



# St. Xavier's College of Education (Autonomous)

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

Palayamkottai, Tirunelveli – 627002, Tamil Nadu

## Internal Quality Assurance Cell Meeting for the Academic Year 2016-2017

The Internal Quality Assurance Cell Meeting for the academic year 2016-2017 was held on 29<sup>th</sup> September 2016 at 03.30 p.m. in the Principal's office. The following members were present in the meeting.

S. No.	Name	Signature
<b>MEMBERS FROM THE COLLEGE</b>		
1.	Rev. Dr. D. Thomas Alexander, S.J., Principal, 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.	Rev. Dr. S. Amaladoss Xavier, S.J.	
7.	Dr. A. Punitha Mary	
8.	Dr. A. Michael J Leo	
9.	Dr. T. Raja	
10.	Dr. S. Arockiasamy	
11.	Mr. U. Subramanian	
12.	Mrs. M. Balasaraswathi	
13.	Rev. Fr. Martin George, S.J.	
<b>EXTERNAL EXPERTS</b>		
14.	Rev. Dr. S.M. John Kennedy	-
15.	Bro. S. Rajan, S.H.J.	-
16.	Dr. A. Lourdasamy	
17.	Dr. Josephine Saleth Mary	
18.	Mr. Peter Muduthagam	
<b>PARENT REPRESENTATIVE</b>		
19.	Mr. M. Antony Durairaj	
<b>STUDENT REPRESENTATIVES</b>		
20.	Panithi Naresh – B.Ed.	
21.	Michael Tirkey – M.Ed.	

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING  
FOR THE ACADEMIC YEAR 2016-2017**

The IQAC meeting for the academic year 2016-2017 was held on 29<sup>th</sup> September 2016 at 03.40 p.m. in the Principal's Office. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander, S.J.  
Rev. Fr. G. John Gualbert, S.J.  
Dr. A. Lourdusamy  
Dr. Josephine Saleth Mary  
Mr. Peter Moduthagam  
Mr. M. Antony Durairaj  
Mr. A. John Lawrence  
Rev. Dr. I. Jesudoss, S.J.  
Dr. M. Antony Raj  
Rev. Dr. S. Amaladoss Xavier, S.J.  
Dr. A. Punitha Mary  
Dr. A. Michael J Leo  
Dr. T. Raja  
Dr. S. Arockiasamy  
Mr. U. Subramanian  
Mrs. M. Balasaraswathi  
Rev. Fr. Martin George, S.J.  
Panithi Naresh – B.Ed.  
Michael Tirkey – M.Ed.

IQAC meeting began with a prayer by Rev. Dr. D. Thomas Alexander, S.J., the Principal. He introduced the new members to the staff and welcomed all the members present. Dr. M. Antony Raj, the Dean presented the minutes of the IQAC meeting held on 28<sup>th</sup> June 2016.

The members reviewed the resolutions of the previous IQAC meeting and appreciated the actions taken upon them.

Rev. Dr. D. Thomas Alexander, S.J., presented the activities done during the academic year 2016-2017.

### ***Curricular Aspects***

#### **Activities done**

- Curriculum Transaction: Pre-Board of Studies Meeting (29<sup>th</sup> June 2016)
- Examination cum Awards Committee Meeting (13<sup>th</sup> July 2016)
- Board of Studies Meeting (14<sup>th</sup> July 2016)
- Academic Council Meeting (02<sup>nd</sup> August 2016)
- Students Welfare and Extra-curricular Activities Committee Meeting (06<sup>th</sup> August 2016)
- Bridge Course (08<sup>th</sup> to 31<sup>st</sup> August 2016)
- Library Committee Meeting (09<sup>th</sup> August 2016)
- Research Cell Meeting (10<sup>th</sup> August 2016)
- Career Guidance and Placement Cell Meeting (12<sup>th</sup> August 2016)
- Extension Services Committee Meeting (13<sup>th</sup> August 2016)
- Magazine Committee Meeting (17<sup>th</sup> August 2016)
- Women Cell Meeting (18<sup>th</sup> August 2016)
- Anti-Ragging Committee Meeting (23<sup>rd</sup> August 2016)
- Caste Discrimination Monitoring Committee Meeting (24<sup>th</sup> August 2016)
- Finance Committee Meeting (22<sup>nd</sup> September 2016)
- College Development Committee Meeting (26<sup>th</sup> September 2016)

