



ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA

Affiliated to MG University, Kottayam

Re-accredited by NAAC with A-Grade (CGPA 3.33)



INTERNAL QUALITY ASSURANCE CELL ANNUAL REPORT 2018-19

1	Title of the program	IQAC Activities 2018- 19
2	Name of the Coordinator/s	Dr. Sheena Xavier
3	Organizing Department/Cell	Internal Quality Assurance Cell
4	Date & Duration	June 2018 - March 2019
5	Objective of the Program	The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College. The IQAC will provide greater clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture. The IQAC will contribute towards enhancement and integration among the activities of the College and institutionalize many good practices.

6 Summary of the Activities during the academic year

Sl. No	Dates (from-to) (DD-MM-YYYY)	Title of the FDP / professional development / administrative training program
1	26-06-2018	Orientation on Start-ups, Innovation, Incubation and Entrepreneurship
2	20-10-2018	Training on Soft Skills - A Training Programme for the Administrative staff
3	17-11-2018	Training on Communication Skills - A Training Programme for the Administrative staff (17 November 2018)
4	15-1-2019	SEMINAR ON LIFESTYLE DISEASE DIAGNOSIS AND MEDICAL CAMP 15-1-2019
5	01-02-2019	An Expert Talk – Oracle – The Laws of Grand Design 01-02-2019
	15-02-2019	One - day Seminar on Intellectual Property Rights and Academic Writing
7	22-02-2019	Training on Revised NAAC accreditation Framework (22-02-2019)
8	16-03-2019	Orientation on Revised Accreditation Framework (16 March 2019)
9	21-03-2019 to 23-3-2019	GRACE 2019
10	3rd to 5th of October 2018	Entrepreneurship Awareness Camp (EAC)
11	28th Jan - 1st Feb, 2019	Academia 2018 -19

7. Detailed Description of the Event

1. Orientation on Start-ups, Innovation, Incubation and Entrepreneurship

The Objective of the programme was to comprehend the concept of incubation centers and their role in the creation and development of businesses and Identify incubation centre functions



2. Training on Soft Skills - A Training Programme for the Administrative staff

The objective of the programme was to Improve the efficiency of the staff and to develop team work and problem solving skills



**INTERNAL QUALITY ASSURANCE CELL & COLLEGE MANAGEMENT
PRESENT**

TRAINING ON SOFT SKILLS - A TRAINING PROGRAMME FOR THE ADMINISTRATIVE STAFF

20 OCTOBER 2018

Organising Committee

Dr. Sr. Geege Joanamma Xavier, Principal

Dr. Sr. Stella K A, Vice Principal

Dr. Sheena Xavier, IQAC Co-ordinator

3. **Training on Communication Skills - A Training Programme for the Administrative staff** (17 November 2018)

The objective of the training programme was to Improve the communication skills of the staff and to build awareness and better coordination





17 November 2018

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**TRAINING ON COMMUNICATION
SKILLS - A TRAINING PROGRAMME
FOR THE ADMINISTRATIVE STAFF**

Resource Person

Ms. Jasmine Gonsalvez



Organising Committee

Dr. Sr. Geege Joanamma Xavier, Principal
Dr. Sr. Stella K A, Vice Principal
Dr. Sheena Xavier, IQAC Co-ordinator

