

The Annual Quality Assurance Report (AQAR) of the IQAC

For the Period 1st July, 2017 to 30th June, 2018

St. Xavier's College, Mapusa, Goa 403507

Part – A

1. Details of the Institution

1.1 Name of the Institution

ST. XAVIER'S COLLEGE

1.2 Address Line 1

XAVIERNAGAR,

Address Line 2

City/Town

MAPUSA

State

Goa

Pin Code

403507

Institution e-mail address

xavierscollege1963@gmail.com

Contact Nos.

0832-2262356, 0832-2263031

Name of the Head of the Institution:

Dr. (Fr.) Jeronimo D'Silva

Tel. No. with STD Code:

0832-2262356, 0832-2263031

Mobile:

(+91) 982 215 2294

Name of the IQAC Co-ordinator:

Dr. Ubaldina Noronha

Mobile:

(+91) 982 318 2968

IQAC e-mail address:

webinfo@xavierscollege-goa.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GACOGN 14814

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC/(SC)/01/RAR/88 dated 5-5-2014

1.5 Website address:

www.xavierscollege-goa.com

Web-link of the AQAR:

<http://www.xavierscollege-goa.com/IQAC>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	4 stars	---	1999	5 YRS
2	2 nd Cycle	A	---	2007	5 YRS
3	3 rd Cycle	A	3.36	2014	5 YRS

1.7 Date of Establishment of IQAC :

13/08/2005

1.8 AQAR for the year

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2014-15 emailed on 12.12.2018
- ii. AQAR 2015-16 emailed on 12.12.2018
- iii. AQAR 2016-17 emailed on 12.12.2018

iv. AQAR 2017-18 emailed on 12.12.2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes UGC No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Under Graduate : BCA, BBA, BBA (T&T), BA Mass communication,
BA Journalism, BSc Biotechnology

Post Graduate : MA in Psychology, MCom, MSc in Chemistry

1.12 Name of the Affiliating University (for the Colleges)

Goa University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text" value="√"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="03"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="05"/>	Faculty	<input type="text" value="06"/>
	Non-Teaching Staff	<input type="text" value="02"/>	Alumni	<input type="text" value="06"/>
	Students		Others	<input type="text" value="00"/>

2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No	<input type="text" value="√"/>
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If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Workshop on Compering – Department of Marathi
Workshop on the use of Galileo (Computer reservations system (CRS))
SPSS Workshop – PG Department of Commerce
Workshop on Guitar-in-a-jiffy – by Crescendo Music School
Workshop on Mushroom cultivation – by Nature Club
Workshop on mime (Three days) - Theatre Club
Workshop on Advanced public speaking – Department of English
Workshop on Molecular Biology – Department of Microbiology
Rorschach ink blot test: Exners comprehensive system – PG Department of Psychology
Technotales – state level Digital story telling workshop – Department of English
Shape your future & career guidance for class 10 students – Parish Linkage Club
Importance of internship for SY BBA and T&T students – GCCl linkage
Transcending the glass ceiling and gender stereotypes – Departments Philosophy, Sociology, History, & Political Science
Konkani Wikipedia –Department of Konkani and library
GST as a game changer –Department of Political Science and department of Commerce
Recent advances in applied Chemistry and Electronic Technology –Department of Chemistry
Bioinformatics – Departments of Bio Technology, Microbiology and Computer Science
Basic techniques in Pharma industry – Department of Microbiology
Learning by doing experiments in Physics –Department of Physics
Hands on workshop on Internet of things – Department of Electronics
Team work, time management and self esteem
Documentary film making – Department of Mass Communication
Broadcast media – Department of Mass Communication and Journalism
Indoor lighting and photography techniques - Department of Journalism
Workshops on 'Interfacing and Automation' – Department of Physics
World of Dramatics – for beginners - Theatre Club
Workshop on Conceptual Quantum Chemistry - PG Department of Chemistry
Workshop on Scientific type setting and Diagram Plotting using LATEX Software – Department of Mathematics

