



ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A' (CGPA 3.41 out of 4) by NAAC (3rd Cycle) | Affiliated to Gujarat University

ACADEMIC AND ADMINISTRATIVE AUDIT INTERNAL EVALUATION REPORT

Assessment Period: Academic Year 2020-21

INTRODUCTION:

The Academic Year started a little late due to the COVID-19 pandemic that required measures and protocols to keep the disease at bay. The College also incorporated methods to address the digital divide and ensure unbiased teaching-learning and evaluation. The College submitted the IQA during the year and prepared for the submission of SSR.

This audit has been conducted by the members of IQAC.

Programmes Offered: Undergraduate programs – 16 Post graduate programs - 09

Staff Profile: 93 staff members served the College during the year. 68 teachers are with Ph.D and the others are with M.Phil, NET/SLET or have applied for Ph.D. The teachers have an average of 13 yrs of experience.

Student Profile: Total number of students in the College during the year was 3282 with a total of 2800 UG students and 482 PG students. 915 students were admitted to the first year of the UG programmes and 260 students to the first year of PG programmes. The number of students in the final year is 1176.

ACADEMIC EVALUATION

Curriculum Design & Development:

The curriculum offered by the College contributes to the development of students who are sensitive, competent and employable. The College introduced new courses to keep pace with the technological advancements and scientific evolution.

Observations:	Suggestions:
Nine new courses have been started during the year.	Value added courses need to be initiated
The BoS meets regularly, and the curriculum is updated based on the local, regional, national need.	Students to be included in the BoS
The feedback on curriculum is collected regularly and action is taken on the same.	Multi-disciplinary, one year value added or certificate courses to be introduced
New foundation and soft skill courses addressing pandemic and its effects were introduced.	



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Teaching- Learning:

The teachers of the College use interactive learning tools like power point presentations, group discussions, quizzes, assignments, modules, debates etc. to help students participate and learn the concepts.

Observations:	Suggestions:
Class-wise WhatsApp groups were created, and students were guided for any difficulties faced.	Teachers to be trained regarding Outcome Based Education (OBE)
Extra assignments, notes, tutorial videos and bridge courses were provided.	The student-teacher ratio to be improved. More teachers should be recruited
Online simulation of science practicals, real-life data analysis and real-time videos of seed germination etc. were done to compensate the lack of hands-on laboratory experiments.	Teachers to be accountable to the UTP prepared.
The English department started a unique online club "Discord".	Mentoring to be more systematized
Webinars and expert sessions connecting industry and academics were conducted.	College timetable for online teaching could have been more systematized
Open-book exams, interviews, surveys, case-study analyses, and observation schedules were used.	

Examination and Evaluation System:

The Examination Office incorporated patterns that allowed unbiased method of the students' progress and evaluation of their education virtually without involving physical presence.

Observations:	Suggestions:
No applications were received for re-valuation or re-totalling as the exams were all conducted online.	Attainment calculation to be systematized
The examinations were conducted in two patterns: Assignment + viva voce and Multiple-Choice Questions (MCQ)	Linking of Question paper to learning and course outcomes to be done.
Departments were given the freedom to choose appropriate methods for conducting internal evaluation through proctored class tests, multiple choice tests on the LMS Moodle, seminars, projects, etc.	Swayam/MOOC courses to be included in the credits



Research and Extension Activities:

Teachers of the College are actively involved in research, to stay abreast with their subjects. The research culture is intertwined in the curriculum as small modules, dissertation projects, undergraduate and postgraduate research programme for selected students. The Research Committee is responsible for the various research activities, approving projects, developing infrastructure, and allocating budgetary outlays.

The Extension activities of the College are supported through the Campus Ministry, National Service Scheme (NSS), Cultural, Collegiate Women Development Cell (CWDC) and Jagrat cells/Committee of the College. The cells/ committees adopted new ways to teach, learn, attend or cater to the needs of the students.