### ***Teaching - Learning and Evaluation***

#### **Activities done**

- Micro Teaching (6<sup>th</sup> to 12<sup>th</sup> September 2016)
- Lesson Plan Writing Exercise (14<sup>th</sup> to 15<sup>th</sup> September 2016)

### ***Research and Consultancy***

#### **Activities done**

- Research Colloquium (24<sup>th</sup> September 2016)

### ***Students' Support and Progression***

#### **Activities done**

- Inauguration of the Academic Year – B.Ed. & M.Ed. II year (01<sup>st</sup> August 2016)
- Bridge Course (08<sup>th</sup> to 31<sup>st</sup> August 2016)
- Students Counselling (01<sup>st</sup> & 02<sup>nd</sup> September 2016)

- Orientation for B.Ed. Students (02<sup>nd</sup> & 03<sup>rd</sup> September 2016)
- Entry Behaviour Test (03<sup>rd</sup> September 2016) for B.Ed.
- Teachers Day (12<sup>th</sup> September 2016)
- Blood Identification Camp (20<sup>th</sup> September 2016)
- Inauguration of Subject Clubs (21<sup>st</sup> September 2016)
- Tutor-Ward System (24<sup>th</sup> September 2016)
- College Assembly (26<sup>th</sup> September 2016)

All the activities done during the first semester of the academic year 2016-2017 were evaluated and the members appreciated the management and the staff for their enthusiastic service towards teacher education.

The following activities were proposed for the first and second Semester of the Academic Year 2016-2017. They were as follows:

***Curricular Aspects***

**Proposed Activities**

- Governing Body Meeting
- Examination cum Awards Committee Meeting

***Teaching - Learning and Evaluation***

**Proposed Activities**

- Demo Teaching
- Preliminary Teaching
- Intensive Observation
- Internal Methods of Evaluation
- CIA – I – Semester I
- CIA – II – Semester I
- I Semester Examination
- Practical Examination for B.Ed. II year
- Mark sheet Distribution through PTA
- Practical Examination

***Staff Enrichment Programmes***

**Proposed Activities**

- 'Techno Skills' for teachers – IWB, Documentary Reader and PPT
- Staff Orientation

- Staff Retreat
- SPSS
- Creating Blogs
- Annual Evaluation of Teachers

### ***Research and Consultancy***

#### **Proposed Activities**

- Seminar on Research Methodology for M.Ed. & M.Phil.
- NET coaching classes on Education
- NET coaching classes on Library Science
- Seminar on 'Social Media'
- Library Conference in collaboration with SALIS

### ***Students' Support and Progression***

#### **Proposed Activities**

- Spoken English during Recreation/Special evening English classes
- Training in Hand writing
- Student Council
- Meeting with Senior Teachers
- Seminars: Human Rights, Time Management, Legal Awareness, Human Sexuality and Sex Education, Aids Awareness, Media Analysis, Social Analysis, Children's Rights, Gender Sensitization and Leadership
- Celebrations: 'X' Mas Day, Thanks giving Mass, Graduation Day and Sangamam
- Eraniyam – Painting Exhibition
- Cultural Competitions: Intramural and XATEC
- Social Project
- Volley Ball Tournament
- Educational tour
- Field Trip

### ***Infrastructure and Learning Resources***

#### **Proposed Activities**

- Hostel facility for girl students
- Guest rooms in the Bellarmine hostel
- Lift facility in the Jubilee block
- Smart Classroom

- Inter religious prayer hall
- Updating College Website
- Renovating Administrative Office
- Flooring to Dean's Office
- Air conditioner facility for Administrative Office, Controllers Office and Deans Office
- Utilisation of Open Terrace New Library
- Updating Computers in the Computer Centre
- Providing anti-virus software for all computers
- Purchase of Printers
- Purchase of Kindle
- Dissertation Abstracts International
- Establishing a separate Psychology Laboratory
- Updating Biology, Physical Science Lab and Language Lab
- CCTV at Hostel
- New Toilet for Girls
- Gents Recreation Room
- Renovation of the Staff Toilets

***Extension Services***

**Proposed Activities**

- Community Camp
- IGNOU Counselling
- MOTESC – New Centre for Girls

The members of the IQAC after a long discussion unanimously proposed the following suggestions for the consideration of the management to ensure the internal quality of the college. The suggestions are as follows:

1. To admit B.Ed. and M.Ed. boys in the Britto hostel and to convert Bellarmine hostel as girls hostel.
2. To place lift facility in the Golden Jubilee block.
3. To establish a Smart class room separately.
4. To create inter religious prayer hall.
5. To encourage staff and students to create google groups for assigning and submitting the assignments and projects.

