



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

PALAYAMKOTTAI - 627 002, TAMIL NADU, INDIA

S. No	Name	Signature
1.	Dr. A. John Lawrence	
2.	Dr. M. Antonyraj	
3.	Dr. A. Punitha mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Mrs A. Metilda Jasmine Shanthi	
7.	Dr. S. Sherlin	
8.	Dr. T. Raja	
9.	Dr. R. Sathesh Franklin	
10.	Rev. Dr. F.X. Dominic Royce SJ	
11.	Rev. Fr. A. Loyola SJ	
12.	Dr. A. Nicholas Jegan	
13.	Mr. U. Subramanian	
14.	Mrs. M. Rosary Kiruba Alexy	
15.	Dr. S. Mercy Johanna	



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PALAYAMKOTTAI-627002, TAMILNADU, INDIA

A staff meeting was held at the conference hall on Monday, June 13, 2022, at 04.15 pm. Mrs. A. Metilda Jasmine Shanthi said prayer and the meeting began. The staff members were welcomed by Fr. Principal. The staff secretary submitted the minutes of the last meeting, which took place on May 11, 2022, and the members present approved the same.

Fr. Principal appreciated all teaching, non-teaching staff for their complete dedication and support in effecting the planned schedule of the month of May meticulously.

After discussion the schedule for the month of June was planned and fixed. It is as follows:

EVENTS IN THE MONTH OF JUNE & JULY 2022

DATE	Day	TIME	EVENTS
04.06.2022	Saturday	2.30-5.00 p.m.	Graduation Day
06.06.2022 to 09.06.2022	Monday to Thursday		CIA-I of II/IV semester
10.06.2022- 11.06.2022	Friday & Saturday		Educational Tour (II B.Ed.)
13.06.2022- 14.06.2022	Monday & Tuesday		Psychology Experiment (I B.Ed.)
15.06.2022	Wednesday	1.45 p.m.	Awareness Programme on AIDS
		3.30 p.m.	Parents-Teachers Meeting (I B.Ed.)
16.06.2022	Thursday	3.00 p.m.	Governing Body Meeting
20.06.2022	Monday	9.15 a.m.	College Assembly (Bio, Comp, Tamil & History)
24.06.2022	Friday	2.40 p.m.	Awareness on 'POCSO' (II B.Ed.)
25.06.2022	Saturday	1.30 p.m.	Inter Collegiate Food Competition (Women Cell)
26.06.2022	Sunday	10.00 a.m.	1985-1986 B.Ed. Batch Meets in SXCE


27.06.2022	Monday	9.15 a.m.	College Assembly (Students Council)
30.06.2022	Thursday	3.30 p.m.	Legal Awareness-TVL BAR free legal Unit
02.07.2022	Saturday	6.00 p.m.	College Day
08.07.2022	Friday	3.00 p.m.	Short Films Contest-Valediction
11.07.2022 to 14.07.2022	Monday to Thursday		CIA-II of II/IV semester CIA for Digital Pedagogy
18.07.2022	Monday		Hall Ticket 'No Due' submission
20.07.2022 to 28.07.2022	Wednesday to Thursday		Semester Examinations II/IV (I.B.Ed./II B.Ed./II M.Ed.)
30.07.2022	Saturday	9.30 a.m.-4.30 p.m.	Special Seminar for Primary School Teachers of Tirunelveli District


Further consideration led to the following decision:

1. To plan a seminar on POCSO Act for Xavierian teachers.
2. To prohibit the use of smart watches during exams.
3. To designate the first week of August as a semester holiday.
4. To begin writing of lesson plans from August 10, 2022.
5. To start the intensive teaching practice from September 1 to December 21, 2022.
6. To provide the concerned teachers permission to administer the internal exams for the self-study courses on their timetable.
7. To administer external exams for the self-study courses during the semester exam period.

Fr. Principal asked staff members to finish the syllabus and get students ready for their even semester exams.

The meeting came to an end at 05.15 pm.


Rev. Dr. D. Thomas Alexander SJ
Principal


Rev. Fr. S. Maria Singarayar SJ
Secretary


Staff Secretary



St. Xavier's College of Education (Autonomous)
Palayamkottai-627 002

S.No.	Name of the Staff	Signature
1	Rev. Dr. D. Thomas Alexander, SJ	
2	Dr. A. John Lawrence	
3	Dr. M. Antony Raj	
4	Dr. A. Punitha Mary	
5	Dr. A. Michael J Leo	
6	Dr. Y. Daniel	
7	Mrs. A. Metilda Jasmine Shanthi	
8	Dr. S. Sherlin	
9	Dr. R. Sathesh Franklin	
10	Dr. T. Raja	
11	Rev. Dr. F.X. Dominic Royce, SJ	
12	Dr. A. Nicholas Jegan	
13	Mr. U. Subramanian	
14	Mrs. M. Rosary Kiruba Alexy	
15	Rev. Fr. A. Loyola, SJ	
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17	Mr. Balasubramanian	



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PALAYAMKOTTAI-627002, TAMILNADU, INDIA

On Friday, July 29, 2022, at 3:30 pm, a staff meeting was conducted online using Google Meet. Fr. Principal gave the staff a hearty welcome. The minutes of the last meeting that took place on June 13, 2022 was presented by the staff secretary and approved by the members present.

Fr. Principal expressed his gratitude to all of the teaching and non-teaching faculties for their hard work and dedication in finishing the previous academic year successfully. He said, "It was not simple to document the last five years of our college's existence, but you accomplished the enormous challenge by your cooperation, commitment, and hard work." Even though we gave the NAAC peer team our best, the grade given is not pleasing and reasonable. As a result, we filed an appeal and defended successfully on 25th July 2022.

After discussion the schedule for the month of August was planned and fixed. It is as follows:

EVENTS IN THE MONTH OF AUGUST 2022

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

Palayamkottai-

627002 SPECIAL TIMETABLE FOR IIB. ED

8th to 26th AUGUST 2022

Date	9.30-10.30	10.30 - 11.30	Break	11.45-12.45	Lunch Break	1.45-2.45	2.45-3.45	3.45-4.30
08.08.2022 Monday	Digital Pedagogy	Orientation on Observation & Criticism record (Optional I)	Break	Orientation on Observation & Criticism record (Optional II)		Lesson Plan writing for Internship (Optional I)		
09.08.2022 Tuesday	Moharram-Holiday					Moharram-Holiday		

08.08.2022 Monday	Digital Pedagogy	Preparation of Diagnostic test (Optional I)	Break	Preparation of Diagnostic test (Optional II)	Lesson Plan writing for Internship (Optional II)		
09.08.2022 Tuesday	Digital Pedagogy	Orientation on Test and Measurement record		Orientation on Action research & Text Book Review record	Lesson Plan writing for Internship (Optional II)		
10.08.2022 Wednesday	Digital Pedagogy			Lesson Plan Writing and Correction for PTP II (Optional II)	Lesson Plan Writing and Correction for PTP II (Optional II)	Lesson Plan Writing and Correction for PTP II (Optional II)	
12.08.2022 Friday	Peer Teaching of PTP-II				Peer Teaching of PTP-II		
13.08.2022 Saturday	Independence day-Holiday				Independence day-Holiday		
14.08.2022 Sunday	Digital Pedagogy	Orientation on Case study record	Break	Orientation on School Based Activities record	Orientation on School Visit record	Orientation on Physical Education record	Orientation on Diversified Needs of Learners
17.08.2022 Wednesday	Inauguration of the Academic year 2022-23			Holy Mass		Digital Pedagogy	Lesson Plan Writing for Internship (Optional II)
22.08.2022 Monday	Digital Pedagogy	Preparation of Blue Print (Optional II)		Preparation of Blue Print (Optional II)	Lesson Plan Writing for Internship (Optional II)		
23.08.2022 Tuesday	Preliminary Teaching Practice-II at SXHSS				Preliminary Teaching Practice-II at SXHSS		
24.08.2022 Wednesday	Preliminary Teaching Practice-I at SXHSS				Preliminary Teaching Practice-I at SXHSS		
25.08.2022 Thursday	Digital Pedagogy			Lesson Plan Writing for Internship (Optional II)	Lesson Plan Writing for Internship (Optional II)	Lesson Plan Writing for Internship (Optional II)	
26.08.2022 Friday	Submission of 20 lesson plans (Optional II)				Submission of 20 lesson plans (Optional II)		

Note

1. All the students should have completed the writing and correction of 20 Lesson Plans in Optional I and Optional II on 26th August 2022

2. The teaching aids for 40 Lesson plans should be checked by the respective professors by 30th August 2022
3. The internship begins on 1st September 2022
4. During the quarterly exam holidays at school, all the IIB.Ed students should come back to the college

The following decisions ^{were} made after further consideration:

1. To develop a totally new curriculum by the academic year 2023-2024
2. To conduct preliminary teaching practice session on August 23 and 24, 2022.