2.14 Significant Activities and contributions made by IQAC

<p>Talk on 'Prevention of Sexual Harassment at the Workplace'</p> <p>Workshop on 'Resume writing and interview facing skills'</p> <p>FEP: Ensuring Excellence in Higher Education through Intellectual Property Rights (IPR) and Performance Based Appraisal System (PBAS)</p> <p>Monitored online student evaluation of teachers</p> <p>Initiated a parent feedback mechanism</p> <p>Installed a suggestion box</p> <p>Demonstration on the use of fire safety equipment in association with the Fire Safety Department of Government of Goa</p> <p>Revised Self-Appraisal Forms for teachers keeping in mind API scores and to facilitate career advancement</p> <p>E -referencing session for teachers</p> <p>Session for teachers on Academics Performance Indicator (API) scoring and Performance Based Appraisal System (PBAS)</p> <p>Appointment of two Counselors for students</p>
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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>To organise the following activities;</p> <p>Inaugural of Academic year and the release of College magazine, Halcyon</p> <p>NSS Inaugural</p> <p>Cultural Inaugural</p> <p>Teachers' Day</p> <p>Session for Non-Teaching staff</p> <p>Feast of the Patron, St. Francis Xavier/Social</p> <p>College Annual Day</p> <p>Sports Day</p> <p>Liberation day</p> <p>Introduction of Achievement profile in Handbook for student record</p> <p>Online enrolment for Student Placement</p> <p>One-point Data Collection System</p> <p>Mock fire drill</p> <p>Introduction of digital copies of all College publications</p> <p>Plan of action of Departments, Cells, Clubs and Associations entered in the College Handbook for the academic year 2018-19</p> <p>Introduction of online payment of admission fees</p> <p>Upgradation of gym equipment</p> <p>Introduction of a Campus broadcast System</p> <p>Republic Day</p>	<p>100% achievement</p>

Provide the details of the action taken

The IQAC had five meetings and discussed the achievable goals for the academic year 2017-18. In addition, the IQAC had meetings and conducted sessions with the college faculty to brief them on the changes to be implemented. A blue print with various sub-committees was formed of faculty members to gain inputs and direction for enhancement of quality. Based on this there was a complete revamp of all Cells, Clubs and Associations and a definite plan of action was formulated for all Departments with regard to each semester. The plan of action was further incorporated in the College Handbook. The IQAC also introduced compulsory enrolment of students to any Clubs, Cells and Associations, while arranging for funding for their activities. Further, all final year students were briefed about the Alumni Association and registered accordingly. The IQAC recommended the appointment of a Media Assistant so that all documentation could be streamlined to a central point and the same could be used to update the College website, send press releases and feedback to the Management. The IQAC also through their member, Dr. Maria Fonseca, handled the third phase of the RUSA funding and appointed a Coordinator for the forthcoming NAAC Reaccreditation (fourth cycle). The IQAC constantly monitors that the activities of Departments, Cells and Clubs, and larger College conducted programs are improved to the extent possible. The IQAC also for the first time introduced Parent Feedback mechanisms. The IQAC held a session for the faculty besides providing them with a template to fill in Performance Based Appraisal Forms for their promotions.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body. Yes No

Management Syndicate Any other body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	03	00	03	00
UG	09	00	06	00
PG Diploma	00	00	00	00
Others	00	00	00	00
Total	12	00	09	00
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	02
Annual	Nil

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision/update done by BOS at University level

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
92	44	48	Nil	0

2.2 No. of permanent faculty with Ph.D.

31

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	---	---	----	---	----	----	--	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

40

51

28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	37	106
Presented papers	10	22	02
Resource Persons	1	-	25

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- | | |
|---|---|
| 1. Wi-Fi Connectivity on campus | 10. Computer laboratories |
| 2. INFLIBNET | 11. Intranet |
| 3. Language Laboratory | 12. 10 day summer course in Vedic Maths |
| 4. e-book section | 13. Certificate courses |
| 5. Learning Management System: Moodle | 14. Coffee with Philosophy |
| 6. Resources from NPTEL, Coursera are available | 15. Role plays and Dress ups |
| 7. National Knowledge Network Connectivity | 16. Festival of Innovations |
| 8. Online courses conducted (Oracle Academy) | 17. Participation in Literary Fests |
| 9. Sky Observation Program | 18. Participation in Mock Parliament |