4. SEMINAR ON LIFESTYLE DISEASE DIAGNOSIS AND MEDICAL CAMP 15-1-2019

8:30AM: Arrival of the medical camp health team

9.00AM: Introducing the purpose of medical camp by camp co-ordinator

9.30-10.00: checked students of Physics, Zoology

10.00-10.30: checked students of Botany, Chemistry

10.30-11.00: checked students of Economics, English

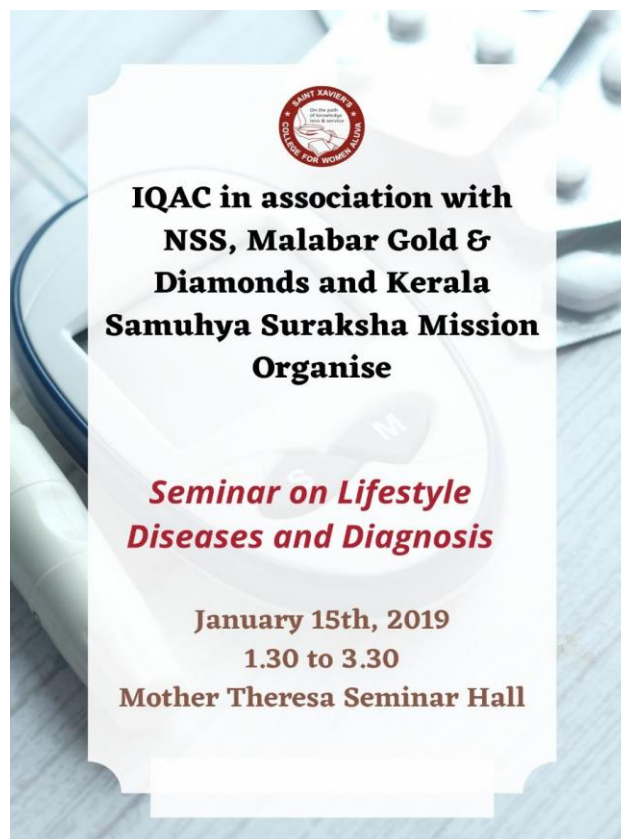
11.00-11.30: checked students of Malayalam, Maths

11.30-12.00: checked students of Comm.English, Commerce-SF

12.00 - 12.30: checked students of Commerce-Regular

12.30 PM : Closing ceremony with remarks by Rev. Principal

The medical camp was a successful programme. Many students and teachers took part and used the screening modalities provided by Malabar Gold.



5. An Expert Talk – Oracle – The Laws of Grand Design 01-02-2019

As a part of Academic Week, an expert talk – ORACLE- was jointly organized by the Department of Physics and Chemistry on the topic "The laws of Grand Design". Dr.Prajit Chandran, Assistant Professor & Head, Department of Physics was the resource person for the expert talk. First year, second year and Third year degree students of Department of Physics and Chemistry were the focus of the talk. A total of 142 participants were present for the session.



AN EXPERT TALK – ORACLE THE LAWS OF GRAND DESIGN

Resource Person:
Dr.Prajit Chandran, Assistant Professor & Head, Department
of Physics, Thunjan Memorial Govt. College, Tirur, Malapuram

01-02-2019
Mother Theresa Seminar Hall

Programme Co-ordinator
DR.SHEENA XAVIER

Organising Committee
MS. LEENA DEENJA N.G
MS. JOISSY MATHEW
DR. VIMALA GEORGE
DR. SUJATHA N.V
MS. POORNIMA B SHENOY
SR. ELIA RAINE
MS. ANUSHA RAJENDRAN



6. One - day Seminar on Intellectual Property Rights and Academic Writing

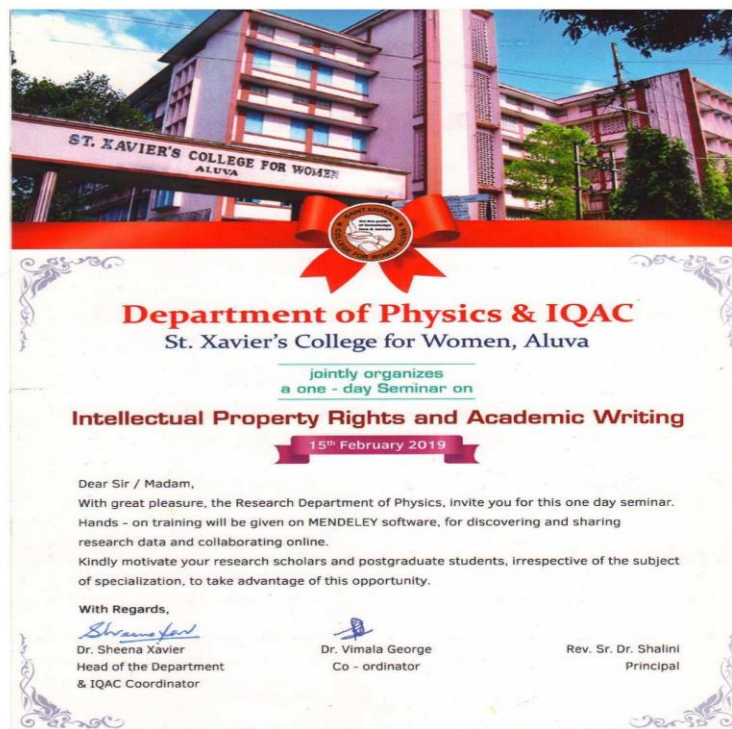
Session I: Academic Writing (10.00 am)