Fr. Principal thanked Dr. Michael J. Leo for overseeing both our college semester exams and the TNTEU exams successfully. He also mentioned that Dr. John Lawrence will be the camp officer for our TNTEU's evaluation camp to be held in our college.

The meeting came to an end at 05.15 pm.

Rev. Dr. D. Thomas Alexander SJ
Principal

Rev. Fr. S. Maria Singarayar SJ
Secretary

Staff Secretary



St. Xavier's College of Education (Autonomous)
Palayamkottai-627 002

S.No.	Name of the Staff	Signature
1	Rev. Dr. D. Thomas Alexander, SJ	
2	Dr. A. John Lawrence	
3	Dr. M. Antony Raj	
4	Dr. A. Punitha Mary	
5	Dr. A. Michael J Leo	
6	Dr. Y. Daniel	
7	Mrs. A. Metilda Jasmine Shanthi	
8	Dr. S. Sherlin	
9	Dr. R. Sathesh Franklin	
10	Dr. T. Raja	
11	Rev. Dr. F.X. Dominic Royce, SJ	
12	Dr. A. Nicholas Jegan	
13	Mr. U. Subramanian	
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PALAYAMKOTTAI-627002, TAMILNADU, INDIA

A staff meeting was conducted on 30th August 2022 at 10.20 am in the conference hall. Dr. Michael J Leo invoked God's blessings. Fr. Principal gave the staff a hearty welcome. The minutes of the last meeting that took place on July 29th 2022 was presented by the staff secretary and approved by the members present.

Fr. Principal expressed his gratitude to all of the teaching faculties for their dedication in making the second year students to complete 20 lesson plans, 20 Charts and 60 flash cards for or each optional subjects.

Fr. Principal thanked Dr. John Lawrence for the successful completion of the TNTEU's evaluation camp held in our college.

After discussion the schedule for the month of September was planned and fixed. It is as follows:

EVENTS IN THE MONTH OF SEPTEMBER 2022

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

Palayamkottai - 627 002

Date	Time	Classes
01.09.2022 Thursday		II B.Ed begins their Internship
09.09.2022 Friday	10.00 a.m	Valediction of Intensive English Training Programme
10.09.2022 Saturday		Staff Picnic
12.09.2022 Monday	9.30 am – 11.00 am 11.15 am -12.45 pm 1.45 pm – 3.00 pm 3.15 pm – 4.00 pm 4.00 pm – 4.30 pm	Student Induction Programme Phase – I Orientation on <ul style="list-style-type: none"> • Code of Conduct (Principal) • Academic Matters (Dr. A. Punitha Mary) • Usage of Library (Dr. T. Raja) • Diploma Programme & Certificate Programme (Principal) • Entry Behavior Test (Dr. A. Punitha Mary)

	4.30 pm- 5.15 pm	<ul style="list-style-type: none"> Physical Education (Dr. R. Sathesh Franklin)
13.09.2022 Tuesday	9.30 am – 10.15 am 10.15 am- 11.15 am 11.30 am – 12.45 pm 1.45 pm -2.15 pm 2.15 pm - 3.00 pm 3.15 pm – 4.00 pm 4.00 pm – 4.30 pm	Student Induction Programme Phase – II Orientation on <ul style="list-style-type: none"> Elective Courses (Dr. A. Punitha Mary) Joy of Giving & Extension Activities (Dr. Y. Daniel) SWAYAM (Dr.A. Michael J Leo) VENTEL Programme (Dr. R. Sathesh Franklin) CGPC (Dr. S. Sherlin) NSS & SWACHH (Dr. R. Sathesh Franklin) Self-Study Courses & Value Added Courses (Dr. A. Punitha Mary)
14.09.2022 Wednesday	9.30 am -11.00 am 11.15 am – 12.45 pm 1.45 pm – 3.00 pm 3.15 pm – 4.30 pm	Student Induction Programme Phase – III Self-awareness (Fr. Secretary) Know your Personality (Dr.A. Michael J Leo) Self-Esteem (Rev. Fr. A. Loyola) Developing Positive Attitude (Dr. A. Punitha Mary)
15.09.2022 Thursday	9.30 am- 11.00 am 11.15 am-12.45 pm 1.45 pm-3.00 pm 3.30 pm – 4.30 pm	Student Induction Programme Phase – IV Principles of Teaching (Dr. S. Sherlin) Time Management (Dr. Y. Daniel) Professional Ethics (Dr. A. John Lawrence) Anti-Suicidal Guidance Programme
16.09.2022 Friday	9.30 am- 12.45 pm 1.45pm – 4.30 pm	Cyber Wisdom Inauguration of Environmental Club 1 st Visit to internship schools by the staff
17.09.2022 Saturday	9.30 am- 11.30 am 11.45 pm – 12.45 pm 1.45 pm – 4.30 pm	Teaching Aids (Mrs. A. Chellammal) College Anthem. National Anthem Tamil Thai Vazhathu (Principal) Preparation for Teacher's day Celebration

	6.00 pm	Alumni Teachers' day celebration
19.09.2022 & 20.09.2022		Regular Classes
21.09.2022 to 30.09.2022		Micro teaching Practice
24.09.2022 Saturday		Holiday
1.10.2022 Saturday	9.30 am – 12.45 pm	Visit to Science Centre (I B.Ed)
2.10.2022 to 5.10.2022		Pooja Holidays
6.10.2022 to 8.10.2022		Lesson Plan Writing
10.10.2022 & 11.10.2022		Demo teaching

TIME TABLE – MICROTEACHING FOR I B.Ed (ACADEMIC YEAR 2022-2023)

Date	9.30-10.30	10.30-11.30		11.45-12.45		1.45-2.45	2.45-3.45	3.45-4.30
21-09-2022 Wednesday	Introduction to Micro-teaching PM	Skill – I Explanation & Demo (Opt-II) Introducing a Lesson	Break 11.30 a.m - 11.45 a.m	Skill - I Episode Writing & Correction	Lunch Break 12.45 p. m - 1.45 p. m	Skill - I Episode Writing & Correction	Skill - I Practice- Introducing a Lesson	Skill - I Practice- Introducing a Lesson
22-09-2022 Thursday	Skill - II Explanation & Demo (Opt-I) Explaining	Skill – II Episode Writing & Correction		Skill – II Episode Writing & Correction		Skill - II Practice- Explaining	Skill - II Practice - Explaining	Skill - III Explanation & Demo (Opt-II) Stimulus Variation
23-09-2022 Friday	Skill – III Episode Writing & Correction	Skill – III Episode Writing & Correction		Skill - III Practice - Stimulus Variation		Skill - III Practice - Stimulus Variation	Skill - IV Explanation & Demo (Opt. I) Probing Questioning	Skill - IV Episode Writing & Correction
24-09-2022 Saturday	Holiday			Holiday		Holiday		
25-09-2022 Sunday	Holiday		Holiday		Holiday			

