

**ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA**

**Affiliated to MG University, Kottayam**

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

**ISO 9001:2015 Certified**



**INTERNAL QUALITY ASSURANCE CELL  
ANNUAL REPORT 2019-2020**

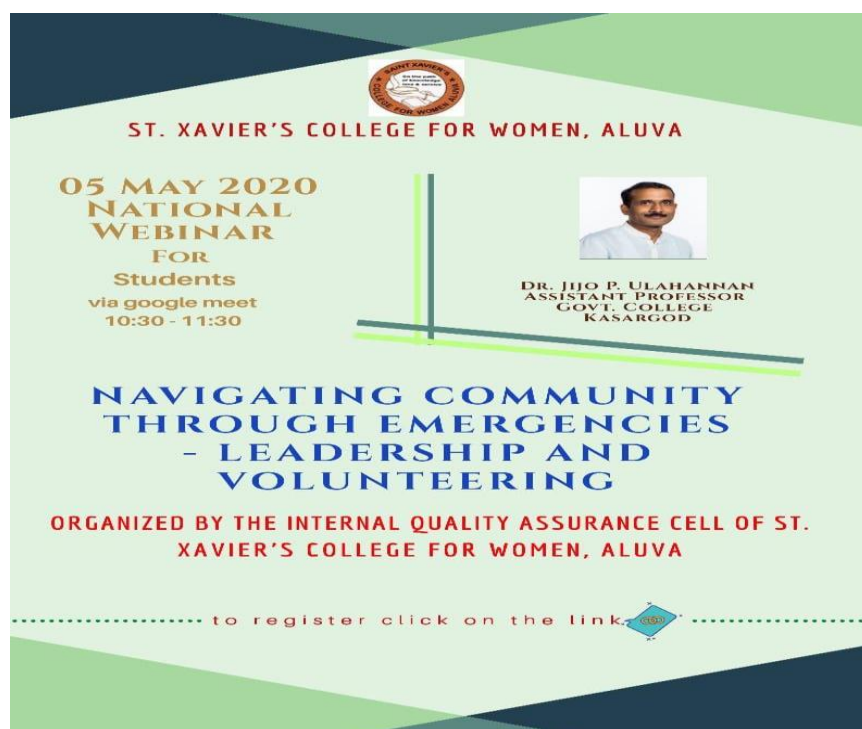
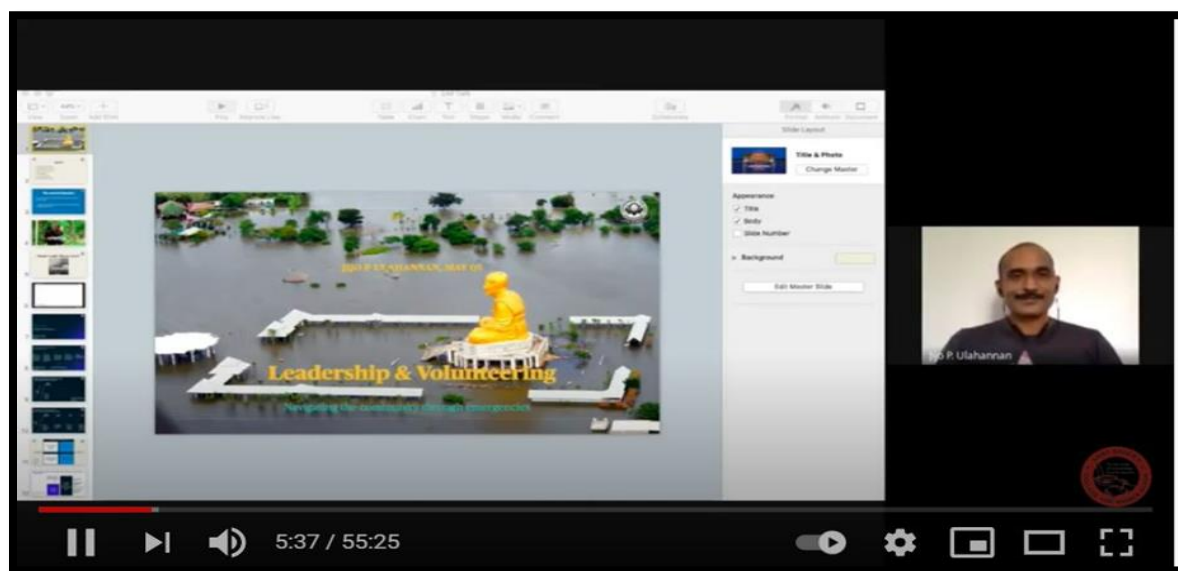
<b>1</b>	<b>Title of the program</b>	<b>IQAC Activities 2019-20</b>
<b>2</b>	<b>Name of the Coordinator/s</b>	Dr. Sheena Xavier
<b>3</b>	<b>Organizing Department/Cell</b>	Internal Quality Assurance Cell
<b>4</b>	<b>Date &amp; Duration</b>	June 2020 - March 2021
<b>5</b>	<b>Objective of the Program</b>	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.

