



St. Xavier's College for Women, Aluva

Affiliated to Mahatma Gandhi University, Kottayam

Re-accredited by NAAC with A++ grade (CGPA 3.68)

Minutes of the meeting of IQAC held on 01/06/2023 at 10.30 am

Agenda:

To discuss the quality measures to be initiated from the new academic year onwards and quality, targets to be set based on the revised NAAC manual effective from January 2023.

The meeting commenced with a silent prayer. The principal, Prof Dr. Milon Franz presided the meeting. Dr. Ansa welcomed the members which was followed by discussions:-

Discussions & Decisions:-

- The quality initiatives already introduced in the college is to be continued and enhanced.
- The best practices to be newly introduced and the institution distinctiveness is to be finalized before July 15th.
- Induction program for newly appointed guest teachers is to be conducted every year. It will be conducted for the current academic year in the month of July. The programme will include sessions on conduct of internal assessment, external examination, use of college portal and introduction to OBE.
- A meeting of OAC is to be held before June 15th to instruct department about the calculation of PO attainment of 2023 pass out batches.
- All permanent & temporary teachers are to register in UGC's Vidwan portal and obtain Vidwan ID.
- The teachers require training on OBE. So training will be arranged in modules during university exam days for the teachers. Dr. Sujatha N V, Dr. Newly Joseph, Dr Vimala George and Dr. Baby Divya will lead different sessions.
- A training on lesson plan preparation also will be arranged during university exam days. Dr. Rosamma Philip, Mount Tabore College is to be invited as resource person.
- The formats for documentation of grievance redressal on internal exams, activity reports, mentoring reports and MPR are to be revised.
- Mentoring will be conducted with a common hour on first Tuesdays of every month. This hour is to be utilised for group mentoring. Personal mentoring shall be done other convenient times. If first Tuesday in a holiday, it will be rescheduled to second Tuesday.
- Decided to organise a seminar on NEP and FYUDP (four year Undergraduate degree program).
- The collection of data on student details will be done during admission.

→ The Research output to be improved. Improve the research environment of the college. The fund (overhead) from research projects may be utilized for research infrastructure development itself.

→ The principal informed that a Research Advisory Council is formed as instructed by UGC with Dr. Raji Mohan (for Commerce), Dr. Saumi Mary M(for Arts) and Dr. Sujatha NV (for Science) as coordinators.

→Dr. Ansa shared the information on SAAC and KIRF based on the Orientation program she attended which was reorganized by KSHEC.

→Dr. Vandana shared the information from the webinar she attended on Education Ecosystem Registry (EER).

The meeting came to an end at 11.30 am.



Dr. Ansa Alphonsa Antony
IQAC Coordinator



Prof. Dr. Milon Franz
Principal



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Minutes of the meeting of IQAC held on 19th June 2023 at 8.30 am

Agenda:

→ plan the quality enhancement programs to be conducted during the current academic year.

→ AQAR submission for the academic year 2022-23.

The meeting started in the Mother Theresa Seminar Hall with a silent prayer. The Principal presided the meeting. Dr. Ansa welcomed the members and the following discussions and decisions were taken:

Discussions and Decision:

→ The principal reminded that the new IQAC is yet to be included with external members. The next meeting of IQAC is to be conducted in full quorum.

← The following quality enhancement programs for the program are to be conducted this academic year.

i) FDP on OBE

ii) Workshop on Preparation of Lesson plan.

iii) Workshop to prepare Institutional Development plan.

iv) A national seminar on NEP and other curriculum reforms.

v) A state seminar in collaboration with KSHEC on KIRF & SAAC.

vi) Induction program for newly appointed guest teachers.

vii) FDP for NTS.

→ The expenses for the above programs are to be raised via sponsorship. All members are to try for the same.

→ For the induction program for guest teachers, Dr. Anila N will introduce DeQ, Dr. Sheeba V Rajan and Ms Binu Correya will familiarize the internal assessment system for CIE, Dr. Nisha P will give instructions on invigilation duty for external exam and Dr. Newly will give an introduction to OBE.

→ for all the programs, duties will be divided as follows:

Accounts - Ms. Lidia Durom

Food - Dr. Seema.K

Conveyance - Dr. Ansa Alphonsa Antony

Brochure - Dr. Revathy S

Guest Book - Dr. Vandana Aravindan

Attendance, Register & Banner – Dr. Smrithi S Babu

Report & Program Schedule – Dr. Liss Marie Das

Feedback Analysis – Ms. Lidia Durom

Arrangement of Hall – Dr. K Lekha.