Observations:	Suggestions:
Three teachers have research projects with the grant amounting to Rs 329.72 lakhs.	Teachers should be provided seed money for projects
10 teachers are recognized as Research guides.	Teachers should be given monetary incentives for publishing research papers in high impact factor journals
6 teachers have been awarded Ph.D during the year.	Students who publish papers in high impact factor journals should be rewarded
A total of 68 teachers of the College are Ph.D holders.	Activities under the MoU to be strengthened.
20 teachers have been invited as resource person to different seminars and conferences.	Extension activities to be included in the Curriculum
58 teachers have attended seminars, conferences, workshops and other professional development courses.	All the teachers meeting the criteria of Ph.D should apply for guideship
A considerable number of teachers publish papers and articles in books and peer reviewed journals.	
The College through NSS and Campus Ministry has reached out to the poor and needy to provide help.	
The College has functional MoU and has been conducting collaborative activities under them.	



Student Support & Progression:

The College gives preference to students and their needs ensuring that students get chance to take part in co-curricular, extra-curricular, sports, cultural and placement activities. The students have also been given training to appear for competitive exams.

Observations:	Suggestions:
Online coaching programs, Online expert lectures and seminars have been conducted to provide new learning perspectives to students	The placement process to be channelized for better outcomes
Around 30% of students progressed to higher education.	Alumni Association to be strengthened.
Cultural Fest and Orientation was conducted online	Open house with students to ensure that the voice of students is heard.
296 students benefitted from scholarships provided by Government	Student Core Team to be strengthened
20 students benefitted from scholarships provided by the Institute	
Students are encouraged to participate in sports and cultural events	

ADMINISTRATIVE EVALUATION:

Infrastructure & Learning Resources:	
Observations:	Suggestions:
Adequate classrooms and laboratories are available for the use of students.	Wi-fi facility of the College needs to be improved.
Washrooms and common room are available for staff and students.	Housekeeping to be improved.
College invested in the maintenance and upkeep of laboratories and the entire college campus.	Water Cooler in every floor
The College Library software has been updated from 2.0 to 3.0	Revamp the existing gym and canteen
LMS-Moodle has been upgraded from 3.9 to 3.11	
Work has been initiated for installation of fire safety system and well as for renovation of the football ground	
Governance, Leadership & Management: Organizational Structure	
Observations:	Suggestions:
College has a Strategic Action Plan prepared for 5 years.	Open forum for teachers to interact with Management or Personal one-on-one interaction with Management to facilitate open communication
College practices decentralization	Financial support to be provided to teachers for attending conferences and seminars



The statutory meetings are conducted regularly.	External Academic audit to be conducted by inviting external auditors
Minutes of the meetings are updated on the website.	
Governance, Leadership & Management: IQAC and Quality Checks	
Observations:	Suggestions:
IQAC participated in the surveys	Organize National and international conferences
IQAC conducted training for teachers to use the LMS-Moodle	External IQAC members who have completed their term should be relieved
Feedback forms were prepared by the IQAC.	
IQAC submitted the IIQA and prepared for submission of SSR.	

CONCLUSION

The key observations by the team are as follows:

- The curriculum is being periodically revised with regular BOS meeting and keeping in view the local and regional needs. Regular feedback is also being taken
- The College has risen to the challenge of teaching-learning and evaluation during COVID times
- Research and extension activities have all proceeded in the online mode and the progress is visible in the research output of the College
- Financial and academic support was provided to the students and IT infrastructure improved to suit the needs of online teaching
- The Management has a SAP in place.
- All administrative activities were conducted online during the year

The recommendations of the audit team are:

- The College needs to focus more on OBE and Skill-based value-added courses
- The mentoring system needs to be systematized
- Teachers to be motivated by financial incentives for research
- Extension activities should be streamlined
- Alumni and placement to be strengthened
- The Management needs to consider implementing the objectives of the SAP by the next academic year