<b>Sl. No</b>	<b>Dates (from-to) (DD-MM-YYYY)</b>	<b>Title of the FDP / professional development / administrative training program</b>
<b>1</b>	5-5-2020	Navigating Community Through Emergencies- Leadership and Volunteering
<b>2</b>	7-5-2020	Gamification Tools in Education
<b>3</b>	19-5-2020	Contactless learning and Teaching pedagogy
<b>4</b>	25-07-2019	One Day Training Programme on Life Skills
<b>5</b>	17-8-2019	Orientation for Teachers on ISO
<b>6</b>	2-10-2019	One Day Workshop on Student Solar Ambassador
<b>7</b>	3-10-2019	Orientation for IQAC Students' wing
<b>8</b>	5-10-2019	Training Programme on OBE
<b>9</b>	28-10-2019 to 29-10-2019	Hands on Training on Outcome Based Education
<b>10</b>	1-11-2019	Training programme on deQ
<b>11</b>	5-12-2019 to 7-12-2019	Community Sensitization Programme On CYBERGOGY: Learn, Relearn & Unlearn
<b>12</b>	18-12-2019	Equipping for ISO
<b>13</b>	18-12-2019	An Expert Talk – Oracle – “Sustainable Development, It Starts with You”
<b>14</b>	7-1-2020	Training for Internal Auditors (ISO)
<b>15</b>	3-2-2020 to 21-2-2020	Training in Mentoring and Counselling
<b>16</b>	14-2-2020	One day Seminar on IPR
<b>17</b>	17-2-2020 to 19-2-2020	Faculty development programme for teachers on Revised NAAC Accreditation Framework
<b>18</b>	3-3-2020	ECO SENSE
<b>19</b>	10-3-2020	Workshop for SWOC analysis and framing of recommendations for Strategic plan 2025
<b>20</b>	16-12-2019- 18-12-2019	Academia 2019-20

## 7. Detailed Description of the Event

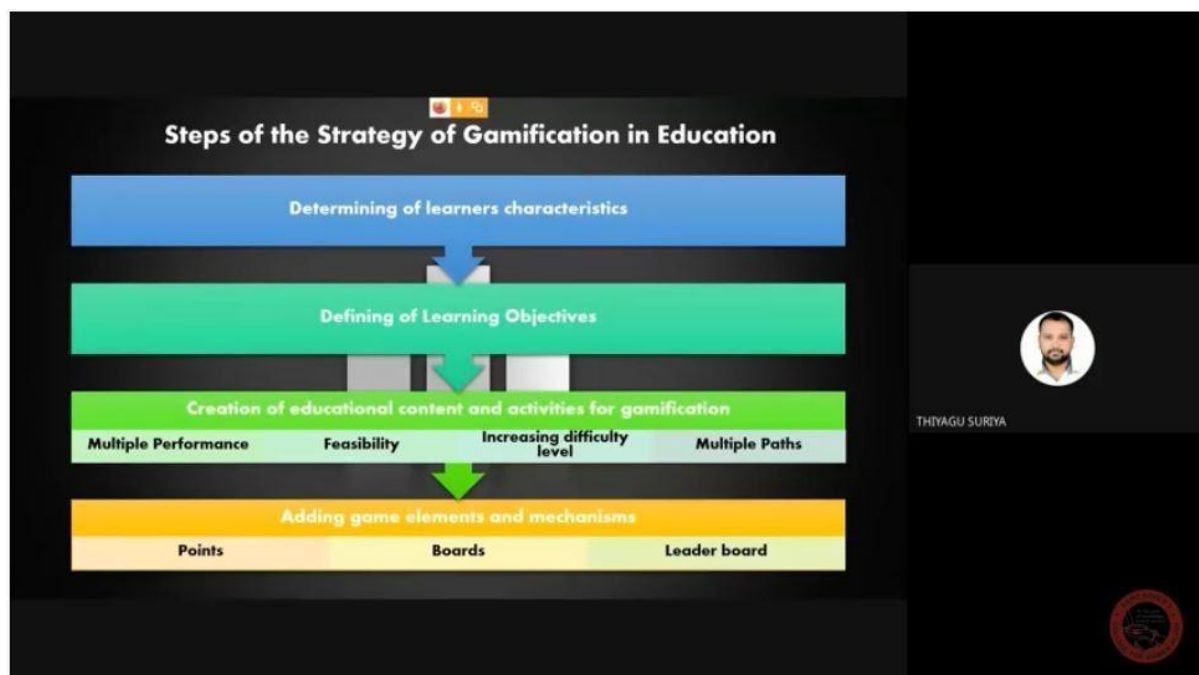
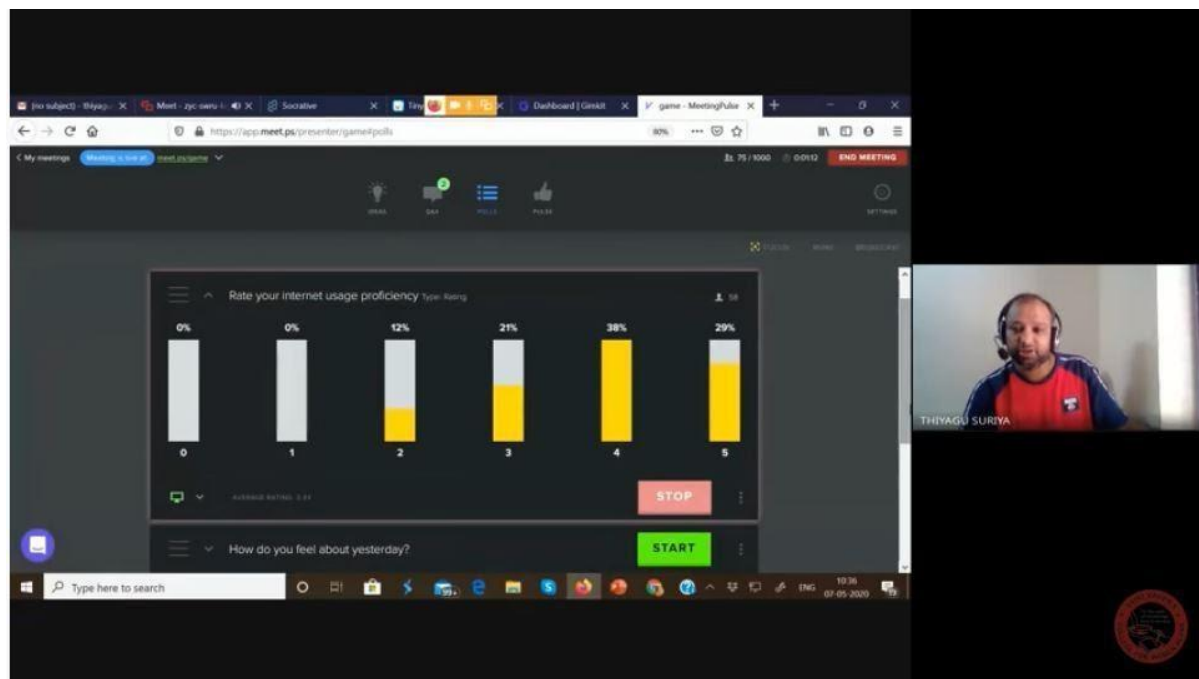
### 1. Navigating Community Through Emergencies- Leadership and Volunteering

