



ST. XAVIER'S COLLEGE
(AUTONOMOUS)
5, Mahapalika Marg, Mumbai - 400 001,
INDIA.
☎ 2262 0661/65

ACTION TAKEN REPORT 2019-20

Four meetings were conducted on 28.06.2019, 16.10.2019, 17.02.2020, 14.05.2020

1. Conferences/ seminars / workshops /webinars : Although the initial plan was to have just 2 per semester with the international conference DISHA as the fifth activity, in actual fact a total of 12 such activities were held with an additional 7 webinars being conducted by the IQAC in collaboration with various resource persons/departments/institutes. Several webinars were held to train the faculty in online teaching. In addition,

- The IQAC in collaboration with various committees on campus planned seminars/workshops for training staff in the implementation of appropriate measures in the event of a disaster/medical emergency. The first of these events involved The Fire safety training and fire safety drill which was held on 27th February 2020 (2:40 pm to 4:30 pm) with the Lab safety committee of the college. The First Aid programme could not be held due to the lockdown.
- A one-day exhibition for school children and junior college students on Popularization of Science (by science departments) was conducted in Nov 2019 with the sponsorship of the DBT-CTEP. This was an effort to reach out to the schools in the neighbourhood. A second exhibition 'Xynergy' was curated by the Science, Arts and Humanities in Nov 2019 for school and junior college students. This exhibition focused on career opportunities in the varied disciplines.
- Two seminars on Gender Sensitization were conducted for the Non-teaching staff, one with Red Dot and the second by Ms. Renuka Mukadam (Symbiosis) in Marathi
- Ms.Neha from XRCVC conducted a one day training in inclusive education titled 'I for Inclusion' on 15th February 2020, for 39, B.Ed Teacher trainees of 2nd year B.Ed of Thakur Shyamnarayan College of Education and Research (B.Ed. College)

2. Understanding the need to train additional staff in preparing for NAAC, the college, at the recommendation of the IQAC, sent faculty for various Capacity Building Programmes (5 different programmes) at other Institutions.

3. Teaching Plans for all courses were collected



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4. Feedback and surveys:

a. **Course Feedback:** The course feedback from students for the odd and even semesters was successfully completed and the analyzed results have been submitted to the IQAC by the Head, Dept. of Statistics. They will be shared with the individual departments.

Teaching Assessment Questionnaire : Completed online for all courses in the Odd and Even Semester. The analysis was handed over to the principal who will discuss it with the respective faculty. It has been collected by several staff.

Alumni feedback: Analysis shared with the IQAC in the first meeting of the Academic year 2020-21

Feedback from Parents of students: Analysis shared with the IQAC in the first meeting of the Academic year 2020-21

b. Surveys:

Student Satisfaction Survey: A detailed questionnaire that probes the response of students to initiatives of the college and facilities on campus, was conducted. (~1400-1500 responses)

Analysis shared with the IQAC in the first meeting of the Academic year 2020-21

Student Council: Survey

Ruhi Jain – the general secretary, represented the students on the IQAC.

i) At the suggestion of the IQAC, the student council created administered a form for the student response to Swayam, an existing provider of online courses. Of the 600 students who had signed up for online courses less than 20% responded to the survey, hence the analysis may not truly reflect the response of the majority. The analysis of the result revealed that:

- 59% of the students (who filled the questionnaire) registered for one/more online courses with Swayam/Coursera/Udemy/My captain after joining SXC
- 78% felt their course was good to excellent and the objectives were met
- 52% said they were able to manage the course with college work, but 13% found it very difficult to balance both.

ii) In order to determine the kinds of online courses (if conducted by SXC) that students would be interested in, the student council headed by Ms. Ruhi, initiated a survey to which 217 students responded. 95% of them stated that they would be interested in online courses that were conducted by SXC.