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

10	---	---
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2.10 Average percentage of attendance of students

91%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBA	253	77	71	45	09	79.84
TYBCom	219	36	94	64	09	92.69
TYBSc	268	168	61	15	03	92.16
TYBBA	27	00	26	01	00	100%
TYBBA(T&T)	25	00	05	18	01	96%
TYBCA	32	17	09	03	01	93.75%
MA	31	20	09	02	NIL	100.00
MSc	20	01	06	07	NIL	70.00
MCom	37	4	15	16	NIL	94.59

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Preparation of Teaching Plans by individual teachers and Syllabus Completion Report
 Constituting Committees to oversee Student evaluation in all aspects of examination
 Open Day for parents/ guardians
 Open Wifi access for students and teachers
 Student access to computers in the Library
 Facility of providing eBooks as part of the Library facility
 Enrolment of students in National Digital Library
 Review of departmental reports for the academic year
 All classrooms provided with LCD facilities
 Review of teacher through Self-Appraisal Forms at the end of the academic year

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-

Summer / Winter schools, Workshops, etc.	-
Others-1. Faculty Enrichment Programme	143
2. Orientation for new recruits	28
3. Attended seminars, workshops	148
4. Talks by eminent personalities.	5

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	01	NIL	NIL
Technical Staff	6	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

<p>-Interdisciplinary Research Journal published 'Spectrum' ISSN No: 2348-4322-24-34</p> <p>- Research Journal (Department of Konkani) Jyot.</p> <p>Conduct of Seminars, Workshops, and Symposia by various Departments</p> <p>- Publication of Research papers in various Journals</p> <p>- Major/ Minor Research Projects undertaken</p> <p>- Presentation of Research Papers by Faculty members at various seminars at Institution, State, National and International levels</p> <p>- Initiating students into presenting papers at seminars</p> <p>- Publication of student research projects at the final year level in 'Spectrum', the College Inter Disciplinary Research Journal</p>
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	04	-----	-----
Outlay in Rs. Lakhs	-----		1.15 lacs	-----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	02	-----
Non-Peer Review Journals	-----	-----	02
e-Journals	-----	-----	-----
Conference proceedings		01	04

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-----	-----	-----	-----
Minor Projects	16-18	UGC	3.55 lacs	2.35 lacs
	17-19	UGC	0.9 lacs	0.675 lacs

	16-18	UGC – DAE	1.35 lacs	1.35 lacs
	16-18	UGC – DAE	1.35 lacs	1.35 lacs
Total	-----	-----	7.15 lacs	5.725 lacs

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For Colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	00	05	07	07	18
Sponsoring agencies		DSTE	DSTE		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaboration

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: 1 lac

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-----
	Granted	-----
International	Applied	-----
	Granted	-----
Commercialised	Applied	-----
	Granted	-----

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
5	0	1	-	04	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Talks for parents arranged through the PTA forum on 'Parents as Tools for Suicide Prevention in Adolescents'.

Seminar for Std X students on Career Guidance 'Shape your Future'-Parish Linkage cell.

Talk on 'Love of Christ urges us to be proactive parents', for married Couples-Parish Linkage Cell.

One day session on 'Faith and Education' for Altar Servers of adjacent parishes- Parish Linkage Cell

Aptitude testing and counselling sessions for students of St. Britto High School, Mapusa - PG Abbe Faria Dept of Psychology

Career Guidance talk at Grace Church Margao – Parish Linkage Cell

Camp Rainbow for HIV/AIDS Child survivors- PG Abbe Faria Dept of Psychology

Visits to various orphanages with sessions held, gifts distributed and training for the event, 'Starstruck' –

