



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

PALAYAMKOTTAI – 627 002, TAMIL NADU

MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

FOR THE ACADEMIC YEAR 2020-2021 (Online)

The IQAC meeting of the academic year 2020-21 was held on 8th September 2020 at 3.00 pm through Zoom. The following members were present in the meeting.

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

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

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

MEMBERS FROM OUR COLLEGE

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

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

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

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

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

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

Dr. T. Raja, *Librarian.*

Rev. Dr. F.X. Dominic Royce, S.J., *Asst. Prof. in Education.*

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

Mrs. M. Rosary KirubaAlexy, *Asst. Prof. in Physical Science.*

Mr. T. Thangaraj, *Assistant (S.P.L.), Office.*

EXTERNAL EXPERTS

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

Dr. G. Selvaraj, *EC Member, Alumni Association.*

PARENT REPRESENTATIVE

Mr. L. Peter GnanaSelvam

STUDENT REPRESENTATIVES

Mrs. M. Jasmine Rajakumari – II M.Ed.

Mr. Yagappar – I B.Ed.

Ms. Wincy – I B.Ed.

The meeting began with a prayer song followed by a prayer by Rev. Fr. Principal. He welcomed the members present. Dr. A. Punitha Mary read out the minutes of the IQAC meeting held on 26th November 2019 which was followed by action taken report.

Based on the action taken report, the question bank of Multiple Choice question regarding TET preparation, MCQs would be collected from all the faculty which would be converted as a book form and will be placed in the library for future reference.

The members of IQAC on discussion resolved the following

- To offer Courses on 'Gandhian Thought', 'Thoughts of Periyar', 'Thoughts of Ambedkar', 'Ignatian Pedagogy Paradigm' and 'Personal Health and Hygiene' as add-on courses for the I B.Ed. Students.
- To make use of Google Classroom as Learning Management System (LMS) by all the faculty as it is user friendly.
- To prepare at least two e-contentsbyp all the faculty during pandemic.
- To provide with seed money to those faculty who submit in-house research proposals along with the pilot studyand its budget.
- To have MoUs with JIM, LIBA, SJC Bangalore, XLRI, Jamshedpur, Christ University and other Jesuit Universities and Colleges.
- To have a workshop on 'Educational Management Information System' (EMIS) in Collaboration with Magdalene school for our students.
- To install ERP for e-governance in our College.
- To have the facility to pay all the college fees through online banking system.
- To prepare a 'Performance Appraisal Form' for non-teaching staff.
- To invite the faculty to register the Online Teacher-Pupil Registration Management System (OTPRMS) in NCTE portal and obtain the ID.
- To organize seminars on the topics like 'OTPRMS, LMS, OBS and 'Critical reflection of NEP 2020' through IQAC.

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



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Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-21

8th September 2020

ACTION TAKEN REPORT

S. No.	Suggestions	Action Taken
1	To offer Courses on 'Gandhian Thought', 'Thoughts of Periyar', 'Thoughts of Ambedkar', 'Ignatian Pedagogy Paradigm' and 'Personal Health and Hygiene' as add-on courses for the I B.Ed. Students.	<ul style="list-style-type: none">• Gandhian Thought was introduced in the academic year 2020-21 and from the next academic year the remaining courses would be offered.
2	To make use of Google Classroom as Learning Management System (LMS) by all the faculty as it is user friendly.	<ul style="list-style-type: none">• Implemented.
3	To prepare at least two e-contents by all the faculty during pandemic.	<ul style="list-style-type: none">• instructed.
4	To provide with seed money to those faculty who submit in-house research proposals along with the pilot study and its budget.	<ul style="list-style-type: none">• Funding for in-house research of Rs. 40,000/- was allotted for Dr. A. Michael J Leo and Dr. M. Antony Raj.
5	To have MoUs with JIM, LIBA, SJC Bangalore, XLRI, Jamshedpur, Christ University and other Jesuit Universities and Colleges.	<ul style="list-style-type: none">• MoUs with St. Xavier's Institute of Education, Mumbai, Loyola College of Education, Jamshedpur, St. Aloysius Institute of Education, Mangaluru have been realized.

6	To have a workshop on 'Educational Management Information System' (EMIS) in Collaboration with Magdalene school for our students.	<ul style="list-style-type: none"> • Due to pandemic, the workshop was postponed.
7	To install ERP for e-governance in our College.	<ul style="list-style-type: none"> • Under Construction.
8	To have the facility to pay all the college fees through online banking system.	<ul style="list-style-type: none"> • Requested the bank officials and awaiting their call.
9	To prepare and administer a 'Performance Appraisal Form' for non-teaching staff.	<ul style="list-style-type: none"> • Prepared and administered; the feedback has been distributed to them by Rev. Fr. Secretary.
10	To invite the faculty to register for Online Teacher-Pupil Registration Management System (OTPRMS) in NCTE portal and obtain the ID.	<ul style="list-style-type: none"> • Registered.
11	To organize seminars on the topics like 'OTPRMS, LMS, OBS and 'Critical reflection of NEP 2020' through IQAC.	<ul style="list-style-type: none"> • Due to pandemic, the workshop was postponed.