→The data collection for AQAR 2022-23 is to be discussed with former IQAC members in a meeting on 23rd June 2023.

→Dr. Ansa also requested the IQAC members to give suggestions for the Best Practices and Institution Distinctiveness before July 15 th

The meeting came to an end by 10.00 am.



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Minutes of the meeting of IQAC held on 08th November 2023 at 2.00pm

Agenda:

- Presentation and Discussion Institutional Development Plan.
- Discussion of AQAR 2022-23.
- Deciding the Best Practices of the college.
- Result Analysis of 2023 pass out batch.

The meeting started with a silent prayer. The IQAC co-ordinator Dr. Ansa welcomed the members and the Principal Dr. Milon Franz presided the meeting. She reminded the need for improving the high grade already achieved. She congratulated the IQAC members for already being involved in the process of enhancing the quality initiatives and taking the initiative to prepare the institutional Development Plan (IDP) and conducting a workshop for the same. The IDP need to be modified according to the recently granted Autonomy status and implementation of FYUGP. The IQAC should plan programs that improve the employability of students.

The manager Rev. Sr. Charles wished the IQAC members all the very best for the future endeavors.

The external members introduced themselves

Discussions and Decisions: -

- The IQAC co-coordinator Dr-Ansa presented the contents of the draft of IDP of SXC with the newly defined mission, vision, strategic statement, strategic goals and welfare measures. The manager Rev. Sr. Charles gave approval to present the contents in the upcoming Governing Body meeting. However, she advised to add few more slides to the ppt explaining the planned quality enhancement initiatives in the academics, co-curricular and other student-centric activities of the college
- Ms. Mridula Anup, external member to IQAC, suggested to initiate more IPR related activities and utilize the 'Space' (incubation centre) more. The Students should be exposed to more seminars and case studies and have more practical knowledge. Give AI related events and entrepreneurship oriented programmes to students. Seminars on project funding and Business communication skills and group discussions are to be conducted. She gave a suggestion to give a college tour to external members of IQAC.
- A decision to provide the service of a non-teaching staff to the IQAC for AQAR- data documentation was approved in the meeting.

→ Based on the AQAR 2022-23, the teacher-in-charge of each criteria gave the following updates.

Cr.1 Dr. Liss Marie Das. More no:of students need to be enrolled into NPTEL and other MOOC courses.

Cr 2 Dr Vandana Aravindan. The enrollment rate of students decreasing each year. The pass percentage of students has improved but still need improvement in the coming years.

Cr 3 Dr. Revathy S. The present score for the matrices for Research publication and research grant is zero. So the research output of the teaching staff is to be improved.

Cr 4 Dr. Vimala George. The present student computer ratio is 7:1. It needs to be improved to 5:1. More smart boards to be purchased. Master Stock registers for computer is to be maintained well. Purchase committee need to be more active and Damage register to be maintained.

Cr 5 Dr. Seema K. Scholarships and freeships to be increased. The freeships given by teachers are also to be counted. The progression and placement is only 47%. The number of students qualifying IELTS, GATE etc is low. Need to apply for awards. The alumni contribution to be enhanced.

Cr 6 Ms. Lidia Durom. The performance appraisal of the staff is to be done by IQAC.

Cr. 7. Dr. K. Lekha. The documentation of activities is to be improved.

→The meeting approved the following two Best practices for the upcoming present assessment period.

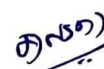
1. Spread the awareness and skills for 17 SDGs by 2030 (UN 2030 Agenda). The first two years will be for the activities inside college(for 2 years) and then it is to be extended to the nearby schools.
2. Innovation, Entrepreneurship & Start-up - All departments have to identify and initiate a start up.

→Result Analysis- Ms. Lidia Durom. The UG pass % is 83. PG pass % is 56.72


Total pass % is 80

→The institution distinctiveness to be finalized in the next meeting.

The meeting came to an end by 4:30 pm


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Minutes of the meeting of IQAC held on 19th March 2024 at 1:30 pm.

Agenda: Review of the activities of IQAC for the academic year 2023-24.

The meeting commenced with a silent prayer at 2.30 pm in the IQAC room. Dr. Ansa Alphonsa Antony welcomed the members and presented the IQAC minutes of the previous meeting. In the presidential address, the Principal Dr. Milon Franz reminded the IQAC members about the role of IQAC in the upcoming changes due to FYUGP and autonomy. She mentioned about the challenges in the admissions in autonomy. In the new system, internships will be part of the syllabus so we need collaborations. She also reminded that the Incubation centre is not in full swing. So we need to promote start-ups.