Child Welfare Cell, Peace Club, PG Abbe Faria Dept of Psychology, NSS

Exploring the World of Microbiology – Department of Microbiology

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	97124.40 sq. mts.	Nil	--	97124.40 sq. mts.
Class rooms	61	Nil	Nil	61
Laboratories	14	01		15
Seminar Halls	02	01		03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	10	03	CPE- UGC, DHE	13
Value of the equipment purchased during the year (Rs. in Lakhs)	464,560.00	254403.64	CPE- UGC, DHE	
Others				

4.2 Computerization of administration and library

- 1) Result Generation System
- 2) Seating plan at examination for students
- 3) Attendance System
- 4) Online Admission system and online payment of fees facility
- 5) Student Feedback Compilation
- 6) LMS – Moodle
- 7) Bulk SMS system with regard to Teacher notices
- 8) All administrative work computerized
- 9) Digitalized exam question papers for previous years
- 10) Issue of library books
- 11) Automation of various library modules, for circulation of books through new Genlib Library Software
- 12) Computerization entry and exit system for students availing library facility
- 13) Scanning facility made available at the library
- 14) Online public access catalogue

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29641	---	561	372083	30202	372083
Reference Books	38223	---	585	523341	38808	523341
e-Books	225000	5900	15000	5900	240000	5900
Journals	138	236785	Nil	Nil	136	236785

e-Journals	4500	5900	250	5900	4750	5900
Digital Database	NLIST	5900	---	---	---	5900
CD & Video	105	---	78	---	183	---
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	362	10	Entire campus	01 library	-	02	31	
Added	24	01	-	-	-	01	-	
Total	386	11	Entire campus	01	01	03	31	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Availability of computers to staff and students for internet access and other computer related work in staffrooms, laboratory and library.
2. Open Value Subscription from Microsoft for licensed software.
3. Cyberoam UTM firewall with 10/100/1000 Mbps switch connectivity.
4. IBM rack server
5. Wi-Fi enabled campus with 8Mbps leased line Internet connectivity
6. 1 Mbps broadband connections and 512 Mbps connections sponsored by HRD, Government of India
7. GIT and Angular JS Workshop for students by Department of Computer Science

4.6 Amount spent on maintenance in lakhs :

i) ICT	1120899
ii) Campus Infrastructure and facilities	11,14,710
iii) Equipments	378568.20
Computers	
Lab Equipments	+ 79278
iv) Others	-
Total :	2,693,455.2

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information is available on the prospectus, handbook of the college/website
Career counseling at the time of admission
- Orientation programmes for students at the start of the academic year
- Creation of AICUF-Youth cell
- Appointment of students' council

5.2 Efforts made by the institution for tracking the progression

- Office maintains records of the students who apply for T. C. (Transfer Certificate)
- Through Alumni registration forms
- Selection of students at campus recruitment by placement cell and respective depts.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2899	154	-	-

(b) No. of students outside the state

196

(c) No. of international students

52

Men	No	%	Women	No	%
	1954	64		1099	36

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2180	54	32	479	-	2745	2412	56	29	556	-	3053

Demand: 3053

Dropout: 4 students

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

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No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

During the year, 178 students availed of counseling services of the two Counselors appointed at College. 203 sessions of 30 to 45 minutes between the counselor and client were held as per records.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	70	42	No information

5.8 Details of gender sensitization programmes

Talk on 'Transcending the Glass Ceiling and Gender Stereotypes'
Session on 'Domestic Violence and Law'
Screening of short film "JUICE" by Neeraj Ghaywan
Dialogues on 'Gender Equality'
Value education classes covering women related issues
Participated at the ICG hosted, 'Difficult Dialogue' event, themed "Gender Equality".
Domestic Violence and Law – Department of Sociology

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	184	75,150
Financial support from Government	7	134,250
Financial support from other sources	48	144,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

NSS – 11
NCC - 03

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

***Our Vision:** Formation for Transformation.*

***Our Mission:** To provide balanced all round education to young men and women, to be disciplined citizens, who will display a high intellectual calibre together with emotional balance and social commitment and particularly, at helping catholic youth to be committed followers of Christ.*

6.2 Does the Institution have a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Faculty members are part of the Board of Studies at Goa University, as well as, Chowgule College (Autonomous) in their respective subjects and make significant contributions in the development of syllabi and introduction of new papers at the undergraduate level, along with the, post graduate level.