The highlights of the events are given below. How do we deal with crises like pandemics? We have two options for responding: individually or collectively. The resource person underlined the importance of group action and offered the three R's: resilience, return, and reform. This is how we may solve an issue, and volunteering and teamwork are essential components of the process. When considering volunteering, keep the following in mind: self-reflection and contribution. Dr. Jijo went into great depth on the teams he and his colleagues had put together to collect and share data during the pandemic. He also described the challenges he experienced when managing groups and collaborations. This session inspired and informed the participants to become better volunteers and equipped them to deal with similar situations in the future



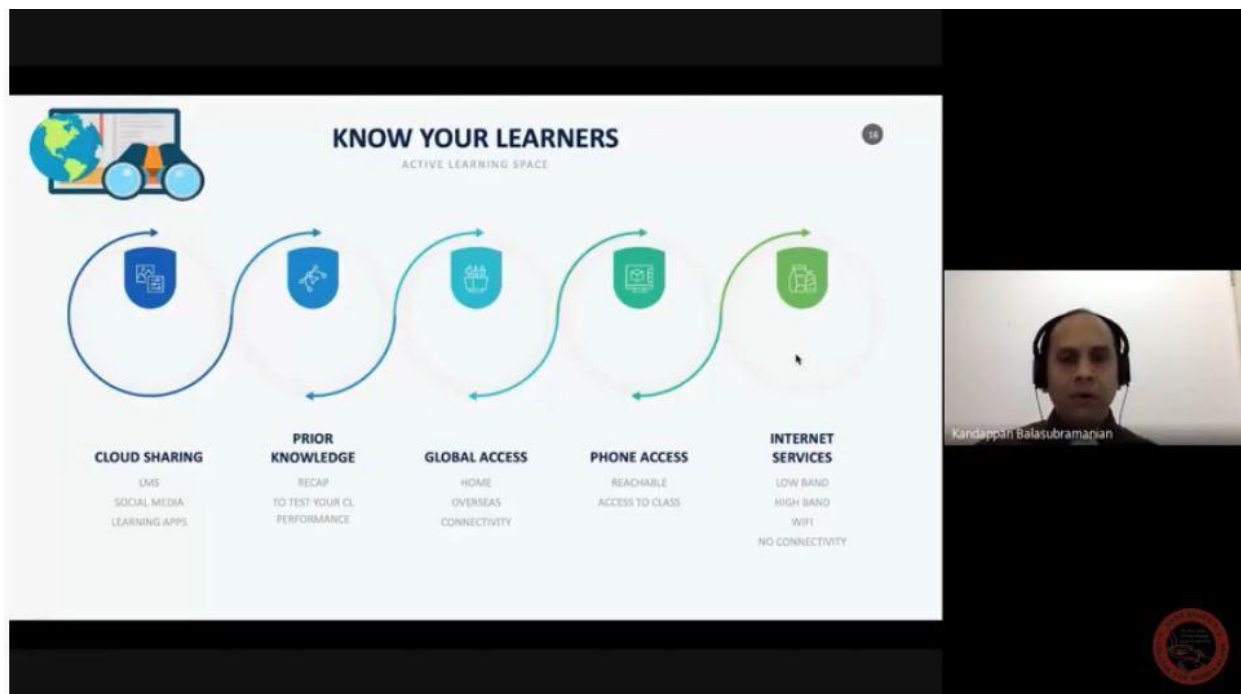
## 2. National Webinar on GAMIFICATION TOOLS in Education

