



St. Xavier's College of Education (Autonomous)

[Re-accredited (3rd Cycle) at 'A' Grade by NAAC with CGPA: 3.67]

Palayamkottai, Tirunelveli – 627002, Tamil Nadu

Minutes of Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-19

The IQAC meeting of the academic year 2018-19 was held on 19th November, 2018 at 10.00 am in the conference hall. The following members were present in the meeting.

MEMBERS FROM THE COLLEGE

Rev. Dr. D. Thomas Alexander, S.J., *Principal, SXCE.*

Rev. Dr. G. Pushparaj, S.J., *College Secretary, SXCE.*

Mr. A. John Lawrence, *Asso. Prof. in English, SXCE.*

Dr. M. Antony Raj, *Asst. Prof. in History, SXCE.*

Dr. A. Punitha Mary, *Asst. Prof. in Education, SXCE.*

Dr. A. Michael J Leo, *Asst. Prof. in Education, SXCE.*

Dr. Y. Daniel, *Asst. Prof. in Bio-Science, SXCE.*

Mrs. A. Metilda Jasmine Shanthi, *Asst. Prof. in Mathematics, SXCE.*

Rev. Fr. J. Martin George, S.J., *Asst. Prof. in Education, SXCE.*

Dr. S. Sherlin, *Asst. Prof. in Physical Science, SXCE.*

Dr. T. Raja, *Librarian, SXCE.*

Mr. U. Subramanian, *Asst. Prof. in Tamil, SXCE.*

Mrs. M. Balasaraswathi, *Asst. Prof. in English, SXCE.*

Mrs. J. Annie, *Asst. Prof. in Computer Science, SXCE.*

Mrs. M. Rosary Kiruba Alexy, *Asst. Prof. in Physical Science, SXCE.*

EXTERNAL EXPERTS

Rev. Sr. Nirmala Louis, *Headmistress, St. Ignatius Hr.Sec.Sch., Palay.*

Rev. Bro. Jeyaseelan, *Headmaster, St. Thomas High Sch., Kurichi.*

Dr. C. Ramesh, *Asst. Prof. & Course Coordinator, Dept.of Edn., MSU, TvI.*

STUDENT REPRESENTATIVES

Ms. S. Pavithra – II M.Ed.

Ms. A. Jerin Packia – II B.Ed.

The meeting began with a prayer song followed by a prayer by Rev. Fr. Principal. He introduced the external members to the staff and welcomed all the members present. Dr. A. Punitha Mary read out the minutes of the IQAC meeting held on 13th April 2018.

Evaluation of the odd semester activities

Rev. Fr. Principal presented the various activities done in the odd semester of the academic year 2018-19 for the evaluation of the staff members.

On evaluating all the above activities, the following suggestions were made by the forum

- Evaluation of the Internship in the middle of the activity itself by the staff members
- Internal Quality committee should be formed and it would evaluate all the programmes in the college and they have to submit the report to the dean's office.
- Better to have IQAC meeting thrice a year to maintain the quality.
- Tutor-ward interaction could be strengthened if tutor could meet students individually.

Planning of activities of even semester

The members after long discussion proposed the following suggestions for the consideration of the management to ensure the internal quality of the college.

1. To have residential programme from next academic year so that the interaction between students and teachers could be improved.
2. To make effort in bringing more intensive school teachers to participate in the evaluation meeting.
3. Spoken English of the students can be improved if the staff members insist them to talk in English.
4. The results of the social project could be published as articles in the newspaper.
5. Programme on natural food could be included with food carnival.
6. Pusphalatha CBSE School or Comoran International, BCV Holy Angels were suggested as innovative schools to be visited by the students.
7. Workshop on counselling for students is to be conducted.
8. Seminar on IPP to the students may be conducted.
9. A book on educational psychology may be published.
10. Celebrations of Deepavali, Ramzan and Moharam every year to be arranged.

11. Spoken English, Teacher Behaviour, Marshal Arts, Music, Folk Dance, conduct of exhibition, drawing and modern theatre skill as Add-on courses may be thought about.

Br. Jeyaseelan appreciated our II year B.Ed students for active participation in all the school activities at St. Thomas High School, Kurichi. St. Xavier's students are different from others in their way of dealing with the students. He added that counselling programme to be given for the B.Ed students.

Dr. C. Ramesh appreciated the college for the various activities done by the college and he added that his study of M.Ed and M.Phil in this college motivated to become a college teacher.

Rev. Sr. Nirmala Louis congratulated the college for their tremendous work in the field of education and requested the management to give hand writing for the B.Ed students.

Both the student representatives were happy about the tutor ward system in our college. They conveyed that after the arrival of mobile phone the usage of library had been reduced.

The dean thanked all the members present in the meeting and the meeting came to an end at 12.15 pm.

ACTION TAKEN REPORT

S. No.	Suggestions	Action taken
1.	To have residential programme from next academic year so that the interaction between students and teachers could be improved.	Discussion is on at the management level.
2.	To make effort in bringing more intensive school teachers to participate in the evaluation meeting.	Efforts are taken.
3.	Spoken English of the students can be improved if the staff members insist on English in the classrooms.	Faculty has been instructed to strictly adhere to the policy of language of English in the classroom.
4.	The results of the social project could be published as articles in the newspaper.	It is in the progress.
5.	Pusphalatha CBSE school or Comoran International, BCV Holy Angels were suggested as innovative schools to be visited by the students.	They are being contacted.
6.	Workshop on counselling for both students and staff to be conducted.	It is planned to organize in the next academic year.
7.	To conduct seminar on IPP to the students.	It is planned to organize in the next academic year.
8.	A book on educational psychology to be published.	It is planned to publish in the next academic year.
9.	Celebrations of Deepavali, Ramzan and Moharam every year.	It was decided to celebrate all the festivals.
10.	Spoken English, Teacher Behaviour, Martial arts, Music, Folk Dance, conducting of exhibition, drawing and modern theatre skill as Add-on course may be thought about.	Feasibility is looked into. Courses on Modern Theatre Skills and Hindi were conducted.