6.3.2 Teaching and Learning

General elective (GE) offered across the three disciplines of Arts, Science and Commerce as a choice based paper.

Entire campus is now enabled by Wifi

Enrolment of students on the national digital library (NDL)

INFLIBNET

A computerized library and an e-book section

National Knowledge Network Connectivity

A Language Laboratory

Software for the visually impaired (enlarged printing, conversion of text)

Learning Management System: Moodle.

Resources from NPTEL, Coursera, are available.

On-Line Courses conducted (Oracle Academy)

An e-board on campus for general announcements

Xavier's Broadcast System

All classrooms fitted with LCDs

Departmental workshops and seminars conducted for students

6.3.3 Examination and Evaluation

The College has adopted the Goa University recommended components of evaluation: 1) Intra semester Assessment 20% and ii) Semester end examination 80%.

The inter semester evaluations conducted by the respective teachers consists of different methodology, including written tests, role plays, surveys, assignments, interviews, reviews, group discussions and presentations by students.

A committee to monitor ISAs takes care of the fulfilment of every student answering two ISAs within a semester and thus permitting them to answer the SEE.

The examination committee looks into the schedule of examination time table, paper setting, and printing of required number of question papers and sealing the same, for exams. It also takes care of declaration and distribution of results.

The ISA monitoring and examination committee also function as the promotion committee.

The self- financed undergraduate courses of the Bachelor of Business Administration (BBA) and the BBA (Travel and Tourism) have adopted, the Goa University recommendation of continuous evaluation system.

The Post Graduate Courses i.e. M.A (Psychology), M.Com, and M.Sc. (Industrial Chemistry) has also adopted the Goa University recommended credit choice based system.

6.3.4 Research and Development

- Organisation of seminars/Workshops at College
- Presentation, publication of Research papers and Seminar Proceedings – Students and faculty members at various workshops, seminars, conferences etc.
- UGC/CSIR etc. sponsored minor and major Research projects undertaken
- Release of college inter-disciplinary journal SPECTRUM
- Session on ‘areas of remote sensing and embedded systems’ with NIO -Departments of Physics and electronics

6.3.5 Library, ICT and physical infrastructure / instrumentation

Main Library has more than 61880 books in different languages (English, French, Hindi, Konkani, Marathi, Portuguese, and Sanskrit) as per Dewey decimal classification.

The Library has also been arranged into different sections – Book Issue, Periodicals, Reading Room, E-Library, Book Stacks, Technical, Bound Journals, Newspaper, Reprography, Goa, and Competitive Exams.

Library can accommodate 200 students at a time and has about 330 cupboards/ book stacks /cabinets.

Besides Books, the Library has more than 1000 bound Journals.

Library provides the following services:

- Display of new additions.
- On-Line Public Access Catalogue (OPAC) to its users available on all computers in library and all other computers in staff room etc. connected to the Central Server in the Administrative Block.
- Book Bank (Ruby Jubilee) Scheme for meritorious students.
- Books for night reference.
- Questions Papers are provided to students and they are also uploaded on the internet.

For the safety and security Library CCTV cameras, fire extinguishers and emergency fire exit is available.

Library has store rooms for books and utility room for staff.

For efficient functioning, the Library has a flat-bed scanner, Laser Printer, Barcode printer and bar code scanner.

During the Year, Book Exhibitions were held.

New Generation Library (NewGenLib) software is used in automating library operations. Books in the Book Issue Section have been Bar Coded. Library books can be searched on OPAC.

All Computers in the library are connected to central UPS (15 KVA).

E- Library facility is made available with high speed broadband for access to internet and e-resources available through N-List (INFLIBNET).

College website provides internet information about library relating to library holdings, Library Layout, Current subscription list of Journals, Magazines, Newspapers and other general information.

New purchases made during the year: 111 Book Racks / Cabinets, Barcode Printer, Barcode Scanner

Repair work of furniture and fixtures was undertaken during the year.

Weeding out of books was done with the HOD's and with the approval of Principal.

