



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

PALAYAMKOTTAI – 627 002.

Internal Quality Assurance Cell Meeting for the Academic Year 2015–2016

The IQAC meeting for the academic year 2015-2016 was held on 28th January 2016 at 03.00 p.m. in the Principal's Office. The following members were present in the meeting.

Name	Signature
1. Rev. Dr. S. Amaladoss Xavier, S.J.	:
2. Rev. Fr. G. John Gualbert, S.J.	:
3. Mr. A. John Lawrence	:
4. Rev. Dr. I. Jesudoss, S.J.	:
5. Dr. M. Antony Raj	:
6. Dr. A. Punitha Mary	:
7. Dr. A. Michael J Leo	:
8. Dr. T. Raja	:
9. Dr. S. Arockiasamy	:
10. Mr. U. Subramanian	:

External Experts

11. Rev. Dr. Louis Xavier, S.J.
Administrator, XIBA, St. Xavier's College (Autonomous), Palayamkottai.

12. Dr. S.V.L. Michael
HOD, Dept. of Eco., St. Xavier's College (Autonomous), Palayamkottai.

13. Rev. Sr. L. Vasanthi Medona
Asst. Prof. in Mathematics Education,
St. Ignatius' College of Education (Autonomous), Palayamkottai.

14. Dr. G. Selvaraj
Correspondent, Magdalene Metric Hr. Sec. School,
Palayamkottai.

15. Mrs. R. HEMA RAJA, Parent Representative
Student Representatives

15. Panithi Naresh – B.Ed.
St. Xavier's College of Education, Palayamkottai.

16. Michael Tirkey – M.Ed.
St. Xavier's College of Education, Palayamkottai.

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**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
FOR THE ACADEMIC YEAR 2015-2016**

The IQAC meeting for the academic year 2015-2016 was held on 28th January 2016 at 3.00 p.m. in the Principal's Office. The following members were present in the meeting.

Rev. Dr. S. Amaladoss Xavier, S.J.

Rev. Fr. G. John Gualbert, S.J.

Mr. A. John Lawrence

Rev. Dr. I. Jesudoss, S.J.

Dr. M. Antony Raj

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. T. Raja

Dr. S. Arockiasamy

Mr. U. Subramanian

Rev. Sr. L. Vasanthi Medona

Dr. G. Selvaraj

Mrs. R. Hema Raja

Panithi Naresh – B.Ed.

Michael Tirkey – M.Ed.

The IQAC meeting began with a prayer by Mr. A. John Lawrence. Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, welcomed the members present. He introduced the external experts and the students representatives to the IQAC members. Dr. M. Antony Raj, the Dean presented the minutes of the IQAC meeting held on ~~28th January~~ ^{17th February} 2016.

The members of the IQAC were pleased to note that the proposed activities by the IQAC in the previous meeting had been executed properly. At the same time, it was pointed out that the framing of Academic Audit Committee, was not implemented.

All the activities done during the first semester of the academic year 2015-2016 were evaluated. Rev. Dr. S. Amaladoss Xavier, S.J. explained the activities done during the first Semester of the Academic Year 2015-2016. They were as follows:

Curricular Aspects

- Curriculum Transaction: Academic Council (13th August 2015), Board of Studies (07th August 2015)

- Intensive English Coaching Camp (03rd to 28th August 2015)
- Governing Body Meeting (20th August 2015)
- Library Committee Meeting (30th September 2015)
- Tongue Twister Programme (01st October onwards)
- Students Welfare and Extra Curricular Activities Meeting (10th October 2015)
- Extension Service Committee Meeting (10th October 2015)
- Career Guidance and Placement Cell Meeting (19th October 2015)
- Prevention of Sexual Harassment of Women Cell Meeting (23rd November 2015)
- Caste Discrimination Monitoring Committee Meeting (23rd November 2015)
- Examination cum Awards Committee Meeting (11th December 2015)
- Research Cell Meeting (07th January 2016)
- Public Relation Committee Meeting (07th January 2016)
- Magazine Committee Meeting (08th January 2016)
- Finance Committee Meeting (11th January 2016)
- College Development Council Meeting (12th January 2016)
- Anti-Ragging Committee Meeting (12th January 2016)
- IQAC Meeting (28th January 2016)