The most sought after courses were:

- Computer programming/language; psychology; economics; Language/creative writing/humanities; Anthropology/Sociology/History followed by
- Finance management, Life Sc., Management skills, Statistics

The response indicates that the students might have been basing their choices on existing Cross faculty Courses becoming online programmes rather than considering any and all online learning options. The form might need to be re designed to get a clearer picture.

5. Starting online courses :

Although no courses were started, students were encouraged to sign up for 'Swayam'. In addition, Corsera had agreed to offer online courses at Xavier's. There was a need to identify what we



required, for which the student council was approached to conduct a survey on the kind of online courses students would be interested in taking if SXC were to offer them. During the lockdown period, through the webinars, the faculty is being trained to teach online in the next academic year, making them more confident of starting additional programmes online.

6. PSOs and COs – The teaching faculty were requested to create the PSOs and COs for all the courses that will be offered in 2019-2020, with an analysis of the COs with respect to Bloom's taxonomy incorporated

7. Policy documents – the process of creating a compendium of all policies and SOPs of all committees and administrative bodies on campus was initiated. Several Policy documents were revisited and changes incorporated. Standard Operating Procedures for committees/associations/activities is also being reworked

8. Audits: A Status Report of Audits on campus:

a. Structural audit: the preliminary report of the audit, conducted by “Vakil, Mehta and Sheth Consultants” was submitted on 1st Nov 2019. The final audit report has not as yet been submitted, as the agency needs to do a further in-depth study of some aspects of the structure which showed up in the preliminary report.

b. Environmental audit: An MOU has been signed with the non-profit Centre for Environmental Research and Education (CERE) dated the 19th of March, 2020. They have stipulated the 31st of October as the “Termination Date” for the completion of the project, but the current lockdown and further social distancing norms may come in the way of this stipulated termination date.

c. Financial Audit: The internal audit was completed on the 25th of Jan, 2020. The Statutory financial audit for the accounting year ending 31st Mar, 2019 was completed in Sept 2019, and the returns duly filed. The Statutory audit for the 2019-2020 financial year has not as yet begun, on account of the lockdown.

d. Electrical Safety Audit: The audit was conducted by “Friends Electricals”. It began in December 2019. The “Electrical Inspection Report for Electrical Safety and Fire Audit” has been submitted on the 21st of April, 2020.

e. Fire Audit: An audit was conducted by Monsher Fire Controls Pvt Ltd on the 19th of March, 2020, and the interim report and recommendations have been subsequently submitted.

f. Administrative Audit: The audit was conducted by a two-member team from the “Xavier Board of Higher Education in India”, on the 24th and 25th of Jan, 2020 and their report was submitted.



9. Website: The Website upgradation and Digitization work is ongoing. Several department websites are ready and others are seeking help to complete the work. All will be linked when at least 80% of them are completed

10. Encouragement of Teaching/Non Teaching Staff: Some measures to show our appreciation and to encourage the non teaching staff were approved:

- Holding a bonding session for the non teaching staff in the form of a picnic was scheduled for March-April 2020 but could not be held due to the lockdown.
- Creating a notice board with a Wall/Hall of Fame section to showcase the achievements of the non teaching staff was brought up
- Instituting an award with a small monetary benefit/ name highlighted in a notice and a certificate for:
 - i) Staff who had acquired additional qualifications such as a degree/diploma while they were working with us needs to be applauded and mentioned.
 - ii) The teaching and non-teaching staff that have completed 25 years of service

11. New Academic programs : The following new programs were approved by the IQAC for commencement in the academic year 2020-2021.

- a. MA in Conservation of Arts
- b. MA in Economics.
- c. Certificate course in Sanskrit
- d. Certificate course in Yoga
- e. M.A. in Philosophy – with exit points that allow a diploma to be awarded (with DIRS/Heras)
- f. Diploma in Travel & Tourism
- g. Diploma in Landscape Designing and Gardening by the Department of Botany
- h. Certificate course in IPR and Entrepreneurship – Dept. of Microbiology
- i. Masters in Media (XIC)
- j. Diploma in Event Management (XIC)