26-09-2022 Monday	Skill - IV Episode Writing & Correction	Skill - IV Practice- Probing Questionin g	Break 11.30 a.m - 11.45 a.m	Skill - IV Practice- Probing Questionin g	Lunch Break 12.45 p. m - 1.45 p. m	Skill - V Explanation & Demo (Opt- II) Reinforce ment	Skill - V Episode Writing & Correction	Skill - V Episode Writing & Correction
27-09-2022 Tuesday	Skill - V Practice- Reinforce ment	Skill - V Practice- Reinforce ment		Skill - VI Explanation & Demo (Opt-I) Increasing Pupil's Participati on		Skill - VI Episode Writing & Correction	Skill - VI Episode Writing & Correction	Skill - VI Practice- Increasing Pupil's Participati on
28-09-2022 Wednesday	Skill - VI Practice- Increasing Pupil's Participatio n	Link Lesson Explanatio n & Demo (Opt- I)		Link lesson Writing & Correction Opt-I		Link lesson Writing & Correction Opt-I	Link lesson Writing & Correction Opt-I	Link Lesson Practice Opt-I
29-09-2022 Thursday	Link Lesson Practice Opt-I	Link Lesson Practice Opt-I		Link Lesson Practice Opt-I		Link Lesson Explanation & Demo (Opt- II)	Link lesson Writing & Correction Opt-II	Link lesson Writing & Correction Opt-II
30-09-2022 Friday	Link lesson Writing & Correction Opt-II	Link Lesson Practice Opt-II		Link Lesson Practice Opt-II		Link Lesson Practice Opt-II	Link Lesson Practice Opt-II	

SPECIAL TIME TABLE FOR LESSON PLAN PREPARATION (I YEAR B.ED.)

Date	9.30-11.00	Break -11.00-11.15	11.15-12.45	Lunch 12.45-01.45	01.45-3.00	Break- 3.00-3.15	3.15-04.30
06-10-2019 Thursday	Optional I		Optional II		Optional I		Optional II
07-10-2019 Friday	Optional I		Optional II		Optional I		Optional II
08-10-2019 Saturday	Optional I		Optional II		Optional I		Optional II

SPECIAL TIME TABLE FOR DEMO TEACHING (I YEAR B.ED.)


Date	9.30-11.00		11.15-12.45		01.45-3.00		3.15-04.30
10-10-2019 Monday	Optional I	Break- 11.00-11.15	Optional II (Prose)	Lunch 12.45-01.45	Optional I	Break-3.00-3.15	Optional II (Poetry)
11-10-2019 Tuesday	Optional I		Optional II (Grammar)		Optional I		Optional II (Supplementary reader)


The following decisions ^{were} ~~was~~ made after further considerations: ✓

1. To plan a staff picnic ^{on} ~~for~~ September 10, 2022.
2. To plan a single-day retreat for the staff on October.
3. To request that the staff upload their study materials to their own websites or Blocs.

Fr. Principal commended each staff for actively participating in the English Activity exercise for the first-year B.Ed students. He advised the staff to create E-Content for one unit from each of their assigned subjects. Additionally, he inspired the staff to produce articles and publish them in reputable publications.

The meeting came to an end at ¹² ~~05~~.15 pm.


Rev. Dr. D. Thomas Alexander SJ
Principal


Rev. Fr. S. Maria Singarayyar SJ
Secretary


Staff Secretary



St. Xavier's College of Education (Autonomous)
Palayamkottai-627 002

S.No.	Name of the Staff	Signature
1	Rev. Dr. D. Thomas Alexander, SJ	
2	Dr. A. John Lawrence	
3	Dr. M. Antony Raj	
4	Dr. A. Punitha Mary	
5	Dr. A. Michael J Leo	
6	Dr. Y. Daniel	
7	Mrs. A. Metilda Jasmine Shanthi	
8	Dr. S. Sherlin	
9	Dr. R. Sathesh Franklin	
10	Dr. T. Raja	
11	Rev. Dr. F.X. Dominic Royce, SJ	
12	Dr. A. Nicholas Jegan	
13	Mr. U. Subramanian	
14	Mrs. M. Rosary Kiruba Alexy	
15	Rev. Fr. A. Loyola, SJ	
16	Dr. S. Mercy Johanna	
17	Mr. Balasubramanian	



St. Xavier's College of Education (Autonomous)

[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]

Palayamkottai – 627 002, Tamil Nadu, India.

Minutes of the Staff Council Meeting held on 30th September 2022

The Staff Council meeting was held on 30th September 2022 at 3.45 pm in the conference hall. The meeting started with a small prayer by Rev. Fr. A. Loyola SJ. Dr. M. Antony Raj read out the minutes of the previous staff Council meeting held on 30th August 2022 which was passed by the members present in the meeting.

The following members were present in the meeting.

Sl. No.	Members
1.	Rev.Dr. D. Thomas Alexander SJ
2.	Rev.Dr. S. Maria Singarayar SJ
3.	Dr.A.John Lawrence
4.	Dr.M.Antony Raj
5.	Dr.Mrs.A.Punitha Mary
6.	Dr.A.Michael J Leo
7.	Dr.Y.Daniel
8.	Mrs.A.Metilda Jasmine Shanthi
9.	Dr. S. Sherlin
10.	Dr.R.Sathesh Franklin
11.	Dr.T.Raja
12.	Rev.Dr.F.X.Dominic Royce,S.J.
13.	Mr.U.Subramanian
14.	Dr.A.Nicholas Jegan
15.	Mrs.M.Rosary Kiruba Alexy
16.	Dr.Mrs.S.Mercy Johanna
17.	Rev.Fr.A.Loyola,S.J.
18.	Mr.R.Balasubramanian
19.	Dr.D.Namasivayam

Dr. M. Antony Raj read out the staff council accounts for the academic year 2021-22 and handed over the same to Dr. A. Punitha Mary, the new Staff Council Secretary. Rev. Fr. Principal

thanked Dr. M. Antony Raj for his committed service for the last academic year as the staff council secretary.

Further he thanked all the faculty members for their support in executing the last month programmes.

Dr. S. Sherlin explained the programme organised by CGPC on 'Awareness on Staff Selection Commission' on that day and he informed that all the students could enroll in the programme organised by SSC by 6th October 2022.

Rev. Fr. Principal informed that the programme 'Visit to Science Centre' which was planned on 1st October was changed into VENTEL Programme and Dr. Y. Daniel explained the objectives of that programme. As the schools will reopen on 10th October, 2022, the St. Xavier's School Headmaster requested to have Demo teaching on 12th October instead of 10th October 2022. Hence it was decided to have core and elective courses alone on 10th & 11th October 2022.

Further, Principal added that the demo teaching will be video recorded and uploaded in the College You Tube Channel.

Later the discussion on planning the events for the month of October 2022 was done and it was as follows.

EVENTS IN THE MONTH OF OCTOBER 2022

DATE	Day	TIME	EVENTS
01.10.2022	Saturday	9.30-12.30 p.m.	Vental Programme No Classes in the Afternoon
		10.00 a.m.	Alumni Get-together of 1985-1986 Batch B.Ed. Students
03.10.2022- 05.10.2022	Monday to Wednesday	Pooja Holidays	
06.10.2022- 08.10.2022	Thursday-Saturday	Training in Lesson Plan Writing	
08.10.2022	Saturday	2.30 p.m.	Certificate Programme Starts-
		3.15 p.m.	Curriculum Development Cell Meeting
10.10.2022-	Monday-Tuesday	Usual Classes	

11.10.2022			
12.10.2022	Wednesday	Demo Teaching in Pedagogy I & II	
12.10.2022- 18.10.2022	Wednesday- Tuesday	SXCE & SICE Faculty Exchange Programme (Psychology Classes)	
14.10.2022	Friday	3.35 p.m.	Celebration of Dr. Abdul Kalam's Birthday
15.10.2022	Saturday	9.30 am-4.00 p.m.	Orientation for Staff at Thozhamai Illam, Kanyakumari District
18.10.2022	Tuesday	10.00 a.m.	Eye Camp by Eye Foundation
20.10.2022	Thursday	3.30 p.m.	Deepavali Celebration
22.10.2022- 25.10.2022	Saturday-Tuesday	Deepavali Holidays	
27.10.2022- 29.10.2022	Thursday-Saturday	CIA-I for First B.Ed.	
31.10.2022	Monday	9.30 a.m.-12.30 p.m.	Seminar on Cyber Wisdom
		Preliminary Teaching Practice (PTP-I) Unit Receiving	
08.11.2022 & 16.11.2022	Tuesday & Wednesday	PTP-I & II	
05.11.2022 & 14.11.2022	Saturday & Monday	Peer Teaching in Pedagogy I & Pedagogy II	

Dr. R. Sathesh Franklin explained the programme schedule of the Alumni get-together to be held on 1st October 2022. Rev. Fr. Secretary explained the agenda of the Staff induction programme to be held on 15th October 2022 at Thozhamai Illam, Kanyakumari.