Teaching - Learning and Evaluation

- Micro, Demo and Practice Teaching (05th to 13th October 2015)
- Macro and Demo Teaching (27th and 28th October 2015)
- Lesson Plan Writing Exercise (14th to 16th October 2015)
- Question Tag Classes (17th to 20th October 2015)
- Preliminary Teaching Practice (3rd, 6th, 11th, 20th, 24th, 27th November 2015)
- Intensive Observation (04th to 13th January 2016)
- Internal Methods of Evaluation: Assignment, Seminar and Practicum
- CIA – I – Semester I (07th to 10th December 2015 - B.Ed. & M.Ed.)
- CIA – II – Semester I (10th to 12th February - B.Ed., M.Ed. & M.Phil.)
- I Semester Examination (18th to 22nd January 2016)

Staff Enrichment Programmes

- 'Smart Classroom Skills' for teachers (01st September 2015)
- Staff Orientation by Fr. Emile, S.J. (04th January 2016)

Research and Consultancy

- Two Day Seminar on Research Methodology (01st & 05th October 2015)

- Pre-Ph.D. Viva-voce Examinations (3 Candidates)
- NET coaching classes on Library Science (27th & 28th November 2015)

Students' Support and Progression

- Orientation for B.Ed. Students (28th & 29th September 2015)
- Spoken English during Recreation at 8.00 p.m.
- Entry Behaviour Test (30th September 2015) for B.Ed., M.Ed. & M.Phil.
- Inauguration of the Academic Year – B.Ed., M.Ed. & M.Phil. (05th October 2015)
- Fevicryl: Training in Painting on Glasses, Mud pots and Textiles (07th October & 4th November 2015)
- Meeting with Senior Teachers (29th October 2015)
- Blood Identification Camp (31st October 2015)
- Students' Council (18th November 2015), Subject Clubs (05th November 2015)
- Seminars on: Human Sexuality and Sex Education (21st January 2016), Digital India (29th January 2016)
- Celebrations: Pongal Day (14th January 2015), Thanks giving Mass (31st December 2015)
- Eranilam – Painting Exhibition on Forest: Biosphere of the World (25th January 2015)
- Cultural Competitions: Intramural (30th January 2016)
- Tutor-Ward System
- Leadership training
- Homage to St. Francis Xavier, our Patron

Infrastructure and Learning Resources

- Opening of New Library (01st December 2015)
- Updating Computers in the Computer Centre
- Providing anti-virus software for all computers

Extension Services

- Community Camp at Semmakkottai, Cuddalore District (17th to 22nd December 2015)
- IGNOU Counselling
- Contact Classes for M.Ed., Bharathiar University
- Contact Classes for B.Ed., Mother Theresa University
- MOTESC – New Centre at Government Boys Hostel

The Activities for the second semester were proposed by the members as follows:

Curricular Aspects

Meetings

- Governing Body, Examination cum Awards Committee, IQAC, Planning and Evaluation and College Development Council

Teaching Learning Evaluation

- Mark sheet Distribution through PTA
- CIA – I & II of Semester II
- Practical Examination
- Exit Behaviour Test for B.Ed., M.Ed. & M.Phil.
- II Semester Examination

Staff Enrichment Programme

- Counselling skills for staff and students
- SPSS workshop
- Retreat for Staff & Students
- Annual Evaluation of Teachers

Research and Consultancy

- Research Colloquium (06th February 2016)
- Pre Ph.D. Examination and Viva

Students support and progression

- National Level Seminar on 'Employability of Trainee Teachers: Prospects, challenges and strategies'
- Talk on 'Public Sector Programme'
- AIDS awareness programme by RRC
- Social Project
- State Level Volley Ball Tournament
- Educational tour to Goa
- Field Trip
- College Assembly
- TNSET coaching classes
- Celebrations: Women's Day, XATEC, Sports Day, College Day, Graduation Day & Sangamam and TECHCHIL