This webinar focused on the implementation and use of gaming applications in the classroom, emphasising the importance of games in education, particularly during this time of online classes. During the webinar, gaming applications such as Kahoot, Quizziz, Socrative, and MineCraft Edu were discussed. It was more of a hands-on event, and the participants thoroughly enjoyed themselves. At the conclusion, there was a quiz, in which roughly 1500 people took part.



### 3. INTERNATIONAL WEBINAR ON CONTACTLESS TEACHING AND LEARNING PEDAGOGY

IQAC has organized an online training program on CONTACTLESS TEACHING AND LEARNING PEDAGOGY. This webinar focused on the following issues and its remedies. COVID 19 is the reason for a paradigm shift in teaching and learning in the twenty-first century. The beneficial aspect of the COVID 19 epidemic, particularly in terms of teaching and learning, is that it never ended. The job of the teacher has shifted to that of a facilitator, and learners' expectations have shifted as well.



**KNOW YOUR LEARNERS**  
ACTIVE LEARNING SPACE

The diagram illustrates five interconnected components of active learning space, each represented by a circle with an icon and a list of associated factors:

- CLOUD SHARING** (Icon: Cloud with document)
  - LMS
  - SOCIAL MEDIA
  - LEARNING APPS
- PRIOR KNOWLEDGE** (Icon: Head with gear)
  - RECAP
  - TO TEST YOUR CL
  - PERFORMANCE
- GLOBAL ACCESS** (Icon: Globe with location pin)
  - HOME
  - OVERSEAS
  - CONNECTIVITY
- PHONE ACCESS** (Icon: Smartphone)
  - REACHABLE
  - ACCESS TO CLASS
- INTERNET SERVICES** (Icon: Wi-Fi symbol)
  - LOW BAND
  - HIGH BAND
  - WIFI
  - NO CONNECTIVITY

Speaker: Kandappan Balasubramanian



**Contactless Teaching & Learning Pedagogy**

**International Webinar**  
**St. Xavier College for Women - India**

**KANDAPPAN BALASUBRAMANIAN**  
ASSOCIATE PROFESSOR

**TAYLOR'S UNIVERSITY**  
WISDOM - INTEGRITY - INNOVATION

**SCHOOL OF HOSPITALITY, TOURISM AND EVENTS**

Speaker: Kandappan Balasubramanian



#### 4. One Day Training Programme on Life Skills

A Life Skills orientation session was arranged. The session was led by Fr. Bobby Kattikad, a veteran writer and speaker. Fr. Bobby talked about the intrapersonal and interpersonal skills that a teacher should have.



## 5. Orientation for Teachers on ISO

An orientation session on ISO was organised on 17-8-2019 for teaching faculty. The session provided an overview of ISO certification. It would provide the institution with improved internal management, increased efficiency and productivity, and consistent outcomes that could be measured and monitored. The resource person described the various steps in ISO certification.