Dr. A. Nicholas Jegan was given the responsibility of contacting the Eye Foundations for conducting a free eye camp on 18th October 2022.

As the students felt difficult to have lunch at 12.15 pm both in the hostel and College, the whole time table was rescheduled as each period will be only for 50 minutes and there will be four hours in the morning and only three hours in the afternoon. The last hour will be the Diploma Programme on 'Digital Pedagogy'.

Fr. Principal instructed the faculty members to prepare e-content for atleast one unit.

Mr. Bernardshaw will collect the dates for recording from each faculty.

Dr. M. Antony Raj discussed on the various funding agencies which called for the project, the research grants available for the scholars and for in-service faculty.


Rev. Fr. Principal encouraged all the faculty to attend the FDP organised by All India Association for Christian Higher Education (AIACHE) & Lady Doak College from 11th October to 16th October 2022.

Rev. Fr. Secretary requested all the faculty members to sign the attendance in the morning and afternoon separately.

The meeting came to an end at 4.50 pm.


Secretary


Principal


Staff Secretary



St. Xavier's College of Education (Autonomous)

[Re-accredited (4th Cycle) at 'A⁺⁺' Grade by NAAC]

Palayamkottai – 627 002, Tamil Nadu, India.

Staff Council Meeting

The Staff Council Meeting was held on 31st October 2022 at 4.05 pm in the Conference Hall.

The following members were present in the meeting.

Sl. No.	Name of the Faculty	Signature
1.	Rev.Dr. D. Thomas Alexander SJ	
2.	Rev.Dr. S. Maria Singarayar SJ	
3.	Dr.A.John Lawrence	
4.	Dr.M.Antony Raj	
5.	Dr.Mrs.A.Punitha Mary	
6.	Dr.A.Michael J Leo	
7.	Dr.Y.Daniel	
8.	Mrs.A.Metilda Jasmine Shanthi	
9.	Dr. S. Sherlin	—
10.	Dr.R.Sathesh Franklin	
11.	Dr.T.Raja	
12.	Rev.Dr.F.X.Dominic Royce,S.J.	—
13.	Mr.U.Subramanian	
14.	Dr.A.Nicholas Jegan	
15.	Mrs.M.Rosary Kiruba Alexy	
16.	Dr.Mrs.S.Mercy Johanna	
17.	Rev.Fr.A.Loyola,S.J.	—
18.	Mr.R.Balasubramanian	
19.	Dr.D.Namasivayam	—



St. Xavier's College of Education (Autonomous)
[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]
Palayamkottai – 627 002, Tamil Nadu, India.

Minutes of the Staff Council Meeting held on 31st October 2022

The Staff Council meeting was held on 31st October 2022 at 4.05 pm in the conference hall. The meeting began with a short prayer by Dr. S. Mercy Johanna. Dr. A. Punitha Mary read out the minutes of the previous Staff Council meeting held on 30th September 2022 which was passed by the members present in the meeting.

The following members were present in the meeting.

Sl. No.	Members
1.	Rev.Dr. D. Thomas Alexander SJ
2.	Rev.Dr. S. Maria Singarayar SJ
3.	Dr.A.John Lawrence
4.	Dr.M.Antony Raj
5.	Dr.Mrs.A.Punitha Mary
6.	Dr.A.Michael J Leo
7.	Dr.Y.Daniel
8.	Mrs.A.Metilda Jasmine Shanthi
9.	Dr.R.Sathesh Franklin
10.	Dr.T.Raja
11.	Mr.U.Subramanian
12.	Dr.A.Nicholas Jegan
13.	Mrs.M.Rosary Kiruba Alexy
14.	Dr.Mrs.S.Mercy Johanna
15.	Mr.R.Balasubramanian

Rev. Fr. Principal thanked all the faculty members for their support in executing the last month's programmes. He specially thanked the pedagogy teachers for their Demo Teaching and initiating the students in writing the lesson plans. Further he shared his experiences with the students of St. Ignatius College of Education (Autonomous), Palayamkottai during Faculty Exchange Programme and he thanked Dr. A. Punitha Mary who took classes at SICE along with him.

Later the discussion on planning the events for the month of November and December 2022 was done and given below.

EVENTS IN THE MONTH OF NOVEMBER AND DECEMBER 2022

DATE	Day	TIME	EVENTS
30.10.2022	Monday	4.00 pm	Staff Council Meeting
5.11.2022	Saturday	9.30 am -4.30 pm	Peer Teaching - I
8.11.2022	Tuesday	9.30 am -4.30 pm	Preliminary Teaching Practice -I
9.11.2022	Wednesday	3.00 pm -3.45 pm 3.00 pm	Teacher of the Month -I Montessori Preparatory Committee Meeting
10.11.2022	Thursday	9.30 am -1.00 pm 2.05 pm -4.50 pm	Yoga for Human Excellence Cyber Wisdom
11.11.2022	Friday	12.15pm -1.05pm 2.05 pm -4.50 pm	Internship School Visit by Faculty -II National Education Day (VENTEL Programme)
12.11.2022	Saturday	2.05 pm -4.50 pm	Yoga for Human Excellence
14.11.2022	Monday	9.30 am -4.30 pm	Yoga for Human Excellence
18.11.2022	Friday		Peer Teaching -II
19.11.2022	Saturday		Field Trip to Keezhadi
21.11.2022	Monday	3.00pm-3.45pm	Holiday
22.11.2022	Tuesday		Videoconferencing
23.11.2022	Wednesday	4.00 pm -5.30 pm	Preliminary Teaching Practice -II
24.11.2022	Thursday	12.15pm-1.05pm 4.00 pm -5.30 pm	I CIA -Digital Pedagogy - Course - 1 CGPC Activity
26.11.2022	Saturday	9.30 am-4.30 pm 3.00 pm -4.50 pm	I CIA -Digital Pedagogy - Course - 2 National Level Workshop on 'Tech 2K25 Teachers'
29.11.2022	Tuesday	2.05 pm	Cultural Saturday
30.11.2022	Wednesday	4.00-6.00 pm	Inter-School Quiz Competition
1 st - 6 th Dec 2022	Thursday		Webinar on 'Digital Pedagogy' in Collaboration with SXIE, Mumbai CIA II
2.12.2022	Friday	2.05 pm 9.30 am- 4.30 pm	Homage to St. Francis Xavier Seminar on 'Career Guidance' for Higher Secondary Teachers
3.12.2022	Saturday		St. Francis Xavier Feast- Holiday
5.12.2022	Monday	3.30 pm	IQAC Meeting
6.12.2022	Tuesday		Internship School Visit by Faculty -III
7.12.2022	Wednesday	9.30 am -1.00 pm	FDP for Non-Teaching Staff
10.12.2022	Saturday		Board of Studies Meeting
14.12.2022	Wednesday		Odd Semester Examination Begins
21.12.2022			Christmas Celebrations

Dr. Y. Daniel shared with the group about the schedule for the field trip to Keezhadi on 18th November 2022. It was decided to collect Rs.200 from each student for the same.

Regarding the internal test for Digital Pedagogy on 23rd and 24th November 2022, the students will be free for one hour before the internal test whereas all the classes will be as usual.