6. To train the staff members to develop blogs.
7. To train the students in communicative English all through the year to make the college campus as English campus.
8. To establish a sick room separately in the college.
9. To renovate and convert the ladies retiring room into boys retiring room.
10. To conduct workshop on 'Counselling skill for teachers'.
11. To probe the possibilities of adapting the village for the extension activities and to work for the welfare of the villagers.
12. To encourage the staff members to go for UGC projects.
13. To arrange department wise field trips.
14. To air-condition the language lab.

Rev. Dr. D. Thomas Alexander, S.J., the Principal, thanked all the members present for spending their valuable time in rendering useful, relevant interventions and constructive suggestions to the IQAC. The meeting came to an end at 05.00 p.m.

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## ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 29<sup>TH</sup> SEPTEMBER 2016

### SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To admit B.Ed. and M.Ed. boys in the Britto hostel and to convert Bellarmine hostel as girls hostel.	Efforts were taken to convert Britto Hostel for girls and to retain Bellarmine Hostel for boys
2.	To place lift facility in the Golden Jubilee block.	Under discussion with the management
3.	To establish a Smart class room separately.	Established
4.	To create inter religious prayer hall.	Under discussion
5.	To encourage staff and students to create google groups for assigning and submitting the assignments and projects.	A few staff has created google groups
6.	To train the staff members to develop blogs.	A one day workshop on Creative One's Own Website was held on 23 <sup>rd</sup> December 2016
7.	To train the students in communicative English all through the year to make the college campus as English campus.	Students are instructed to communicate in English with their friends
8.	To establish a sick room separately in the college.	A part of the ladies recreation room was converted as sick room
9.	To renovate and convert the ladies retiring room into boys retiring room.	A separate boys retiring room was established



10.	To conduct workshop on 'Counselling skill for teachers'.	It was planned to conduct in the next academic year
11.	To probe the possibilities of adapting the village for the extension activities and to work for the welfare of the villagers.	Possibility is looked into.
12.	To encourage the staff members to go for UGC projects.	Staff members are encouraged to write project proposals for UGC
13.	To arrange department wise field trips.	Arranged
14.	To air-condition the language lab.	Under discussion



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Palayamkottai, Tirunelveli – 627002, Tamil Nadu

## Internal Quality Assurance Cell Meeting for the Academic Year 2016-2017

The Internal Quality Assurance Cell Meeting for the academic year 2016-2017 was held on 10<sup>th</sup> March 2017 at 03.00 p.m. in the Principal's office. The following members were present in the meeting.

S. No.	Name	Signature
<b>MEMBERS FROM THE COLLEGE</b>		
1.	Rev. Dr. D. Thomas Alexander, S.J., Principal, 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.	Rev. Dr. S. Amaladoss Xavier, S.J.	
7.	Dr. A. Punitha Mary	
8.	Dr. A. Michael J Leo	
9.	Dr. T. Raja	
10.	Dr. S. Arockiasamy	
11.	Mr. U. Subramanian	
12.	Mrs. M. Balasaraswathi	
13.	Rev. Fr. Martin George, S.J.	—
<b>EXTERNAL EXPERTS</b>		
14.	Rev. Dr. S.M. John Kennedy	
15.	Bro. S. Rajan, S.H.J.	
16.	Dr. A. Lourdusamy	
17.	Dr. Josephine Saleth Mary	—
18.	Mr. Peter Moduthagam	—
<b>PARENT REPRESENTATIVE</b>		
19.	Mr. M. Antony Durairaj	
<b>STUDENT REPRESENTATIVES</b>		
20.	Panithi Naresh – B.Ed.	
21.	Michael Tirkey – M.Ed.	

## **MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING FOR THE ACADEMIC YEAR 2016-2017**

The IQAC meeting for the academic year 2016-2017 was held on 10<sup>th</sup> March 2017 at 03.00 p.m. in the Conference Hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander, S.J.

