



ST. XAVIER'S COLLEGE, MAPUSA GOA

Report of Activity conducted in the Academic Year 2025-26

Name of Activity	Non-Teaching Staff: Institutional Excellence: Redefining Administrative Roles
Date/ Duration	27th May 2026 (11.45 AM – 1:20 PM)
Venue	Seminar hall, St. Xavier's College, Mapusa-Goa
Name of organizing Department/Cell	Internal Quality Assurance Cell
In collaboration with	-
Name/s of Faculty Co-ordinators	Ms. Sandra DMello and Ms. Sneha Mangaokar
Stratum of Event	College
Name & details of Resource Person/s if any	Dr. Jeffrey Viegas
Report	<p>The Internal Quality Assurance Cell (IQAC) of St. Xavier's College, Mapusa-Goa, organized a staff enrichment programme titled "<i>Institutional Excellence: Redefining Administrative Roles</i>" on 27th May 2026 for the non-teaching staff. The session was facilitated by Dr. Jeffrey Viegas, Assistant Director, Directorate of Higher Education, Government of Goa, and alumnus of St. Xavier's College. The programme aimed to strengthen professional effectiveness, workplace engagement, and commitment to institutional excellence.</p> <p>The session began with a reflective activity where participants identified reasons they were proud and not proud to be part of the institution. This led to a discussion on the question, "<i>What do we need to do to take the institution towards excellence so that we can truly be proud of it?</i>"</p> <p>Using the inspirational story of the eagle's rebirth, Dr. Viegas highlighted the importance of growth, resilience, and transformation. Drawing parallels between the eagle's renewal process and professional development, he emphasized the need to let go of fixed mindsets, negative habits, outdated practices, and limiting beliefs. The concepts of the <i>Longevity Paradox</i>, <i>Anatomy of Decline</i>, and <i>Mountain-Top Regeneration Timeline</i> were discussed through four stages: identifying limitations and barriers, engaging in reflection and learning, embracing behavioural change, and developing a long-term vision for growth and excellence.</p> <p>The session also focused on the importance of adopting technology and AI tools to enhance efficiency, maintaining a professional image and positive first impression, and demonstrating workplace etiquette through emotional maturity, patience, respect, and effective communication. Topics such as conflict resolution, crisis management,</p>

	<p>interdepartmental collaboration, first-aid awareness, and proper waste-disposal protocols were also addressed.</p> <p>The programme encouraged participants to embrace continuous learning, adaptability, professionalism, and a shared commitment towards institutional excellence. A total of 52 participants attended the session.</p>
Brochure/Poster	https://xavierscollegegoa.ac.in/wp-content/uploads/2026/06/poster-for-Non-Teaching-Staff-Institutional-Excellence-Redefining-Administrative-Roles.pdf
Photographs	https://xavierscollegegoa.ac.in/wp-content/uploads/2026/06/PHOTOS-Non-Teaching-Staff-Institutional-Excellence-Redefining-Administrative-Roles.pdf
List of participants with signatures	https://xavierscollegegoa.ac.in/wp-content/uploads/2026/06/ATTENDANCE-for-Non-Teaching-Staff-Institutional-Excellence-Redefining-Administrative-Roles.pdf
Certificate	https://xavierscollegegoa.ac.in/wp-content/uploads/2026/06/CERTIFICATE-for-Non-Teaching-Staff-Institutional-Excellence-Redefining-Administrative-Roles.pdf