Infrastructure and Learning Resources

- Dissertation Abstracts International
- Updated Psychology, Biological, Language and Physical Science Lab, CCTV with new equipment
- CCTV at Hostel
- Reconstruction of the Roof of the Auditorium
- Reshifting and Modifying of the Research Centre, Dean's Office and Controller's Office
- Purchase of New Almirahs for all subject rooms, Computer Table for the Computer Centre, Table and Chairs for Research Centre, Xerox Machine and Colour Copier for Controller's Office, Printer and Copier for Student's Service Centre and Laser Printer
- Seminars on: Time Management, Media Analysis, Legal Awareness, Social Analysis, Children's Rights and Gender Sensitization
- Xaverian Publications: Book on Basics of Micro Teaching, Fundamentals of Educational Research and Xavier Journal on Research Abstract

The members of IQAC gave the following suggestions:

1. To form an academic audit committee in order to support the staff and the management to travel towards excellence.
2. To upload the self instructional material in the college website so that the students can access easily and use it for their betterment.
3. To train the staff members to develop their own blogs.
4. To give hands on experience for the research scholars through SPSS workshop.
5. To give handwriting and drawing training to M.Ed. Scholars.
6. To develop a research topic bank.
7. To ^{make up of} following the Intensive English Course.
8. To ask our students to do their observation in our model school.
9. To update the college website with all information.
10. To update all laboratories with modern Equipments.

Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, appreciated the staff members for their devoted and innovative activities done during the first semester and he thanked all the teaching and non-teaching staff for their cooperation. With the word of formal thanks to the external experts, student representatives and the members from the college in the IQAC, the meeting came to an end at 04.30 p.m.

ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 28TH JANUARY 2016

SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To form an academic audit committee in order to support the staff and the management to travel towards excellence.	Under discussion
2.	To upload the self instructional material in the college website so that the students can access easily and use it for their betterment.	In process
3.	To train the staff members to develop their own blogs.	Planned to conduct in the next academic year
4.	To give hands-on-experience for the research scholars through SPSS workshop.	A two workshop on SPSS Essentials was held on 26 th and 27 th February 2016
5.	To give handwriting and drawing training to M.Ed. Scholars.	Under discussion
6.	To develop a research topic bank.	Yet to be initiated
7.	To follow the Intensive English Course.	Under discussion
8.	To ask our students to do their observation in our model school.	Implemented
9.	To update the college website with all information.	Updated
10.	To update all laboratories with modern Equipments.	Equipped



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

Internal Quality Assurance Cell Meeting for the Academic Year 2015-2016

The Internal Quality Assurance Cell Meeting for the academic year 2015-2016 was held on 28th JUNE 2016 at 10.30 A.m. in the Principal's office. The following members were present in the meeting.

S. No.	Name	Signature
MEMBERS FROM THE COLLEGE		
1.	Rev. Dr. S. Amaladoss Xavier, S.J., Principal/ic., SXCE.	
2.	Rev. Fr. G. John Gualbert, S.J., College Secretary, SXCE	
3.	Mr. A. John Lawrence,	
4.	Rev. Dr. I. Jesudoss, S.J.	
5.	Dr. M. Antony Raj,	
6.	Dr. A. Punitha Mary,	
7.	Dr. A. Michael J Leo	
8.	Dr. T. Raja	
9.	Dr. S. Arockiasamy	
10.	Mr. U. Subramanian	
EXTERNAL EXPERTS		
11	Rev.Dr. Louis Xavier S.J	-
12	Rev. Sr. L. Vasanthi Medona	-
13	Dr. G. Selvaraj	-
14	Mrs. R. Hema Raja	-
STUDENT REPRESENTATIVES		
15	Panithi Naresh – B.Ed.	
16	Michael Tirkey – M.Ed.	

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
FOR THE ACADEMIC YEAR 2015-2016**

The IQAC meeting for the academic year 2016-2017 was held on 28th June 2016 at 10.30 a.m. in the Conference Hall. The following members were present in the meeting.