## 6. One Day Workshop on Student Solar Ambassador

Student Solar Ambassadors (SSA 2019) is a one-day global event organised by Gandhi Global Solar Yathra (GGSY) to educate over one million students about the devastating effects of climate change and to train them as future propagators of renewable energy through the creation of solar lamps. This event was co-organized by our college's IQAC and EECC to encourage and inspire students to stand up for the wonderful idea of "ENERGY SWARAJ," which stems from Gandhian principles of self-sufficiency. This event took place on October 2, 2019, which is also the International Day of Nonviolence. This year marks the International Day of Nonviolence Against the Environment. The students were educated on the various energy sources, the scarcity of conventional sources, energy conservation methods, the environmental issues caused by fossil fuels, the possibility of using non-conventional energy sources, and so on. Members could also put together solar study lamps. Members benefit from an awareness class, while approximately 120 students benefit from an expert talk. On two days, 113 students received hands-on training in the assembly of solar study lamps. These students later put together lamps for



distribution. Under the Solar Ambassador Programme organised by IIT, Mumbai, 100 students assembled solar study lamps. They received certificates from IIT Mumbai



*Creating Global Student Solar Ambassadors!*

**STUDENT SOLAR AMBASSADOR ONE DAY WORKSHOP**

St. Xavier's College for Women, Aluva

Treading along the principles of Mahatma Gandhi, St. Xavier's College for Women, Aluva is joining Gandhi Global Solar Yatra, an International drive for renewable energy. In the wake of energy crisis, it is high time the world embraced eco-friendly and renewable energy resources to save the universe from peril. Imbibing the spirit of Mahatma Gandhi, the good hearts across the globe are venturing to initiate a new drive where the universe may become self dependent for energy requirements. The young generation should be in the forefront in the march towards environment protection and energy conservation.

Pledging non-violence towards environment and pacing up with the international drive, the IQAC of St. Xavier's College for Women in collaboration with the department of Physics is organising one day workshop to impart hands-on training to assemble solar study lamps for students and faculty of the institutions in and around Aluva.

The workshop aims at sensitising students towards adverse effects of climate change and making them future propagators of renewable energy.

The event will be held on 2nd October 2019 to celebrate the Gandhian principles of self-sufficiency. This day will also be celebrated as the International Day of Non-Violence towards Environment !

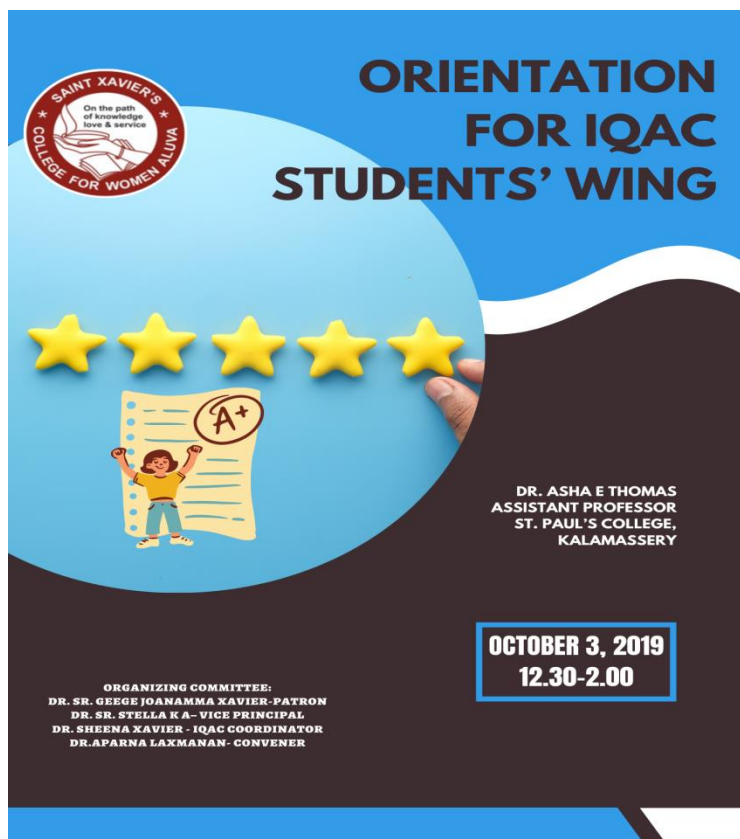
Welcoming all to partake in this noble venture.

Be an adept in assembling solar lamps, Be a Solar Ambassador





## 7. Orientation for IQAC Students' wing



## 8. Training Programme on OBE

St. Xavier's College for Women, Aluva organized an orientation on OBE for teachers on 5-10-20 where in Teachers were introduced to the concept of OBE. According to the resource person, outcome-based education (OBE) emphasises what students are expected to know and be able to do, that is, what skills and knowledge they need to have when they leave the College system.



## 9. Hands on Training on Outcome Based Education (28-10-2019 to 29-10-2019)

IQAC of St. Xavier's College for Women, Aluva in association with Kerala State Higher Education Council organized a 2 day intercollegiate training programme on Outcome Based Education. Prof. Rajan Gurukkal vice Chairman, KSHEC inaugurated the programme and gave a talk on the "Science and Philosophy of OBE, Accreditation and program Outcomes". The resource persons were Dr. Manulal P. Ram, Research Officer, Kerala State Higher Education Council, Dr. Shafique Vadakken, Research Officer, Kerala State Higher Education Council Dr. Saji Mathew, Research Officer, Kerala State Higher Education Council, Dr. Ajay K.K, Assistant Professor, Government College, Kottayam and Mr. Vijayakrishnan, Assistant Professor, Government College, Chittur, Palakkad. The programme almost covered all the relevant topics like Identify the Program Outcomes (PO) and Writing PSOS, Taxonomy of Learning, Assessment Items, Credit/ Hours Allocation, Concept of Course Outcomes, Writing Course Outcomes, Fine Tuning of Course Outcomes, Tagging of Course Outcomes, Question Setting with OBE-Tips, Mapping Strength, Attainment of COS, PSOS and POS