Dr. A. Nicholas Jegan explained the preparatory work for the national level workshop on 'Tech 2K25 Teachers' to be held on 26th November 2022. He informed that Prof. Xavier Pradeep Singh will be the Resource Person and he would expertise on 'Web 4.0 tools'. Mr. U. Subramanian and Dr. S. Mercy Johanna were requested to coordinate the workshop along with Dr. Nicholas Jegan.

To organize the Inter-School Quiz Competition by the pedagogy groups (Bio-Science, History, Computer Science and Tamil), it was suggested to get the help from Mr. Susai Michael, our Alumni.

Dr. Y. Daniel and Mr. U. Subramanian agreed to help Dr. S. Sherlin in organizing the Seminar on 'Career Guidance' for Higher Secondary Teachers which is to be held on 2nd December 2022.

Rev. Fr. Y. Baskar, Campus Minister was assigned the responsibility of organising 'Homage to St. Francis Xavier'.

Later the Principal requested the staff members to prepare for AQAR carefully as it will be taken into account for accreditation process in the next cycle. Dr. A. Michael J Leo and Dr. A. John Lawrence were assigned the Criterion II and Criterion V respectively. Others will continue to take care of Criterion, which was assigned earlier.

Dr. A. Michael J Leo explained the decision taken by the Curriculum Development Cell in revamping the syllabus and it was approved by the staff members. Rev. Fr. Principal requested the staff to prepare the syllabus for the subjects handled by them by introducing the modern trends. It was decided to submit the revamped syllabus on 15th November 2022.

Finally the Principal thanked the staff members and the meeting came to an end at 5.15 pm.


Staff Secretary


Secretary


Principal



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]

PALAYAMKOTTAI – 627 002, TAMIL NADU, INDIA

The Staff Council Meeting was held on 08th December 2022 at 11.45 am in the Conference Hall.
The following members were present in the meeting.

Sl. No.	Name of the Faculty	Signature
1.	Rev. Dr. D. Thomas Alexander, S.J.	
2.	Rev. Fr. S. Maria Singarayar, S.J.	
3.	Dr. A. John Lawrence	
4.	Dr. M. Antony Raj	
5.	Dr. Mrs. A. Punitha Mary	
6.	Dr. A. Michael J Leo	
7.	Dr. Y. Daniel	
8.	Mrs. A. Metilda Jasmine Shanthi	
9.	Dr. S. Sherlin	
10.	Dr. R. Sathesh Franklin	
11.	Dr. T. Raja	
12.	Rev. Dr. F.X. Dominic Royce, S.J.	
13.	Dr. A. Nicholas Jegan	
14.	Mr. U. Subramanian	
15.	Mrs. M. Rosary Kiruba Alexy	
16.	Dr. Mrs. S. Mercy Johanna	
17.	Rev. Fr. A. Loyola, S.J.	
18.	Mr. R. Balasubramanian	
19.	Mr. K. Natarajan	
20.	Dr. D. Namasivayam	



St. Xavier's College of Education (Autonomous)

[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]

Palayamkottai – 627 002, Tamil Nadu, India.

Minutes of the Staff Council Meeting held on 8th December 2022

The Staff Council meeting was held on 8th December 2022 at 11.45 pm in the conference hall. The meeting started with a short prayer by Dr. S. Sherlin. Dr. A. Punitha Mary read out the minutes of the previous staff Council meeting held on 31st October 2022 which was passed by the members present in the meeting.

The following members were present in the meeting.

Sl. No.	Members
1.	Rev.Dr. D. Thomas Alexander SJ
2.	Dr.A.John Lawrence
3.	Dr.M.Antony Raj
4.	Dr.Mrs.A.Punitha Mary
5.	Dr.A.Michael J Leo
6.	Dr.Y.Daniel
7.	Mrs.A.Metilda Jasmine Shanthi
8.	Dr. S. Sherlin
9.	Dr.R.Sathesh Franklin
10.	Mr.U.Subramanian
11.	Dr.A.Nicholas Jegan
12.	Mrs.M.Rosary Kiruba Alexy
13.	Dr.Mrs.S.Mercy Johanna
14.	Rev.Fr.A.Loyola,S.J.
15.	Mr.R.Balasubramanian

Rev. Fr. Principal welcomed and introduced Mr. Natarajan, newly appointed Arts and craft Instructor to the staff. Further he thanked the staff for organising the different programmes in the last month.

Later the discussion on planning the events for the month of December 2022 was done and it was as follows.

EVENTS IN THE MONTH OF DECEMBER 2022

DATE	Day	TIME	EVENTS
8.12.2022	Thursday	11.45am	Staff Council Meeting
10.12.2022	Saturday	10.00 am	Board of Studies
12 th to 15 th	Monday to Thursday		CIA II – I M.Ed
15.12.2022	Thursday	9.30 am -11.30am 11.45 am -1.05pm 2.05 pm – 5.00pm 5.00pm -5.30 pm	II B.Ed. – Resume Classes after Internship Submission of all records except Test and Measurement Record, SUPW Record and Subject Club Activities Records Evaluation of Internship – Fr. Principal Test and Measurement Record – Mrs. Alexy Orientation to SUPW Record Division of Intramural groups I B.Ed – First Semester Examination Begins
16.12.2022	Friday	9.30am -11.00am 11.30am -1.00 pm 2.00 pm -5.00 pm 5.00pm -5.30 pm	II B.Ed Subject Club Activity I- Arts Group- Dr. John Lawrence Subject Club Activity II- Science Group- Mrs. A. Metilda Orientation to SUPW Record Intramural Activity I B.Ed – First Semester Examinations
17.12.2022	Saturday		II B.Ed- Holiday I B.Ed – First Semester Examinations
19 & 20	Mon& Tue		II B.Ed – II Semester Examinations for Digital Pedagogy I B.Ed – First Semester Examinations
21.12.2022	Wednesday	9.30 am– 10.30am 10.30am -1.00 pm 2.00 pm	Even Semester Begins II B.Ed: Record Writing I B.Ed: Division of Intramural groups Practice for Christmas Celebrations Christmas Celebration at ARCH
22.12.2022	Thursday	9.30 am – 1.00pm	II. B.Ed – Record Writing I B.Ed Street Play Practice (20 students) De-addiction Programme (Others)

		2.00 pm	Visit to Science Centre (All)
23.12.2022	Friday	9.30 am-1.00 pm	II B.Ed- Record Writing I B.Ed -Visit to Government Museum
24 th to 1 st Jan 2023			Christmas Holidays
2.01.2023	Monday	3.30 pm	II B.Ed: Submission of Test and Measurement Record SUPW Record, Subject Club Activities Preparation of Teaching Aids II & I B.Ed. I M.Ed.: Holy Mass I B.Ed: Regular Class
3.01.2023	Tuesday	9.30 am	II B.Ed: Assessment of Teaching Aids & Submission of Lesson Plans for Internal Teaching Competency and Practical Commission I B.Ed: Creative Crafts – VAC
4.01.2023	Wednesday	9.30am-1.00pm 2.00pm-4.00pm	II B.Ed: Orientation on Records I B.Ed: Cyber Crime Awareness I B.Ed: Aids Awareness
5 th & 6 th Jan 2023	Thursday		II B.Ed: Internal Teaching Competency I B.Ed: Creative Crafts – VAC
7.01.2023	Saturday		II B.Ed: Preparation for Model Viva-Voce on records I B.Ed: Analysis of Social Media
9.01.2023	Monday		II B.Ed: Model Viva-Voce on records in Groups (Record Notebooks alone) I B.Ed: Seminar on Legal Awareness
10.01.2023	Tuesday	9.30 am 2.00 pm	II B.Ed: Preparation for Practical Commission I B.Ed: Visit to the School for the Blind I B.Ed: Visit to the School for Deaf and Dumb
11.01.2023& 12.01.2023	Wed &Thursda y		II B.Ed: Practical Commission I B.Ed: Creative Crafts – VAC
13.01.2023	Friday		Pongal Celebrations- Students' Council
14 th to 17 th Jan 2023	Sat- Tuesday		Pongal Holidays

Dr. A. John Lawrence was assigned the responsibility of organizing subject club activity for Arts and Mrs. A. Metilda Jasmine Shanthi for Science groups. Pongal Celebrations will be held on 13th January 2023. Each Pedagogy group may prepare Pongal separately except Tamil and History group as there are a smaller number of students, they will combine and prepare Pongal. Students' Council will conduct fun games on that day. As the UGC insisted to have Anti-drug club, the anti-tobacco committee could be renamed as anti-drug club.

