



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 15th April, 2019 at 3.00 pm in the conference hall. The following members were present in the meeting.

The meeting began with a prayer song followed by a prayer by Rev. Fr. Principal. He welcomed all the members present. Dr. A. Punitha Mary read out the minutes of the IQAC meeting held on 19th November 2019 and the action taken report.

After a long discussion on action taken report, the group had given the following suggestions to implement the action in an effective manner.

1. One hour to be allotted for communicative English everyday in the time table.
2. All the internal question papers to be in English except Tamil.
3. Both English and Tamil version to be available in the external examinations.
4. Only Tamil students and History Students who are poor in English could be allowed to write exams in Tamil.
5. Every Saturday the English Cultural Show to be continued in the next academic year.
6. The campus language to be English and it should be monitored by all the staff members
7. Daily morning prayer to be written by the students in their own words and it should be corrected by the English faculty
8. The members suggested to have Jose or Magdeline school as innovative school and some of our staff members could be oriented and the students are asked to visit those schools.
9. As foreign students are visiting and teaching the students and teachers in Jeyandra School, Sankar Nagar every year, their methodology could be different and can be included as innovative school.
10. Two to three leadership training programmes could be conducted for student council members.

Discussions on Agenda

- Regarding the ICT usage, computers in classroom could be upgraded and the speed of the internet could be increased. The faculties are encouraged to make use of MOOC for their orientation and refresher programmes.
- Regarding the usage of laboratories, all the laboratories to be used properly and the usage to be improved especially the physical science laboratory. Language laboratory could be utilized by the I year students from next academic year.
- Regarding Joy of Giving, the team appreciated 'one rupee a day' scheme and both staff and students must be conscious in implementing the scheme.
- Fr. Principal declared that the activities of MOTESC were well appreciated by the sisters in the Joy Bhavan.
- Regarding IPP, the committee accepted to implement IPP in our college and it was suggested to have input on IPP for faculty in the forthcoming year and to implement it from the next academic year.
- Regarding writing project and publication in indexed journal, a seminar could be arranged and Dr. Raja took in-charge of organizing the same.
- The faculty those who do not complete Ph.D, if they want to do Ph.D, they are asked to approach Rev. Fr. Secretary if they had any financial constraints.

Rev. Fr. Principal thanked all the members present and the meeting came to an end at 4.45 pm.

ACTION TAKEN REPORT

S. No.	Suggestions	Action Taken
1.	One hour to be allotted for communicative English everyday in the time table	Instead of one hour per day, Strengthening English Language Proficiency (SELP-I, II, III) is to be introduced from this academic year.
2.	All the internal question papers to be in English except Tamil.	To be followed from this year.
3.	Both English and Tamil version to be available in the external examinations.	Steps taken.
4.	Only Tamil students and History Students who are poor in English could be allowed to write exams in Tamil.	Steps taken.
5.	Every Saturday the English Cultural Show to be continued in the next academic year.	Steps taken.
6.	The campus language to be English and it should be monitored by all the staff members	All the staff members have been instructed.
7.	Daily morning prayer to be written by the students in their own words and it should be corrected by the English faculty	Steps taken.
8.	The members suggested to have Jose or Magdeline school as innovative school and some of our staff members could be oriented and the students are asked to visit those schools.	Planned to visit Magdaline School in this year.

9.	As foreign students are visiting and teaching the students and teachers in Jeyandra School, Sankar Nagar every year, their methodology could be different and can be included as innovative school.	It is in progress.
10.	Two to three leadership training programmes could be conducted for student council members.	It is in planning.
11.	Regarding the ICT usage, computers in classroom could be upgraded and the speed of the internet could be increased.	Efforts has been taken to increase the speed of the internet.
12.	The faculties are encouraged to make use of MOOC for their orientation and refresher programmes.	Steps taken.
13.	Regarding the usage of laboratories, all the laboratories to be used properly and the usage to be improved especially the physical science laboratory. Language laboratory could be utilized by the I year students from next academic year.	Instructions have been given.
14.	Regarding IPP, the committee accepted to implement IPP in our college and it was suggested to have input on IPP for faculty in the forthcoming year and to implement it from the next academic year.	It has been planned to organize workshop on IPP for the faculty on 19 th and 20 th July 2019.
15.	Regarding writing project and publication in indexed journal, a seminar could be arranged and Dr. Raja took in-charge of organizing the same.	Project Writing and Article Writing was held on 18 th June 2019.