



## INTERNAL QUALITY ASSURANCE CELL St. Xavier's College, Thumba

### Annual Activity Report of IQAC 2023-24

IQAC of St. Xavier's College, Thumba came into being on 10 November 2004 as per the direction and guidelines of UGC. From the day of inception, IQAC of St. Xavier's College Thumba is striving at ensuring quality in every academic and administrative activity in the college. Aim of IQAC of our college is to 'Create a young generation which is academically competent, socially committed, politically unbiased, industrially capable, emotionally stable and ecologically responsible through effective curriculum delivery and efficient administration'. For the purpose, IQAC stands as a separate entity and behaves as a third party to plan, implement and monitor every activity in the college.

IQAC 2023-24 was headed by Dr. Thomas P John, Head of the Department of History with a core team for his aid including Dr. Sunil C Vattappalam(Coordinator), Dr. D Legio Meril, Dr. Ansi Rahila and Dr. Tinu Antony.

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 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 and the preparation for the 4<sup>th</sup> cycle of accreditation.

Getting a registration slot for our college in 'Education and research network, Govt. of India' during July 2023 precedes the many triumphs. Notable achievements of IQAC during the year are listed below.

### 1. Training Programmes

**1.1 Orientation and Academic Year Planning:** On 03 June 2023 an orientation programme was conducted by IQAC for the teaching staff of the institution. The programme was inaugurated by Mnsgr. E Wilfred, Manager of Marian Engg College, in the presence of Dr (Fr) Jose Mathew SJ, the Manager of St. Xavier's College and Dr (Fr) Dasappan SJ, the Principal.

In the first session highlights of department activities and AAA of different departments were presented by the IQAC coordinator. In the second session a presentation on 'Our Mission on Higher Education: Changes and Challenges Today' was done by Adv. Shaji Chirayinkeezhu.

In the third session after lunch, department level planning and presentation of the academic activities for the coming academic year was done by all departments. IQAC presented guidelines for various club activities for the academic year. IQAC prepared the Academic

**ST. XAVIER'S COLLEGE, THUMBA**  
THIRUVANANTHAPURAM  
NAAC Re-accredited with A grade of CGPA 3.22

**Orientation Cum Academic Year Planning  
2023-24**

*Our Mission of Higher Education: Changes and Challenges Today*

**Programme Schedule**

9.30 am : Prayer  
Welcome : Sri Rajesh M (Vice-Principal)  
Presidential Address : **Dr (Fr) Jose Mathew S J (Manager)**  
Inaugural Address : **Mnsgr. E Wilfred**  
(Manager, Marian Engg. College, Menamkulam)  
Introduction: **Dr (Fr) V Y Dasappan S J (Principal)**  
10.15 am: Highlights of the Reports of Depts. 2022-23:  
Dr Sunil C Vattappalam (Coordinator, IQAC)  
10.45 am: Tea break  
11.00 am: 'Our Mission of Higher Education: Changes and  
Challenges Today' – **Adv. V Shaji Chirayinkeezhu**  
12.15 pm: Sharing of Experiences  
Adv Fr Jose Thachil S J  
Rev Fr Larence L

1.00 pm: Lunch Break  
1.45 pm: Presentation of Dept. level Academic Year Plan 2023-24  
2.45 pm: IQAC Guidelines for various Club Activities 2023-24  
3.45 pm: Vote of Thanks- Smt Reshmi Poulouse (Vice -Principal)

Mother Teresa Hall 31 3 June 2023

Calendar of the college by incorporating the activities of all departments, dates of internal examinations, dates of Uty. Examinations, different club activities, sports activities and dates of celebration of days of national/international importance.



### 1.2 Training programme for the 4<sup>th</sup> Cycle of Accreditation:

On 6 September 2023, a preparatory training programme for the 4<sup>th</sup> cycle of accreditation was conducted by IQAC. The college has completed its 3<sup>rd</sup> cycle of accreditation on 14 June 2019 with A grade and a CGPA of 3.22. Accreditation of the college expires on 13 June 2024. IQAC decided to begin preparations for fourth cycle of accreditation in the beginning of the A.Y. 2023-24. A number of programmes were conducted for the purpose of training among them the first one was on 6 June 2024. The director of SISA, Prof. Dr. Murugan was the resource person. All teaching staff participated in the training programme.



**1.2.1 Training for IQAC coordinator:** As part of preparation for fourth cycle of accreditation, IQAC coordinator of the college was undergone a training at UGC-HRDC centre at University of Kerala for one week, starting from 28 June 2024. The training was conducted by IQAC of University of Kerala and IQAC coordinators from almost all colleges under University of Kerala participated in the programme.



**1.3 Training programmes for Administrative Staff:** on 06 September 2023, IQAC conducted a training programme for the administrative staff of the college. This programme was also a part of preparation for the fourth cycle of accreditation. All the administrative staff members participated in the programme. Another training programme on 'Preparation for auditing and distribution of duties' was given to all the administrative staff members in December 2023. Former senior superintendent from DD office Kollam was the resource person. All the administrative staff members participated in the training.



### 1.4 Training on FYUGP

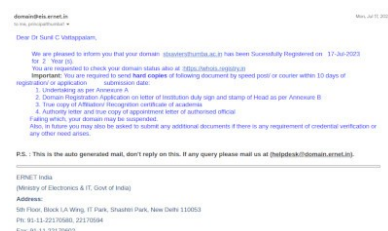
University of Kerala is shifting from 3 year UG programmes to 4 year UG programmes from 2024 admission onwards. As part of this paradigm shift, teachers of affiliated and Govt colleges are to be given training on the new 4 year programmes commonly called FYUGP. This training programme to all teaching and administrative staff members of the college was conducted by IQAC on 01 March 2024 as two sessions. Prof. Dr. Gladston Raj and Dr. Reghul Subun from Government

College Kariavattom were the resource persons. Dr Renju R Krishnan, HoD of Physics was appointed as the Academic coordinator of FYUGP at college level.



## 2. Registration in Education and Research Network, Government of India

IQAC succeeded in obtaining a permanent registration in Education and Research Network of Government of India on 17 July 2023. As per this the college can host its website in the cloud space of ERNET and also our college is listed as an institution one among education and research institutions registered under ERNET.



## 3. Orientation programmes to Students

IQAC conducted a number of orientation and career guidance programmes to students of final year UG programmes. The Digital University of Kerala conducted an orientation programme to guide students to the most modern courses and job opportunities on 31 January 2024. 3 faculty members from Digital University communicated with the students. Final year students from all science departments participated in the programme. Apart from this a number of training/ career guidance programmes were also conducted by different agencies in collaboration with IQAC.



## 4. Other Activities and Achievements

Along with all the activities described above, IQAC also took initiative for organizing and conducting a number of extra-curricular, co-curricular, extension and outreach activities with various departments/clubs and committees.

IQAC also accomplished the timely submission of -

1. AQAR 21-22
2. NIRF 23
3. KIRF 23
4. AISHE 23
5. AKHES 23 and
6. Proposal for PM USHA.

AQAR 22-23 and Annual Academic & Administrative Audit are on the anvil. IQAC met full quorum once during the academic year and six times as core team meetings.

## **5. Conclusion**

With immense gratitude to Dr Thomas P John, Dr (Fr) V Y Dasappan, All core team members, Heads of all departments and all the staff members, this report is being submitted before the College Council.

Thumba  
29 March 2024

Coordinator, IQAC