Dr. Jassimudeen S Librarian, St. Stephen's College,

Session II: Intellectual Property Rights-An Overview, (2.00PM)

Adv. Binoy K. Kadavan Advocate, High Court of Kerala)

The workshop participants will be able to understand the procedures for converting research findings into patents. This training will have a positive impact on faculty members' attitudes toward their project and research work, making them more focused and result-oriented, as well as the process for further commercialization/technology transfer.




7. Orientation on Revised NAAC accreditation Framework (22-02-2019)

Since NAAC introduced a quality assessment system, finding benchmarks on many academic parameters has become a major challenge for educational institutions. Furthermore, over the last two decades, the outcome of assessment has been somewhat perplexing to all stakeholders, with stars, grades of A, B, and C, and the introduction of + and ++. Recently, the entire assessment pattern was digitalized, and it now includes 70% quantitative metrics and 30% qualitative metrics. From the perspective of educational institutions, the new system has become more complex. In this regard, the institution has organised this session on the Revised NAAC Accreditation Framework to familiarize teachers with the changes in the framework. For teachers to learn more about the new NAAC Framework, a one-day FDP was organised. Dr. S V Sudheer, Director of HRDC, served as the seminar's resource person. He made teachers aware of the new applied approach to the assessment process.



INTERNAL QUALITY ASSURANCE CELL
ST.XAVIER'S COLLEGE FOR WOMEN, ALUVA



**TRAINING ON REVISED NAAC
ACCREDITATION FRAMEWORK**
TRAINING PROGRAMME FOR TEACHERS AND NON TEACHING STAFF

RESOURCE PERSON
DR. S V SUDHEER, DIRECTOR,
ACADEMIC STAFF COLLEGE

22-02-2019
MOTHER THERESA
SEMINAR HALL

ORGANISING COMMITTEE
DR. SR. GEEGE JOANAMMA XAVIER, PRINCIPAL
DR.SR.STELLA K A, VICE PRINCIPAL
DR. SHEENA XAVIER, IQAC CO-ORDINATOR

8. Orientation on Revised Accreditation Framework (16 March 2019)

A session was planned for non teaching staff To give awareness about RAF and To improve the quality of the Institution



9. GRACE 2019

This is a one-of-a-kind administration and professional technicalities training programme for teachers and administrative staff from various institutions. Collegiate administration and its accounting system is unquestionably a difficult platform to comprehend and implement. These modalities may be routine for administrative staff. However, the teaching staff, which serves as the feeding segment for the administration to work on, may be unaware of the entire process. This training programme aims to raise general awareness of KSR, the purchase procedure, the SPARK, and UGC regulations, among other things.