Besides the Main Library, there are Departmental Libraries.

6.3.6 Human Resource Management

Faculty members attend orientation, refresher and summer school courses, besides faculty enrichment programmes.

6.3.7 Faculty and Staff recruitment

As per the rules of UGC/DHE/statutes of Goa university

6.3.8 Industry Interaction / Collaboration

- St. Xavier's College – Y.R.Gaitonde Center for AIDS Research and Education (MOU)
- St. Xavier's College – Camões Institute for Cooperation and language (MOU)
- St. Xavier's College – Goa Institute of Public Administration & Rural Development (MOU)
- St. Xavier's College – I Create India, Goa Chamber of Commerce & Industry, Goa Commerce Association (MOU)
- St. Xavier's College – Fundação Oriente (MOU)
- St. Xavier's College – MES College of Arts and Commerce (MOU)
- St. Xavier's College – National Institute of Oceanography (MOU)
- St. Xavier's College – Government College of Arts, Science and Commerce Sanquelim (MOU)
- St. Xavier's College – Karo Sambhav Pvt Ltd (MOU)

6.3.9 Admission of Students

Admissions to college courses (UG, PG and self-financed) are done through a transparent mechanism complying with the norms laid down by the DHE (Directorate of Higher Education), Govt. of Goa and the Goa University and the UGC. This includes an online filling of a provisional admission form for scrutiny thereafter the selection of candidates on merit, interviews, and entrance tests is finalised through formal admission. The college introduced a facility for online payment of fees to ease the admission process. In addition, Orientation Programmes are held jointly for the parents/guardians and for the new entrants at the first year level. They are briefed on the facilities and ethos of the college. The college has provisions for scholarships and financial assistance for economically disadvantaged and other categories of students.

6.4 Welfare schemes for

Teaching	Insurance scheme
Non teaching	Insurance scheme
Students	Students Aid Fund

6.5 Total corpus fund generated

Rs. 41546529.59/-

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Committee appointed by University	Yes	Dept. Council
Administrative	Yes	State Govt.	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Goa University has formed statutes for Autonomy

6.11 Activities and support from the Alumni Association

Involvement of alumni in fund raising
Alumni contribution through student interaction
Organization of 'Ex factor 2017' showcasing performances of 22 ex students from years 1977-2017
Fundraiser (E'x' Socials 2017) a dine and dance event
Introduction and sale of memorabilia of the college through products like mugs, tiles, fridge magnets and photo booth
Registration of final year students for Alumni Association

6.12 Activities and support from the Parent – Teacher Association

Bi-annual meetings with P.T.A executive committee
Organization of fund raising events for college
Part funding of security on campus
Part funding of the housekeeping system on campus

6.13 Development programmes for support staff

A session on "Health and Nutrition" during the FEP. A session on "Team Building" exercises held exclusively for the support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Poster making competition – Environment and Religion
- E waste management talk
- Tree plantation programme
- Collection, identification and isolation of micro fungi
- Presentation on impact of tourism on flora
- Debate competition on eco-tourism: Boon or Bane
- Rangoli competition on Environmental protection
- T shirt painting on climate change
- Plant of the week – to give information on various plants
- Certificate course on mushroom cultivation
- Exploring the world of microbiology workshop
- Activities on genetically modified organisms
- Value Education Sessions on environment and pollution
- Swatch Bharat day
- Geo Fest 2018 – Awareness on environmental issues
- Quiz - Green Ray Foundation
- Campus hybrid street lighting initiative
- Separating dry/wet wastes by keeping separate bins
- Recycling of dry waste through an external agency

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Continual upgrading of Internet facilities
- Language laboratory with seating capacity for 60
- Festival of Innovations for Entrepreneurs

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Decision to have mini sessions for faculty improvement and two sessions were held in this regard besides the annual FEP. The theme for the FEP would be the much needed education on Intellectual Property Rights.

The mentor system consisted of outlining and giving a structure to the mentor mentee interactions through certain themes like road safety, prevention of sexual harassment, time management, discipline on campus, environmental cleanliness, cybercrimes etc.