## 10. Orientation programme for teachers on deQ

deQ is an academic management ecosystem designed specifically for Higher Education Institutions (HEIs) to ensure quality across various processes such as learning, accreditation, outcomes, and institution management. IQAC of St. Xavier's College for Women, Aluva organized a training programme on DeQ on 1-11-2019. Teachers gained hands-on experience during the session. The resource person explained how to use this system to help us with accreditation, teaching, and learning practices.





## 11. COMMUNITY SENSITIZATION PROGRAMME ON CYBERGOGY: LEARN, RELEARN & UNLEARN

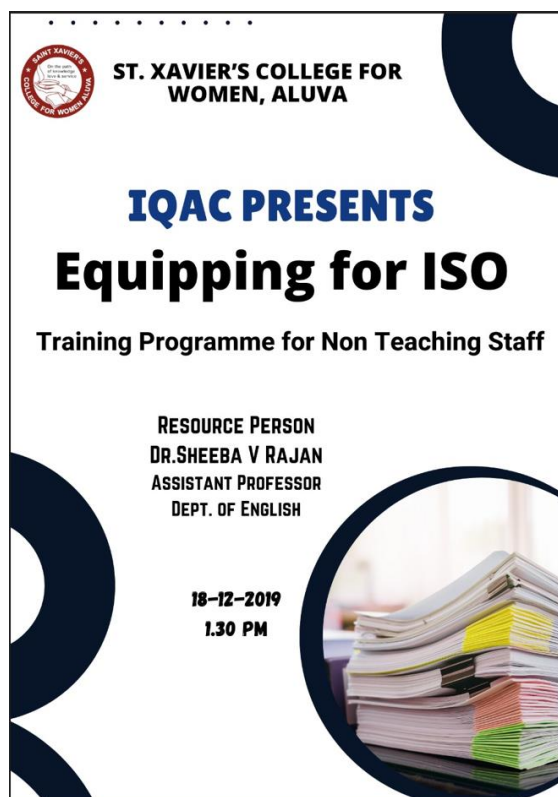
IQAC of St. Xavier's College for Women, Aluva organized a Two day workshop on Cybergogy. The workshop provided a platform for the faculty to reflect upon open technologies that facilitate collaborative, flexible learning and the open sharing of teaching practices that empower educators to benefit from the best ideas of their colleagues. The workshop included talks by eminent educationists who shared their expertise in the field of digital learning and curriculum followed by group discussions, group activities, session specific training exercises and so on.

The workshop was conducted from 5 December to 7 December, 2019. The sessions started at 10:00 am every day and ended at 5:00 pm. There were four sessions every day. So, all together there were 12 sessions which included Introductory and Valedictory sessions other than the Regular training sessions by the Resource persons.



## 12. Equipping for ISO - A Training Programme for the Administrative Staff

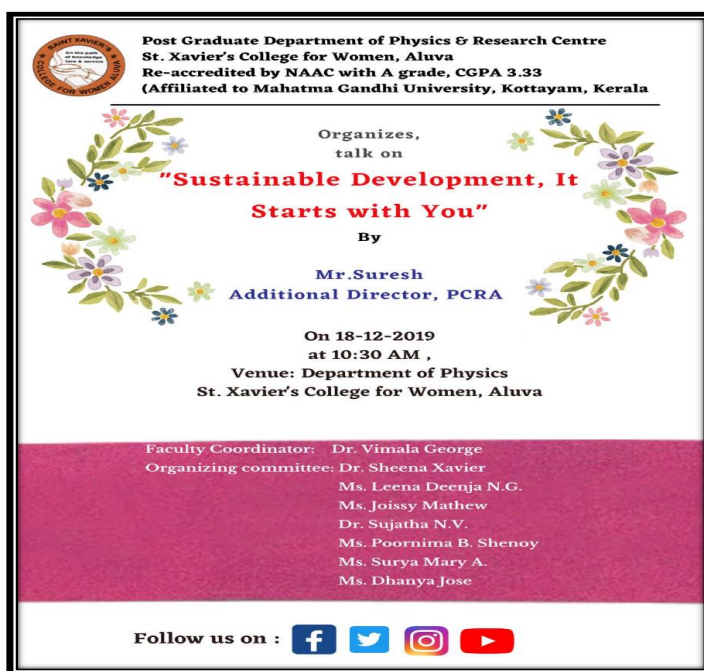
The resource person gave proper guidelines and directions for the verification of files/registers/documents



