes the many triumphs. Notable achievements of IQAC during the year are listed below.

1. Memoranda of Understanding

1.1 MoU with KELTRON: on 24 November 2022, the college signed an MoU with Kerala State Electronics Development Corporation Ltd. As per the MoU, KELTRON will conduct certificate courses in collaboration with Skill India project. One course, Office automation, started in the month of February 2023 and 30 students joined for it.

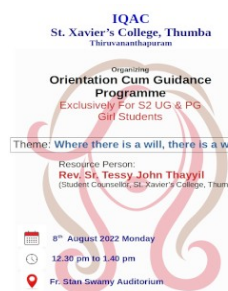
1.2 MoU with KAS Mentor: on 28 October 2022, MoU was signed between KAS Mentor and the college to conduct free and online KAS and PSC examination coaching to students. Orientation programmes, moc tests and motivational speeches are part of the training. 29 students joined the programme.

1.3 MoU with Confederation of Indian Industry: on 7 December 2022, the college signed and Mou with Confederation of Indian Industry(CII). CII is a non-government, non-profit, industry led and industry managed organization, which works to create and an environment conducive to the growth of industries in India through advisory and consultative process. The purpose of MoU is that, the education Partner from CII shall motivate and provide opportunities to the students of the college to engage in activities and initiatives that they conceptualize, create reports regularly on their activities to the CII executive member and participate in the Young India National & Chapter events.

2. Training Programmes

2.1 Training Programme for entire staff: on 10 June 2022 a training programme was conducted by IQAC for the whole staff of the institution. The programme was arranged as two sessions in which the former session on blended learning was for the teaching staff only and was resourced by Dr. Thomas P John, convener of IQAC. In the latter session Fr. Principal explained about different kinds of leaves and the rules of availing different leaves. All the staff members of the college participated in the second session.

2.2 Guidance Programme to PG girl students: on 8 August 2022, IQAC organized a guidance cum orientation programme exclusively for the girl students of post graduate programmes. The programme was resourced by Rev. Sr. Tessa John Thayyil, the student counselor of the college. All the post graduate girl students of both years participated in the programme.

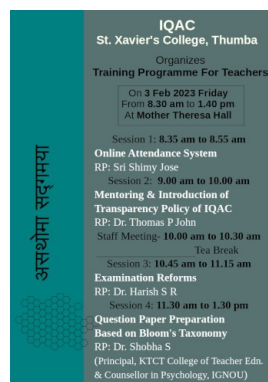


2.3 Discussion on report of higher Education commission: on 20 October 2022, IQAC conducted a discussion on the report submitted to government by the Higher education commission. Dr. Shijumon K A, Assistant professor of department of Commerce presented the report before the staff members. The presentation was followed by an active discussion on the pros and cons of the commission's report.

2.4 Career guidance programme by Skills park: on 24 January 2023, IQAC organized a career guidance programme for the final year UG students. The programme was organized in collaboration with Skills Park, a training institute from Bangalore. 150 students participated in the programme. Selected students were offered with scholarships to pursue selected programmes in different higher education institutions. Gifts were also distributed to students who won in different competitions.



2.5 Training on Blooms Taxonomy: on 3 February 2023, IQAC conducted a training programme to teachers on question paper preparation based on Blooms taxonomy. Dr. Sobha S, Principal of KTCT college of teacher education and counselor in psychology IGNOU, was the resource person. All the teaching staff participated in the training programme.



2.6 Training for the Preparation of 4th Cycle of re-accreditation: on 14 February 2023, IQAC conducted a brain storming session on 'Strategic plans and creative response towards 4th cycle of re-accreditation'. Dr. T K Santhoshkumar, Assistant Professor and Public relations officer of University of Kerala lead the session. The session was followed by an invited talk by Dr. Shaji E,

Joint Director of IQAC, University of Kerala, on 'Quality enhancement: preparation for 4th cycle of re-accreditation'.

3. Introduction of Academic and Administrative Transparency Policy

In order to assure transparency and to improve the efficiency of services, the IQAC has decided to introduce *Academic and administrative transparency policy* from next academic year onwards. The objectives of the policy are to ensure all employees carryout their duties effectively, to create a system of operation for every official procedure and to empower the employees to do what is right. The convener and the coordinator of the IQAC were entrusted with the preparation of the first draft of the policy document.

4. Refurbishing of Best Practices and Institutional Distinctiveness

Two best practices of the institution from the third cycle of re-accreditation were *Greening the sand* and *Wings to fly*. One of these best practices, Greening the sand, was replaced by the *academic and administrative transparency policy of IQAC*.

St. Xavier's College, Thumba claim the distinctive feature of adopting a village since 2009. IQAC during the academic year 2022-23 refurbished the distinctiveness from adopted village to '*Reap the Sand*' which is a project of cultivation of organic vegetable in 5 acres of land inside the campus. This mega project is accomplished by the help and support of Naadan agro pvt limited. Students are given paid internship in t he farm from 2 pm to 6 pm from Monday to Friday. This farming and internship project already had acquired media coverage and ensnared recognitions and awards statewide.

Along with all the notable achievements described above, IQAC also succeeded in the timely submission of AQAR 2020-21, NIRF 2022, AISHE 2022 and KSHES 2022 on time. AQAR 2021-22 is on the anvil. IQAC met full quorum two times during the academic year and four times as core team meetings.

With immense gratitude to the convener, core team members and and all the staff, this report is being submitted before Principal, the Chairman of IQAC.

Thumba
31 March 2023

Coordinator, IQAC