Rev. Dr. S. Amaladoss Xavier, S.J.
Rev. Fr. G. John Gualbert, S.J.
Mr. A. John Lawrence
Rev. Dr. I. Jesudoss, S.J.
Dr. M. Antony Raj
Dr. A. Punitha Mary
Dr. A. Michael J Leo
Dr. T. Raja
Dr. S. Arockiasamy
Mr. U. Subramanian
Panithi Naresh – B.Ed.
Michael Tirkey – M.Ed.

IQAC meeting began with a prayer by Dr. M. Antony Raj. Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, welcomed the members present. Dr. M. Antony Raj, the Dean presented the minutes of the IQAC meeting held on 28th January 2016.

The members of the IQAC were delighted to note that the activities of the IQAC for the professional development of the staff, such as the one day workshop on Smart class room skills and the two day workshop on SPSS Essentials in this academic year.

All the activities done during the first and second semester of the academic year 2015-2016 were evaluated. Dean explained the activities done during the first and second Semester of the Academic Year 2015-2016. They were as follows:

INAUGURATION

Inauguration of the Academic Year - 05th October 2015

MEETING OF ACADEMIC COMMITTEES

Board of Studies Meeting - 07th August 2015
Academic Council Meeting - 13th August 2015
Governing Body Meeting - 20th August 2015

Library Committee Meeting	- 30 th September 2015
Students Welfare and Extra Curricular Activities Meeting	- 10 th October 2015
Extension Service Committee Meeting	- 10 th October 2015
Career Guidance and Placement Cell Meeting	- 19 th October 2015
Prevention of Sexual Harassment of Women Cell Meeting	- 23 rd November 2015
Caste-Discrimination and Monitoring Committee Meeting	- 23 rd November 2015
Examination cum Awards Committee Meeting	- 11 th December 2015
Research Cell Meeting	- 07 th January 2016
Public Relation Committee Meeting	- 07 th January 2016
Magazine Committee Meeting	- 08 th January 2016
Finance Committee Meeting	- 11 th January 2016
College Development Council Meeting	- 12 th January 2016
Anti-Ragging Committee Meeting	- 12 th January 2016
IQAC Meeting	- 28 th January 2016
Overall Evaluation by Students	- 22 nd June 2016

PREPARATION FOR INTENSIVE TEACHING PRACTICE

Intensive English Training Programme	- 3 rd to 24 th August 2015
Micro Teaching, and Demonstration	- 05 th to 13 th October 2015
Lesson Plan Preparation	- 14 th to 16 th October 2015
Macro Teaching Demo	- 27 th and 28 th October 2015
Meeting with Senior Teachers	- 29 th October 2015
Preliminary teaching practice	- 03 rd , 06 th , 11 th , 20 th , 24 th & 27 th November 2015
Intensive observation	- 04 th to 13 th January 2016

STUDENTS' ENRICHMENT ACTIVITIES

Personality Development	- 28 th and 29 th September 2015
Entry Behaviour Test	- 30 th September 2015
Orientation for B.Ed. Students	- 01 st October 2015
Tongue Twister Programme	- 1 st October 2015
Library Orientation Programme	- 03 rd October 2015
Fevicryl	- 07 th Oct. & 04 th November 2015
Health and Hygiene-Special Talk	- 8 th October 2015

Blood Identification Camp	- 31 st October 2015
Awareness on Dengue	- 14 th November 2015
Inauguration of College Students Council	- 18 th November 2015
Leadership Training	- 21 st November 2015
Human Sexuality and Sex Education	- 21 st January 2016
EERANILAM–Painting Exhibition	- 25 th January 2016
Digital India Workshop	- 29 th January 2016
Tutor-Ward System	- 29 th January 2016
Transgender Awareness Programme	- 4 th February 2016
Parents Teachers Meet	- 27 th February 2016
Protecting Public Sector-An Awareness Programme	- 01 st March 2016
Educational Tour	- 01 st to 04 th March 2016
Yoga Training Programme	- 17 th to 22 nd March 2016