## 13. An ExpertTalk–Oracle–“Sustainable Development, It Startswith You”

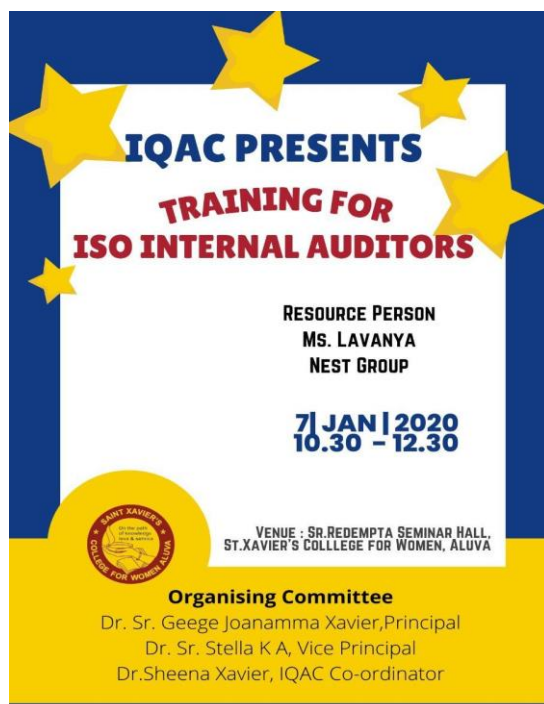
As part of Academic Week, an expert talk – ORACLE- was organized by the Department of Physics on the topic “Sustainable Development: It starts with you”. Mr. Suresh, Additional Director, PCRA was the resource person for the expert talk. First year, second year and Third year degree students were the focus of the talk. A total of 100 participants were present for the session.





#### 14. Training for Internal Auditors (ISO)

The session provided the participants guidelines of internal audit for ISO certification. The resource person described the various steps of internal audit required for ISO certification. Teachers recognized the significance of ISO certification in our institution. The resource person gave proper guidelines and directions for the verification of files / registers/ documents.





## 15. Training in Mentoring and Counselling

Staff Association in association with IQAC has organised a 15 hour training programme in Mentoring and Counselling for the teachers to strengthen the mentoring system of the college. The course was led by Rev.Fr.Dr Rajeev Michael, Clinical Psychologist, St.Joseph Hospital, Manjummel. 79 teachers participated in the programme





## 16. Seminar on Intellectual Property Rights

On February 14th, 2020, the college's IQAC, Research Promotion Council, and Institution's Innovation Council hosted a one-day seminar on intellectual property rights. The main goal of the seminar was to raise awareness about India's IPR system, which has grown in importance over the last decade. The seminar covered various aspects of intellectual property law related to the protection of intangible property. The seminar also covered the Indian patent regime, registration issues, and the patent filing process.



## 17. Faculty development programme for teachers on Revised NAAC Accreditation Framework

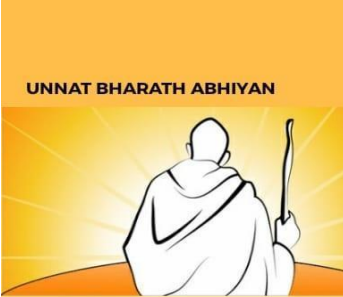
On February 17th, 2020, the three-day FDP began. A detailed discussion of the criteria took place during these days. The first day was devoted to Criteria I and II. Criteria III, IV, and V were discussed on the second day. The session was very interactive, and the teachers were able to get a general understanding of all of the criteria. Criteria VI and VIII were discussed on the final day of the FDP. The resource person discussed the significance of developing a strategic plan for the college and provided effective guidelines for doing so.





## 18. ECO SENSE

This event was organised by IQAC in collaboration with UBA in order to instil environmental stewardship in the villagers. Our adopted villages were the focus of the programme. The college has adopted five nearby villages through the UBA scheme. IQAC distributed cloth bags to villagers as part of this programme, encouraging them to use cloth bags instead of plastic carry bags.




**UNNAT BHARATH ABHIYAN**

**ABOUT UBA**

Unnat Bharat Abhiyan is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India.

The whole idea of Unnat Bharat Abhiyan is that The educational institutions in the country help in overall nation development by adopting villages. The educational institutions understand and participate in the development process by employing technologies in the rural areas and in turn students of the academic institutions and faculty members will enrich themselves. All-in-all, Unnat Bharat Abhiyan aims to create a vibrant relationship between the society and the higher educational institutions, with the latter providing the knowledge and technology support to improve livelihoods in rural areas and to upgrade the capabilities of both the public and private organizations in the society.