The Value Education Cell streamlined themes and audio visual aids through PowerPoint presentations and videos to compliment the various issues, life skills, attitudes and values that were being put forward to the students, so therefore all students received uniform instructions.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- F.E.P – Annual Faculty Enrichment Programme
- Mentor mentee System
- Value Education weekly sessions

**Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

- Field trip of Algae collection to Anjuna beach
- Field trip of environmental awareness to Natravali
- Field trip to Hindustan solid waste management plant
- Field trip to ICAR
- Field trip to get in touch with nature to Birondem, Valpoi (vermi composting, organic farming)
- Visit to FDA
- Ecological field study of geography students to Chora island and Pascoal spring village
- Field trip for Arts student to Ella farm Old Goa
- Activities by Nature Club
- Vanamahotsava celebration with tree plantation drives
- Garbage free campus initiative
- Gardens maintained

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths

1. Outstanding performance in sports at international, national and state level
2. Well equipped and maintained laboratories.
3. Well equipped main library and departmental libraries.
4. Adequate sports infrastructure.
5. Mentorship programme.
6. Counsellors on campus
7. Dynamic Parent Teacher Association involvement.
8. Supportive Alumni Association.
9. Well qualified and competent faculty
10. Healthy Management/Principal/Faculty relationship.
11. Value Education programme on a regular basis for the students.
12. ICT enabled campus for strengthening the teaching –learning process.
13. Regular interaction of the Principal and the staff members.
14. Teaching-learning through innovative modes.
15. Annual Faculty Enrichment Programme for staff members.
16. Seminars organised at the state, National and International level.
17. Excellent academic results with ranks obtained at the University level
18. High record of sports achievements.
19. Excellent performance in cultural and co-curricular activities.
20. Social outreach programmes
21. In House publications.
22. Environmental friendly campus.

Weakness

1. More teachers need to pursue research initiatives such as minor major research projects, MPhils, PhD and post-doctoral research.
2. Take up additional environmental initiatives
3. Gender sensitisation activities could be improvised
4. Entrepreneurship among students not encouraged enough
5. Lacking in coaching classes for competitive exams

Challenges

Appointment of required office staff

Need for upgraded restrooms and toilets

Lack of information flow from faculty members, Departments, cells and clubs, and higher management authorities

Reduced internet bandwidth

Maintaining records of students placed successfully through campus initiatives

Opportunities

1. Introduction of Hub for Innovation and Entrepreneurship
2. Introduction of local field trips for semesters I – IV
3. Outstation study trips for final year students
4. Introduction of classes and training courses for competitive exams
5. Continuous teacher enrichment sessions
6. Automation of college office
7. Automation of laboratory mechanisms
8. Enhancing education through internship drives for students

8.Plans of Institution for next year

1. To revamp the entire system of clubs, cells and activities for better student learning.
2. Introduction of Hub for Innovation, Incubation and Entrepreneurship
3. Plantation drive to provide green cover as well as mark the boundaries of the college campus
4. To enhance the safety precautions at College
5. Appointment of data systems management staff
6. Tie up with a well-established Club to enhance student knowledge
7. To introduce Community College initiatives through distant learning and online courses
8. To introduce Coaching Classes for students for competitive exams
9. To commence add-on certificate / diploma courses
10. To organize a career exhibition cum fair
11. To ensure that all Departments take students on local and outstation field trips
12. To reduce the use of paper in filing of reports and switch to softcopies of reports, newsletters and other such documentation
13. To restructure mechanisms to have continuous faculty evaluation
14. To introduce online and softcopy faculty evaluation mechanism
15. To undertake Minor and Major Research Projects involving students
16. To seek Teacher Fellowship award under FIP scheme
17. To organize In-Service Programmes for the support staff
18. To hold value education / soft skills sessions / talks / field trips / industrial visits for the students
19. To provide to the students on-the-job training / internship to sharpen their skills.

Dr. Ubaldina Noronha

Dr. Fr. Jeronimo D'Silva

Sd/-

Sd/-

Coordinator, IQAC

Principal & Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