CLUB ACTIVITIES

Subjects Club Inauguration	- 5 th November 2015
Herodotus History Club	- 14 th March 2016
English Club	- 15 th March 2016
Thendral Tamil Kazhagam	- 16 th March 2016
π Raters Mathematics Club	- 17 th March 2016
Health Club	- 19 th March 2016
Kalam's Physical Science Club	- 21 st March 2016
The Rights of the Consumers	- 30 th March 2016
Career Guidance and Placement Cell	- 2 nd April 2016
Visit to Special Schools	- 4 th and 5 th April 2016
Anti-Tobacco and De-Addiction	- 9 th April 2016
Legal Awareness Programme	- 21 st April 2016
Voter's Awareness Programme	- 29 th April 2016

SEMINAR ORGANIZED

Workshop on IELTS	- 12 th September 2015
Two Day Seminar on Research Methodology	- 30 th September & 1 st October 2015

- Seminar on Time Management - 25th February 2016
- National Conference on PET - 18th & 19th March 2016

CELEBRATIONS

- Birth Anniversary of Dr. A.P.J. Abdul Kalam - 15th October 2015
- Our Patron's Feast - 2nd December 2015
- Thanksgiving Prayer Service - 31st December 2015 & 18th June 2016
- Pongal Celebration - 14th January 2016
- KalaiChitharal – 2016 - 31st January 2016
- Women's Day Celebration - 8th March 2016
- Tamil New Year Celebration - 14th April 2016
- World Book Day Celebrations - 22nd April 2016
- Sports Day - 6th May 2016
- College Annual Day - 27th May 2016

STAFF ENRICHMENT PROGRAMME

- A one-day Workshop on 'Smart Classroom Skills' - 01st September 2015
- A one-day 'Staff Orientation Programme' - 04th January 2016
- A two-day Workshop on 'Practical Counselling Skills' - 23rd & 24th February 2016
- A two-day Workshop on 'SPSS Essentials' - 26th & 27th February 2016
- Staff Picnic - Thalayanai - 16th April 2016
- Staff Outing – Adavinayinar Dam - 30th April 2016

LIBRARY

- Orientation Programme on Library - 3rd October 2015
- NET (Library and Information Science) Coaching Classes - 27th & 28th November 2015
- Blessing and Opening of Fr. Utarid New Library - 01st December 2015

EXAMINATIONS

- I Internal Examination (B.Ed., M.Ed. & M.Phil.) - 07th to 10th December 2015
- II Internal Examination (B.Ed., M.Ed. & M.Phil.) - 10th to 12th February 2016
- I Semester Examination (B.Ed., M.Ed. & M.Phil.) - 18th to 22nd February 2016
- I Internal of II Semester (B.Ed., M.Ed. & M.Phil.) - 25th to 28th April 2016
- II Internal of II Semester (B.Ed., M.Ed. & M.Phil.) - 23rd to 27th June 2016

EXTENSION ACTIVITIES

- Mother Teresa Evening Study Centre (MOTESC) - 2nd November 2015
Community Camp - 18th to 21st December 2015

RESEARCH AND CONSULTANCY

Ph.D. Viva Voce Examinations

The following are the list of Ph.D. Scholars Awarded through Fr. Bonhoure Centre for Research in the academic year 2015-2016.

Ph.D. Awarded

- R. Sreekala (Dr. A. Amalraj) - 25th August 2015

Pre Ph.D. Viva-Voce

- S. Rubert (Rev. Dr. S. Amaladoss Xavier, S.J.) - 26th November 2015
D. Nimmi Wren (Dr. G. Porgio) - 26th November 2015
S. Sahaya Ponmalar (Dr. G. Porgio) - 26th November 2015
S. Sajitha (Rev. Dr. S. Amaladoss Xavier, S.J.) - 14th May 2016
P. Lourdu Raj (Rev. Dr. S. Amaladoss Xavier, S.J.) - 14th May 2016

CONSULTANCY

- Two Day Seminar on Research Methodology - 30th September & 1st October 2015
Research Colloquium - 6th February 2016
NET (Education) Coaching Classes - 18th & 19th June 2016
M.Ed. students from MET College of Education,
Chenbagaramanputhur. - 12th to 18th April 2016
St. Charles' College of Education,
Thirumangalam, Madurai. - 12th May 2016
NVKSD College of Education, Attoor. - 13th May 2016

RESEARCH GUIDANCE

1. The research scholars of Manonmaniam Sundaranar University, Tirunelveli.
2. St. Ignatius' College of Education (Autonomous), Palayamkottai.
3. NVKSD College of Education, Attoor.