The IQAC Co-coordinator Dr. Ansa reviewed the activities of IQAC in the academic year. She congratulated the members for the meticulous perfection in the collection and compilation of the data of AQAR 2022-23. The Induction program for newly appointed guest teachers and preparation of Institutional Development plan were new quality measures initiated by the present IQAC team. The IQAC also organised FDPs for teachers, a National Seminar on NEP & FYUGP and workshop on IDP. She thanked the Principal, for supporting all the activities and initiatives of the IQAC and the Vice Principal for the support in preparing the budget plan for five years. She also remembered with thanks the guidance of Dr. Shakila Shamsu, former OSD (NEP 2020) and Prof. Mohan B Menon, former VC, in preparing the IDP. She thanked the Principal, Manager and Chief Superintendent for the support in documenting AQAR by providing the NTS smt. Teslin.

Discussions and Decisions:-

→ The IDP was approved by the Governing Body in the meeting held on the 5th Dec 2023.

→ The NCTE (National Council for Teacher Education) has invited application for conducting ITE P (Integrated Teacher Education Program) for 2025-26. The application will be open from 1st April to 31st May 2024. Sr. Stella will discuss the matter within the management and decide on applying.

→ One of the Best practices - Innovation, Entrepreneurship & Start up is changed as per - A new System, Indian Knowledge System - is adopted instead Sanskrit names will be given to both the Best Practices.

→ Dr. Revathy, Dr. Sujatha, Da Saumi Mary M and Dr. Ninu are assigned the duty to prepare a syllabus on "Ethics on Research" which is to be taught as a paper in the course work on research methodology by the research departments.

→ The promotion of Innovation and Skill Development is adopted as the Institution Distinctiveness for the current period.

→ An ever rolling trophy will be instituted by the IQAC for the best performing department based on parameters like number of publication/faculty, number of projects/faculty, exam result pass percentage, consultancy, collaborations -national & international, programs organised and ICT and e- content development. The endowment for conducting international seminars will be given based on this score.

→The Best Teacher Researcher Award will be given for Arts, Science and Commerce streams separately from academic year 2024-25 onwards. This was a quality assurance step initiated as per suggestion by the IQAC from 2023-24.

→ For the annual PBAS Submission by teachers to the IQAC, the period of assessment is changed to 1st April to 31st March.

→For 2023-24, the PBAS of teachers was collected and analysed. The teachers organise student-related co-curricular and extracurricular activities, skill enhancement programs and employability enhancement program. But teachers have to improve the research output considerable and initiate consultancy services. Number of Ph.D holders may be increased during the appointment of guest teachers.

→IQAC needs to have collaborative quality initiatives with other institutions. All members were requested to have suggestions on this regard in the next meeting.

→Sr. Stella suggested to encourage departments have industrial tie ups. The MoUs made by the institution may be distributed among departments to carry out the respective activities.

→The IQAC may refer to the Government Policy for transgenders to prepare the Policy for transgenders for the institution gender studies may be included in the curriculum.

→ As per IDP, the college requires to purchase 25 computers, 3 Interactive Boards, pointer & presenter during 2024-25. The Principal informed that PTA will purchase one interactive board. CSR funds to be tapped for purchase of computers.

→ Smt. Mridula Anoop suggested to add skill enhancement courses to existing programmes. Industry relevant certificate courses to be introduced. We need to review the effect of skill development programs organised in the college. Students will prefer integrated courses like B.com with LLB.

→ Sr. Jiji Joseph to conduct P.S.C coaching for students: Students may be given guidance in optimizing the use of P.S.C website.

→ It was decided to instruct the departments to identify job-oriented certificate courses or MOOC - SWAYAM, NPTEL-Courses that will help students to gain credit. This list of courses is to be finalised before admission and included in the brochure. Teachers from each department will inform parent about the advantages of these courses and encourage students to join them.

→ Programs that enhance communication skills of student are to be organised. Mock interviews may be conducted. We can avail the service of the counselor of the college to conduct motivational session for students.

→ The institution can arrange programs for skill development, training to attend EQ tests & logical reasoning tests and PSC coaching with the help of Alumni who are working in the

respective fields. This can be entrusted with the Alumni Association. Dr. Nisha P and Dr. Liss Marie Das may be instructed to explore the possibility of such course through ICT academy and ASAP. Programs to improve presentation skills in pitching business ideas may be conducted.

→Ms. Christlean Jose, the Student representative, suggested to conduct IELTS and foreign language courses for the students.

The meeting came to an end by 3:30 pm.



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