**ST.XAVIER'S COLLEGE FOR WOMEN, ALUVA**  
**ECO- SENSE 2020**

**PROGRAMME**

Prayer

Welcome Address : Dr. Sheena Xavier  
(IQAC Coordinator)

Presidential Address : Dr. Geege Joanamma  
Xavier (Principal)

Keynote Address : M.S. Madhavikkutty I.A.S  
(Assistant Collector, Ernakulam)

Felicitation : Ms. Lissy Abraham  
(Municipal Chairperson, Aluva)

Distribution of Cloth Bags

Vote of Thanks : Dr. Saumi Mary M  
(IQAC Member)





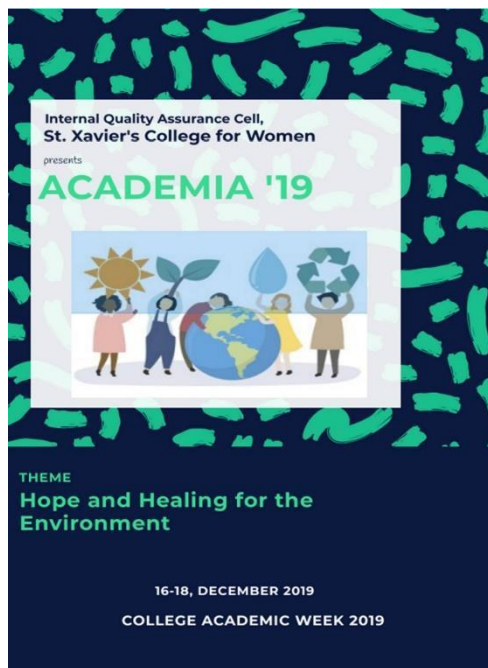
**19. Workshop for SWOC analysis and framing of recommendations for Strategic Plan 2025**

Teachers were divided into five groups to sort out the institution's SWOC analysis. The SWOC was then presented by the group leaders, and it was compiled and submitted to IQAC. Following that, departmental groups were formed to discuss and finalise the institution's strategic plan 2025.



## 20. ACADEMIC WEEK

The academic week, ACADEMIA 2019 was conducted during 16-20- December, 2019 organized by the IQAC. The theme for academic week was '**Hope and Healing for our Environment**'. The IQAC had organized three events– expert lectures - ORACLE, Inter-departmental student exchange program – INTERACT and an Inter-Collegiate PowerPoint Presentation competition



**EVENT 1: HOW SMART ARE YOU?**

- # Intercollegiate powerpoint presentation competition
- # Topic: 'Smart policies for an Eco Smart City'.
- # Two members in a team
- # The presentations should be original and may include latest reports, case studies etc. Animations of any kind should be avoided.
- # The presentation shall be of 20 minutes duration followed by 5 minutes for discussion.

**DEC 16**  
1.00 AM 3.00PM

**EVENT 2: ORACLE**

- # Interdisciplinary talk on topic related to environment by Experts
- # Organized by various departments
- # Students should be seated in the venue by 1.30 pm.
- # Details of experts and titles of talk may be intimated later

**DEC 17**  
1.00 AM 3.00PM

**EVENT 3: INTERACT**

- # Interdepartmental student exchange program
- # Each department shall be twinned with another department in the college.
- # One student from the final year lectures on topics related to environment for the first or second year students in their twinning departments.
- # The students selected for delivering talk should report to the HOD of the twinning department at 1.00 pm.

**DEC 18**  
1.00 AM 3.00PM

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

**HOW SMART ARE YOU?**

**'SMART POLICIES FOR AN ECO SMART CITY'**

DECEMBER 16, 2019  
1.30 pm - 3.00 pm

**WIN EXCITING PRIZES!!**

First Prize - Rs 3000/-  
Second Prize - Rs 2000/-  
Third Prize - Rs 1000/-

### About the Competition

Kochi, a bustling commercial port city, christened as the 'Queen of the Arabian Sea', is the financial, commercial and industrial capital of Kerala. A gaggle of islands interconnected by ferries, this cosmopolitan town is a true vintage-meets-future. As a proud fact, Kochi is among the first 20 cities selected under Government of India's Smart Cities Mission. The darting along the course of urbanization, however, has caused environmental deterioration and ecological issues. Long term eco-friendly measures have to be adopted and initiated to make Kochi a sustainable city for which smart policies are vital. We are pooling sharp concepts and smart ideas from young minds for making Kochi an 'Eco' Smart City. Welcoming all to join hands in this eco-venture.

### Registration

Each college shall send teams consisting of two members. Only one team member can deliver the presentation. The presentations should be original and may include latest reports, case studies etc. Animations of any kind should be avoided. The time duration is 20 minutes followed by 5 minutes for discussion. The interested students should send their names, affiliation, address with phone number and email id on or before 30.11.2019 to iqac@stxaviersaluva.ac.in. The completed MS PowerPoint files also should be sent to the above email id by 10.12.19 which shall be screened. The shortlisted candidates shall be intimated.

### Contact

7907500981, 8547578067, 9446894045







## **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.