Fr. Principal informed that there will be a programme on 'Parental Counselling' to be organised by our college in collaboration with Magedeline Matric. Higher Secondary School on 17th December 2022. There is a proposal of having the same programme at Little Flower School and one FDP on 'Counselling Techniques' for our faculty.

Fr. Priincipal encouraged the staff members to present a paper in the seminar to be conducted by our Librarian. Further he explained the second day programme schedule for the orientation for young professors on 'Microteaching' which is organised by Jesuit Higher Education Commission Madurai Province on 8th & 9th December 2022.

Dr. Y. Daniel explained the preparatory work for the Christmas celebrations to be held on 21st December 2022 at ARCH for which donation will be collected from both staff and students.

Finally Rev. Fr. Principal asked the faculty to encourage the students to contribute articles, essay, drawings etc... for the college magazine. He thanked the staff members and the meeting came to an end at 12.35 pm.


Staff Secretary


Secretary


Principal



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]

PALAYAMKOTTAI – 627 002, TAMIL NADU, INDIA

Staff Council Meeting for the academic year 2022-23

The Staff Council Meeting was held on 03rd February 2023 at 04.30 pm in the Conference Hall.

The following members were present in the meeting.

Sl. No.	Name of the Faculty	Signature
1.	Rev. Dr. D. Thomas Alexander, S.J.	
2.	Rev. Fr. S. Maria Singarayar, S.J.	
3.	Dr. A. John Lawrence	
4.	Dr. M. Antony Raj	
5.	Dr. A. Punitha Mary	
6.	Dr. A. Michael J Leo	
7.	Dr. Y. Daniel	
8.	Mrs. A. Metilda Jasmine Shanthi	
9.	Dr. S. Sherlin	
10.	Dr. R. Sathesh Franklin	
11.	Dr. T. Raja	
12.	Rev. Dr. F.X. Dominic Royce, S.J.	—
13.	Dr. A. Nicholas Jegan	—
14.	Mr. U. Subramanian	
15.	Mrs. M. Rosary Kiruba Alexy	
16.	Dr. S. Mercy Johanna	
17.	Rev. Fr. A. Loyola, S.J.	
18.	Mr. R. Balasubramanian	
19.	Mr. K. Natarajan	—
20.	Dr. D. Namasivayam	—



St. Xavier's College of Education (Autonomous)
[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]
Palayamkottai – 627 002, Tamil Nadu, India.

Minutes of the Staff Council Meeting held on 3rd February 2023

The Staff Council meeting was held on 3rd February 2023 at 4.30 pm in the conference hall. The meeting started with a short prayer by Mrs. A. Metilda Jasmine Shanthi.

The following members were present in the meeting.

Sl. No.	Members
1.	Rev.Dr. D. Thomas Alexander SJ
2.	Rev. Fr. S. Maria Singarayyar SJ
3.	Dr. A. John Lawrence
4.	Dr. M. Antony Raj
5.	Dr. A. Punitha Mary
6.	Dr. A. Michael J Leo
7.	Dr. Y. Daniel
8.	Mrs .A. Metilda Jasmine Shanthi
9.	Dr. S. Sherlin
10.	Dr.R.Sathesh Franklin
11.	Dr. T. Raja
12.	Mr.U.Subramanian
13.	Mrs.M.Rosary Kiruba Alexy
14.	Dr. S. Mercy Johanna
15.	Rev. Fr. A. Loyola,S.J.
16.	Mr. R. Balasubramanian

Dr. A. Punitha Mary read out the minutes of the previous staff Council meeting held on 8th December 2022 which was passed by the members present in the meeting.

Rev. Fr. Principal thanked all the faculty members for their cooperation in executing the last month programmes. He specially thanked Dr. A. Michael J Leo and Mr. A. Nicholas Jegan for the successful completion of Semester Examinations for Diploma Programme.

Later the discussion on planning the events for the month of February was done and it was as follows.

EVENTS IN THE MONTH OF FEBRUARY 2023

DATE	Day	TIME	EVENTS
01.02.2023	Wednesday	3.00 pm	Feedback from Internship Schools
03.02.2023	Friday	9.30 am-1.00 pm	I & II B.Ed students visit to SXC Centenary Exhibition
3 rd to 5 th Feb	Fri. to Sun.	11.00 am 4.30 pm	Governing Body Meeting NET Coaching Staff Meeting
04.02.2023	Saturday	10 am-12.00 pm 2.00 pm	Parents Teachers Meeting Group Division for intramural Cultural Competitions
05.02.2023	Sunday	4.00 pm	Valediction of NET Coaching
06.02.2023	Monday	9.30 am -10.20 am 3.00 pm	I B.Ed.: Tutor Ward II B.Ed: Campus Interview
07.02.2023	Tuesday	12.15 pm-1.05pm	Inter-religious Prayer Service
08.02.2023	Wednesday	2.55 pm-3.45 pm	I & II B.Ed: Subject Club Activity
11.02.2023	Saturday	2.00 pm 3.00 pm 2.00 pm	I B.Ed; Medical Camp (Dr. S. Mercy) II B.Ed : Campus Interview Examination for Modern Theatre Arts
13.02.2023	Monday		College Assembly (Bio, History, Comp, Tamil Groups)
14.02.2023	Tuesday	6.00 pm	Our Lady of Lourdes feast @ SXC
15.02.2023	Wednesday	10.00 am -11.30 am 2.00 pm – 3.30 pm	I B.Ed: II CIA – Diploma In Dig. Pedagogy II CIA - Diploma In Dig. Pedagogy II B.Ed: Regular Classes
16.02.2023	Thursday	9.30 am	Eeranilam – Painting Exhibition (Dr. SS, Mrs. RKA, Fr. AL)
17.02.2023	Friday	2.00 pm -5.00 pm 9.30 am -4.30 pm	I.B.Ed : I Semester Examinations for Dig. Pedagogy II B.Ed : Counselling Skills
18.02.2023	Saturday	10.00am -1.00 pm	I.B.Ed : I Semester Examinations for Dig. Pedagogy
19.02.2023	Sunday	10.00 am	Job Fair by A.K.T Groups

20.02.2023	Monday	4.00 pm -4.50 pm	College Assembly (English Group) Teacher of the Month Last Date for AQAR Submission by Faculty
22.02.2023		3.00 pm	Sports Day
24 th & 25 th Feb 2023	Friday and Saturday		II B.Ed: Educational Tour for II B.Ed I B.Ed: Regular Classes
27.02.2023	Monday	3.30 pm	Farewell to Mr.P. Bernet Sahaya Joe
28.02.2023	Tuesday	3.00 pm	Screening of film ' The Great Indian Kitchen'
03.03.2023	Friday	9.30 am -4.30 pm	Intramural Cultural Finale
04.03.2023	Saturday	9.30 am -1.00 pm 6.00 pm	Seminar on POCSO in collaboration with SICE Valediction of Certificate programme on MTA
11.03.2023	Saturday		Graduation Day
17.03.2023	Friday	2.00 pm	Awareness Rally

- It was suggested to write lesson plans for Biological Science by the Physical Science students and Physical Science lesson plans by the Biological Science students.
- Mrs. A. Metilda Jasmine Shanthi explained the programme schedule of the Parents Teachers Meeting to be held on 4th Febraury 2023. Mr. U. Subramanian detailed the formation of groups for intramural cultural competitions and the number of events to be conducted.
- Dr. Anita, Nagercoil may be contacted for organizing a special talk on 'Food Habits and Life Style'. Fr. Principal invited all the faculty members for the feast of our lady of Lourdees. He also added that our college has to do green audit, submit AQAR, conduct AAA and the report of all those to be submitted for autonomy review.
- It was decided to contribute the following amount by the staff members towards the farewell of Mr. Joe.