GRACE 2019

Guide and Revamp Aided College Environment
Training Programme for College Staff (21.03.2019 - 23.03.2019)



10. Entrepreneurship Awareness Camp (EAC)

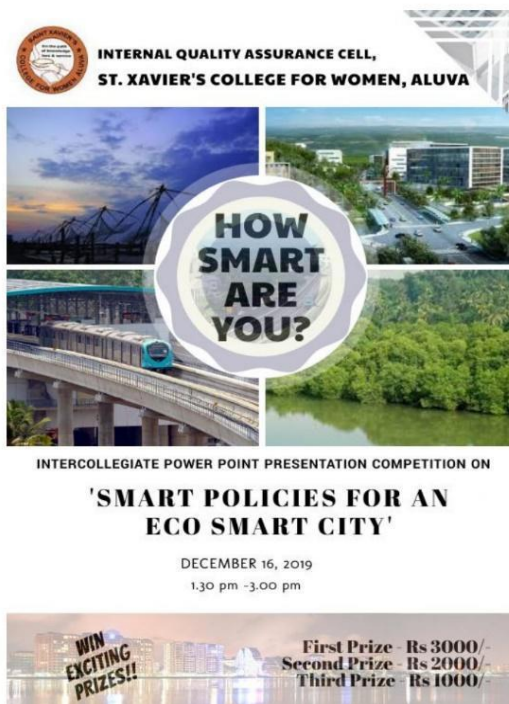
The inauguration of EAC was done at 9:30 am at Mother Teresa Seminar Hall. Dr. Sheena Xavier, the IQAC Coordinator welcomed the gathering. Rev Dr. Sr. Geege Joanamma Xavier, The Principal of the college delivered the Presidential address. The inaugural address was given by Mr. Shibilin Mohammed T.K Asst. faculty of EDII, Thrissur. Dr.K.Manjusha, Coordinator of the event and Member of IQAC offered the Vote of Thanks. After the formal inauguration, the forenoon sessions were handled by Mr Shibilin Mohammed. The afternoon session was activity based. On the second day of the camp the students were taken for an industrial visit to Sprint apparels at INKEL, Angamaly. There, they got an opportunity to interact with MD of the unit who shared his experience with them. There were two sessions in the afternoon one on 'Support & Financial assistance from Government agencies, banks and financial institutions' for startups and the other on 'Marketing & market segmentation' for startups handled by Mr. Prabhakumar, Ass. District Industries Officer, District Industries Centre, Aluva and Mr. Shibilin Mohammed of EDII respectively. These talks were very informative; it gave students an outline of whom to approach for the seed funding and the essential contents of business plan/ proposition. On the third and final day of the camp the first session was of Mr. Shibilin on B-Plan + How to deliver an effective pitch. In 'Meet the Entrepreneur' session the students got an opportunity to interact with a women entrepreneur Ms Chandra Vadhana, CEO, 4Tune Factory and Prayaanalabs. The afternoon session was on Company registration by Mr Radhakrishnan, CSA, Ms Sreekumar Associates.



11. Academia 2018-19 (28th January - 1st February, 2019)

The academic week, ACADEMIA 2018-19 was conducted during 28th January – 1st February, 2019 organized by the IQAC. The IQAC had organized five events– Expert Lectures Series, Student Lecture Series, Quiz, Powerpoint presentation competition, Xav Exhibition – Exhibition on Science, Arts & Commerce.

- Expert Lecture Series: The expert lecture series was conducted by the respective departments during January 31st – February 1st 2019. Each department had organized talks by an expert as enlisted earlier.
- Student Lecture Series – Today's students tomorrow's teachers: The Student Lecture series was conducted by the respective departments on January 28th, 2019. This program was conducted to give an opportunity to the final year students for conducting lectures on topics related to their subject for the first or second year students in their twinning departments.
- Quiz Competition: A General knowledge quiz was conducted for the students of the various departments on 28th January, 2019. The quiz comprised of two rounds and the students actively participated in the event.
- Powerpoint presentation competition: A powerpoint presentation competition was conducted during January 29, 2019. The topic for competition shall be 'Kerala Floods 2018 – Concerns and Challenges for Future.'
- XavExhibito: An Exhibition 'XavExhibito' was conducted for school students as well as our students in Arts, Science and Commerce streams on 31st January – 1st February, 2019.



8. Outcome of the event/Evaluation by Program Coordinator:

IQAC's primary responsibility is to initiate, plan, and supervise various activities necessary to improve the quality of education provided in an institution. The activities organised by IQAC aided in ensuring a high standard of teaching and learning.