BOOKS PUBLISHED

1. Producing Employable Teachers: Prospects, Challenges and Strategies.
2. Semakottai and Periyakattupalayam: A Disaster Analysis.

3. Fundamentals in Educational Research.
4. Microteaching: Made Easy.

IGNOU PROGRAMME

1. Workshop for the 1st & 2nd Year B.Ed. students for 12 days from 03.05.2015 to 14.05.2015.
2. 2nd Counseling for the 1st & 2nd Year B.Ed. students for 2 days from 22.08.15 to 23.08.2015.
3. 3rd Counseling for the 1st & 2nd Year B.Ed. students for 2 days from 21.11.2015 to 22.11.2015.
4. 12 day Workshop for B.Ed. II Year only from 02.05.2016 to 13.05.2016.
5. Bharathiyar University.
6. Mother Teresa Women University.

The members of the IQAC appreciated the different activities of the college done for the enrichment of the staff and students during the academic year 2015-2016.

The members of IQAC gave the following suggestions:

- 1) To upload the self-instructional materials in the college website.
- 2) To update college website at regular intervals.
- 3) Train the staff members to develop their own blogs.
- 4) To give handwriting and drawing training to M.Ed. Scholars also.
- 5) To train the students in communicative English all through the year.
- 6) To increase the number of staff members in the college development council.
- 7) To continue the peer teaching practice from the coming academic year.
- 8) To invite senior teachers from model and other schools to give demo teaching for the prospective teachers.
- 9) To fix a pattern for the personality development programme for the students.
- 10) To conduct PTA meeting to distribute the mark sheets of the second semester.
- 11) To give yoga training for the students all through the year.
- 12) To ask all the staff to be present in the entire subject club meetings.
- 13) To ask the staff to write proposals to get UGC sponsorship.
- 14) To celebrate women's day in our college.

- 15) To purchase new podium with latest technology.
- 16) To establish a smart class room separately.
- 17) To purchase power point presenters.
- 18) To purchase a woofer speaker to Tamil subject room.
- 19) To continue and have SPSS workshop for three days for the staff.
- 20) To fix a uniform pattern for the internal test of all elective papers.

Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, cherished the committed and pioneering activities done during the first and second semester and he thanked all the teaching and non-teaching staff for their teamwork. With the word of official thanks the meeting came to an end at 12.30 p.m.

ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 28TH JUNE 2016

SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To upload the self-instructional materials in the college website.	It is in progress
2.	To update college website at regular intervals.	Updated
3.	To train the staff members to develop their own blogs.	Under discussion
4.	To give handwriting and drawing training to M.Ed. Scholars also.	Done
5.	To train the students in communicative English all through the year.	The staff are instructed to communicate only English in the class room
6.	To increase the number of staff members in the college development council.	Increased
7.	To continue the peer teaching practice from the coming academic year.	Implemented
8.	To invite senior teachers from model and other schools to give demo teaching for the prospective teachers.	Implemented
9.	To fix a pattern for the personality development programme for the students.	Fixed
10.	To conduct PTA meeting to distribute the mark sheets of the second semester.	Conducted
11.	To give yoga training for the students all through the year.	Yoga training was arranged for boys and girls

12.	To ask all the staff to be present in the entire subject club meetings.	Principal instructed all the staff to attend the subject club meetings
13.	To ask the staff to write proposals to get UGC sponsored Seminars and Projects.	Staff was instructed to write proposals for UGC
14.	To celebrate women's day in our college.	Celebrated
15.	To purchase new podium with latest technology.	Under discussion
16.	To establish a smart class room separately.	Under discussion
17.	To purchase power point presenters.	Purchased
18.	To purchase a woofer speaker to Tamil subject room.	Purchased
19.	To continue and have SPSS workshop for three days for the staff.	Under discussion
20.	To fix a uniform pattern for the internal test of all elective papers.	Fixed