Aided Teaching Staff : Rs. 2500

Aided Non-teaching Staff : Rs. 1000

Un aided Teaching Staff : Rs. 1000

Unaided Non-teaching staff : Rs. 500

- Fr. Secretary informed that he would give Rs. 1000 for Mr. Joe's retirement function.

- It was decided to buy 4gms gold ring, one shawl, one sandalwood garland for honouring Mr. Joe.
- Mr. Diwan will be the chief guest for the valedictory function of Modern Theatre Arts and a drama will be staged by all the trainees on 4th March 2023. The views on National Education policy of the faculty members were requested by the state government and Dr. M. Antony Raj was given the responsibility to collect feedback from all faculty and to consolidate it.

Finally Rev. Fr. Principal thanked the staff members and the meeting came to an end at 5.30 pm

A. P. Pritha Mary.
Staff Secretary

[Signature]
Secretary

[Signature]
Principal



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)
[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]
PALAYAMKOTTAI – 627 002, TAMIL NADU, INDIA

Staff Council Meeting for the academic year 2022-23

The Staff Council Meeting was held on 02nd March 2023 at 03.30 pm in the Conference Hall.

The following members were present in the meeting.

Sl. No.	Name of the Faculty	Signature
1.	Rev. Dr. D. Thomas Alexander, S.J.	
2.	Rev. Fr. S. Maria Singarayar, S.J.	
3.	Dr. A. John Lawrence	
4.	Dr. M. Antony Raj	
5.	Dr. A. Punitha Mary	
6.	Dr. A. Michael J Leo	
7.	Dr. Y. Daniel	
8.	Mrs. A. Metilda Jasmine Shanthi	
9.	Dr. S. Sherlin	
10.	Dr. R. Sathesh Franklin	
11.	Dr. T. Raja	
12.	Rev. Dr. F.X. Dominic Royce, S.J.	
13.	Dr. A. Nicholas Jegan	
14.	Mr. U. Subramanian	
15.	Mrs. M. Rosary Kiruba Alexy	
16.	Dr. S. Mercy Johanna	
17.	Rev. Fr. A. Loyola, S.J.	
18.	Mr. R. Balasubramanian	
19.	Mr. K. Natarajan	
20.	Dr. D. Namasivayam	



St. Xavier's College of Education (Autonomous)

[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]

Palayamkottai – 627 002, Tamil Nadu, India.

Minutes of the Staff Council Meeting held on 2nd March 2023

The Staff Council meeting was held on 2nd March 2023 at 3.30 pm in the conference hall. The meeting started with a short prayer by Mrs. M. Rosary Kiruba Alexy.

The following members were present in the meeting.

Sl. No.	Members
1.	Rev.Dr. D. Thomas Alexander SJ
2.	Rev. Fr. S. Maria Singarayar SJ
3.	Dr. A. John Lawrence
4.	Dr. M. Antony Raj
5.	Dr. A. Punitha Mary
6.	Dr. A. Michael J Leo
7.	Dr. Y. Daniel
8.	Dr. S. Sherlin
9.	Dr.R.Sathesh Franklin
10.	Dr. T. Raja
11.	Dr. A. Nicholas Jegan
12.	Mr.U.Subramanian
13.	Mrs.M.Rosary Kiruba Alexy
14.	Dr. S. Mercy Johanna
15.	Rev. Fr. A. Loyola,S.J.
16.	Mr. R. Balasubramanian
17.	Mr. K. Natarajan

Dr. A. Punitha Mary read out the minutes of the previous staff Council meeting held on 3rd February 2023 which was passed by the members present in the meeting.

Rev. Fr. Principal thanked all the faculty members for their cooperation in executing the last month programmes.

Dr. M. Antony Raj informed that he had requested the staff members to send the feedback on New Education Policy but there was no response and so feedback on new education policy was not completed. Rev. Fr. Principal requested to start inhouse discussion entitled 'Modern Trends in

Education' in which any one of the faculty members can share his/her expertise on any one of the topics.

Later the discussion on planning the events for the month of March 2023 was done and it was as follows.

EVENTS IN THE MONTH OF MARCH 2023

DATE	Day	TIME	EVENTS
01.03.2023	Wednesday	3.30 pm	Mime Competition
02.03.2023	Thursday	3.30 pm 6.00 pm	Staff Meeting Modern Theatre Show
03.03.2023	Friday	9.30 am -4.30 pm	Kalaichitalaral
04.03.2023	Saturday		Local Holiday
06 th to 9 th March 2023	Monday- Thursday		I CIA of II & IV Semester
10.03.2023	Friday	8 am	Field Trip to Tuticorin
11.03.2023	Saturday	12.15 pm 3.30 pm	I B.Ed : Tutor Ward Interaction I & II B.Ed: Teacher of the Month
13.03.2023	Monday	2.55 pm -3.50 pm	Value Added Course Hindi begins
14.03.2023	Tuesday	10 am	Dharani School- Campus Interview
15.03.2023	Wednesday	3.45 pm	Inauguration of Standard Club
16.03.2023	Thursday	11.30 am 2.00 pm	Quiz Competition on Women Achievers Women's Day Celebration
17.03.2023	Friday	3.00 pm	Rally on 'No to Plastics'
18.03.2023	Saturday	9.30 am -1.00pm 3.00 pm	Medical Camp - Bell Pins Hospital Film on 'The Great Indian Kitchen'
20.03.2023	Monday	9.15 am	College Assembly (Mathematics)
21.03.2023	Tuesday	9.30 am -4.30 pm	Retreat for Staff and Students
22.03.2023	Wednesday		Telugu New Year - Holiday
24.03.2023	Friday		II B.Ed: Social Project
25.03.2023	Saturday		National Workshop on Mindfulness
27.03.2023	Monday	9.15 am	College Assembly (Physical Science)
27 th &28 th March 2023	Monday & Tuesday		Book Exhibition

28.03.2023	Tuesday	2.00 pm- 4.30 pm	II B.Ed: Seminar on POCSO in Collaboration with SICE
30 th & 31 st March 2023	Thursday - Friday	2.00 pm -5.00 pm	II B.Ed: Online Workshop on 'IPP' in Collaboration with SXIE
03.04.2023	Monday	9.15 am	College Assembly (Bio, His, Comp. Tamil)
17.04.2023	Monday	9.15 am	College Assembly (English)
14.04.2023	Friday		Graduation Day
21.04.2023	Friday		College Day
24.04.2023		9.15 am	College Assembly (Students' Council)
27.04.2023	Thursday		AAA
28.04.2023	Friday		Thanks Giving Mass

- Fr. Principal explained the programme schedule for Modern Theatre Show in which our staff and students, students from Britto Hostel, St. Ignatius College of Education will participate.
- Mr. U. Subramanian detailed the events of cultural competitions conducted from 8th to 14th February 2023 and the valedictory programme to be conducted on 3rd March 2023.
- Dr. Y. Daniel explained the field trip to Tuticorin to be organised on 10th March 2023. Totally 192 students and 18 faculty members will participate and three buses has been arranged. The places to be visited are Harbour, Eco Park, SPIC and salt pan.
- The status of the campus interview was shared by Dr. S. Sherlin in which he gave the statistics of students got appointment in different schools and he added communication problem is the cause for less number of students getting appointments. He listed out that three tests on Tamil was conducted in the month of February for TET preparation and three tests in Psychology to be conducted in the month of March.
- The ministry of consumer affairs invited to start a 'Standard club' in all the colleges and accordingly Dr. Y. Daniel is appointed as the coordinator for the standard club of our college. Dr. Y. Daniel briefed that the central government is ready to grant Rs. 30,000 for organising three programmes in a year. The inauguration of the club is planned to be held on 15th March, International Consumers Day.
- On 16th March 2023, women's day will be celebrated in which Ms. Poornam, Correspondent, Pushpalatha Schools will be the chief guest.

- Free medical camp in collaboration with Bell Pins Hospital will be held on 18th March 2023 in which both the boys and girls will be benefitted. In the beginning there would be a special talk on Breast Cancer Awareness for girls and Substance Abuse for boys, to be followed by the medical camp.
 - The group suggested to have a rally on 'No to Plastics and Yes to Manja Pai Movement' on 17th March 2023.
 - Retreat will be conducted in four groups i.e. Christians and Hindus, two each and another group for staff.
 - Dr. M. Antony Raj shared the preparatory work done so far for organising the National Level workshop on mindfulness on 25th March 2023.
 - It was decided to fix the last date for AQAR submission on 31st March 2023.
 - The curriculum development cell was asked to prepare the syllabus for III and IV semesters of B.Ed Programme and all the four semesters for M.Ed Programme. It was requested to include an elective entitled 'Cyber Crime and Security' in the fourth semester.
 - Rev. Fr. Principal requested all the faculty members to publish one article per year. He motivated the faculty members to continue to take class only in English.
 - Rev. Fr. Secretary informed that in the next year budget, requirements from various offices have been taken into account. He appreciated the organisers of sports day, Intramural Cultural Competitions, CGPC and educational tour.
- Finally Rev. Fr. Principal thanked all the members and the meeting came to an end at 4.45 pm.


Staff Secretary


Secretary


Principal



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

[Re-accredited (4th Cycle) at 'A+' Grade by NAAC]

PALAYAMKOTTAI – 627 002, TAMIL NADU, INDIA

Staff Council Meeting for the academic year 2022-23

The Staff Council Meeting was held on 11th April 2023 at 04.00 pm in the Conference Hall. The following members were present in the meeting.

Sl. No.	Name of the Faculty	Signature
1.	Rev. Dr. D. Thomas Alexander, S.J.	
2.	Rev. Fr. S. Maria Singarayar, S.J.	
3.	Dr. A. John Lawrence	
4.	Dr. M. Antony Raj	
5.	Dr. A. Punitha Mary	
6.	Dr. A. Michael J Leo	
7.	Dr. Y. Daniel	
8.	Mrs. A. Metilda Jasmine Shanthi	
9.	Dr. S. Sherlin	
10.	Dr. R. Sathesh Franklin	
11.	Dr. T. Raja	
12.	Rev. Dr. F.X. Dominic Royce, S.J.	
13.	Dr. A. Nicholas Jegan	
14.	Mr. U. Subramanian	
15.	Mrs. M. Rosary Kiruba Alexy	
16.	Dr. S. Mercy Johanna	
17.	Rev. Fr. A. Loyola, S.J.	
18.	Mr. R. Balasubramanian	
19.	Mr. K. Natarajan	
20.	Dr. D. Namasivayam	



St. Xavier's College of Education (Autonomous)

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Palayamkottai – 627 002, Tamil Nadu, India.

Minutes of the Staff Council Meeting held on 11th April 2023

The Staff Council meeting was held on 11th April 2023 at 4.00 pm in the conference hall. The meeting started with a short prayer by Dr. A. Michael J Leo. Dr. A. Punitha Mary read out the minutes of the previous staff Council meeting held on 2nd March 2023 which was passed by the members present in the meeting.

The following members were present in the meeting.

Sl. No.	Members
1.	Rev. Dr. D. Thomas Alexander SJ
2.	Dr. A. John Lawrence
3.	Dr. M. Antony Raj
4.	Dr. A. Punitha Mary
5.	Dr. A. Michael J Leo
6.	Dr. Y. Daniel
7.	Mrs. A. Metilda Jasmine Shanthi
8.	Dr. S. Sherlin
9.	Dr. R. Sathesh Franklin
10.	Mr. U. Subramanian
11.	Dr. A. Nicholas Jegan
12.	Mrs. M. Rosary Kiruba Alexy
13.	Dr. S. Mercy Johanna
14.	Rev. Fr. A. Loyola, S.J.
15.	Mr. R. Balasubramanian

Rev. Fr. Principal initiated the meeting by welcoming all the faculty and thanking them for their cooperation in executing the last month programmes. He pointed out that the awareness rally which was planned on 17th was held on 24th March 2023. The social project day was held on 30th March 2023 instead of 24th March 2023. Moreover webinar on 'IPP' was conducted on 31st March & 1st April instead of 30th & 31st March 2023. Further he thanked and appreciated the alumni association and the director Rev. Fr. S. Maria Singarayar SJ for their contribution for modifying

the students two wheeler shed and for new staff two wheeler shed. He congratulated Mr. Subramanian for defending his Ph.d thesis in a successful manner. Later the discussion on planning the events for the month of April and May was done and it was as follows.

EVENTS FOR THE MONTH OF APRIL AND MAY 2023

DATE	Day	TIME	EVENTS
03.04.2023	Monday		M.Ed : Internship at Loyola Convent Primary School
04.04.2023	Tuesday		Mahavir Jayanti - Holiday
05.04.2023	Wednesday		Panguni Uthiram - Local Holiday
6 th -9 th April 2023	Thursday - Sunday		Easter Holidays
11.04.2023	Tuesday	4.00 pm	Staff Council Meeting
12.04.2023	Wednesday	10.00 am	Board of Studies Meeting
14.04.2023	Friday		Tamil New Year & Ambedkar Jayanti - Holiday
15.04.2023	Saturday	10.00 am 6.00 pm	Research Colloquium College Day Programmes Rehearsal
17.04.2023	Monday	9.15 am	College Assembly - (History, Bio, Tamil, Comp.)
17.04.2023- 21.04.2023	Monday - Friday		TNTEU Semester Examinations
19.04.2023	Wednesday	10.00 am	Academic Council Meeting
21.04.2023	Friday	5.30 pm	College Day
22.04.2023	Saturday		Ramzan - Holiday
24 th -27 th April 2023	Monday- Thursday	4.00 pm	I B.Ed: Subject Club Activities
28.04.2023	Friday	9.30 am	AAA
29.04.2023	Saturday	12.00 pm 3.30 pm	Thanks Giving Mass II B.Ed: Farewell
01.05.2023	Monday		May Day - Holiday
02.05.2023	Tuesday		II B.Ed: Visit to Kudankulam Nuclear Plant
04.05.2023	Thursday	11.00 am	Governing Body Meeting
04 th -09 th May 2023	Thursday- Tuesday		II CIA
08.05.2023	Monday		II B.Ed: Visit to Kudankulam Nuclear Plant
10.05.2023	Wednesday		CIA Marks Submission
11.05.2023	Thursday		Distribution of Hall Tickets Display of CIA Marks
15 th -23 rd May 2023	Monday - Tuesday		Even Semester Examinations

It was decided to have Bio-science & Computer Science club activity on 24th April, Mathematics Club activity on 25th April, Physical science club activity on 26th April and English club activity on 27th April 2023.

Dr. S. Sherlin explained about the plan of visiting nuclear power plant on 2nd and 8th May 2023 in two batches. He informed that aadhar card is compulsory for those who are visiting power plant. Ms. Shri Janani was selected as the best outgoing student after a short discussion among the staff members. Later Mrs. A. Metilda Jasmine Shanthi, Vice Principal presented the formal and cultural events of the college day. The distribution of work among the staff members for the college day in different committees was finalized.

The last date for submission of staff profile for AAA was fixed as 18th April 2023. The records such as seminar and symposium and Microteaching could be completed in the semester holidays by the I B.Ed students. Introduction to school visit and educational technology to be given later.

The writeup for qualitative metrics to be submitted by the staff in the dean's office by 29th April and the quantitative metrics by 10th May 2023.

Rev.Fr. Secretary informed that the two-wheeler shed for the staff members will be completed before college day and if possible a solar panel may be installed.

Rev. Fr. Principal thanked the staff members present and the meeting came to the end at ^{5.00}~~12.45~~ pm.


Staff Secretary


Secretary


Principal