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

Dr. A. Lourdusamy

Mr. Peter Moduthagam

Bro. S. Rajan, S.H.J.

Mr. M. Antony Durairaj

Mr. A. John Lawrence

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

Dr. M. Antony Raj

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. T. Raja

Dr. S. Arockiasamy

Mr. U. Subramanian

Mrs. M. Balasaraswathi

Panithi Naresh – B.Ed.

Michael Tirkey – M.Ed.

IQAC meeting began with a prayer by Rev. Dr. D. Thomas Alexander, S.J., the Principal. He introduced the external members to the staff and welcomed all the members present. Dr. M. Antony Raj, presented the minutes of the IQAC meeting held on 29<sup>th</sup> September 2016.

The Principal briefed the action taken on the resolutions of the previous IQAC meeting and assured that the resolutions having financial elements will be taken care of by the management soon. The members cherished the quick actions taken by the college upon the resolutions of the previous IQAC meeting.

Rev. Fr. Principal, presented the activities done during June 2016 to February 2017.

## **Activities done in the Academic year 2016-2017**

### ***Curricular Aspects***

- Curriculum Transaction: Pre-Board of Studies Meeting (29<sup>th</sup> June 2016)
- Examination cum Awards Committee Meeting (13<sup>th</sup> July 2016)
- Board of Studies Meeting (14<sup>th</sup> July 2016)
- Academic Council Meeting (02<sup>nd</sup> August 2016)
- Students Welfare and Extra-curricular Activities Committee Meeting (06<sup>th</sup> August 2016)
- Bridge Course (08<sup>th</sup> to 31<sup>st</sup> August 2016)
- Library Committee Meeting (09<sup>th</sup> August 2016)
- Research Cell Meeting (10<sup>th</sup> August 2016)
- Career Guidance and Placement Cell Meeting (12<sup>th</sup> August 2016)
- Extension Services Committee Meeting (13<sup>th</sup> August 2016)
- Magazine Committee Meeting (17<sup>th</sup> August 2016)
- Women Cell Meeting (18<sup>th</sup> August 2016)
- Anti-Ragging Committee Meeting (23<sup>rd</sup> August 2016)
- Caste Discrimination Monitoring Committee Meeting (24<sup>th</sup> August 2016)
- Finance Committee Meeting (22<sup>nd</sup> September 2016)
- College Development Committee Meeting (26<sup>th</sup> September 2016)
- Governing Body (19<sup>th</sup> October 2016)
- Awards Committee Meeting (05<sup>th</sup> January 2017)
- Women Cell Meeting (27<sup>th</sup> February 2017)
- Finance Committee Meeting (01<sup>st</sup> March 2017)
- Career Guidance and Placement Cell (CGPC) Meeting (06<sup>th</sup> March 2017)

### ***Teaching - Learning and Evaluation***

- Micro Teaching (6<sup>th</sup> to 12<sup>th</sup> September 2016)
- Lesson Plan Writing Exercise (14<sup>th</sup> to 15<sup>th</sup> September 2016)
- Demo Teaching (5<sup>th</sup>, 6<sup>th</sup> October 2016)
- Preliminary Teaching Practice (14<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup> and 24<sup>th</sup> October 2016)
- Visit to Special School (31<sup>st</sup> October and 1<sup>st</sup> November 2016)
- CIA – I – Semester I (26<sup>th</sup> to 28<sup>th</sup> October 2016)
- CIA – II – Semester I (9<sup>th</sup> to 12<sup>th</sup> December 2016)
- I Semester Examination (17<sup>th</sup> to 21<sup>st</sup> December 2016)
- Practical Commission for II year B.Ed. (20<sup>th</sup> & 21<sup>st</sup> December 2016)

- Mark sheet Distribution through PTA (8<sup>th</sup> February 2017)

#### ***Staff Enrichment Programmes***

- Creating one's Own Website (23<sup>rd</sup> December 2016)

#### ***Research and Consultancy***

- Research Colloquium (17<sup>th</sup> September 2016)
- Seminar on Electronic Resources and Academic Libraries (21<sup>st</sup> & 22<sup>nd</sup> October 2016)
- Seminar on Research Methodology for M.Ed. & M.Phil. (3<sup>rd</sup> & 4<sup>th</sup> November 2016)
- NET coaching classes on Library Science (16<sup>th</sup> to 18<sup>th</sup> December 2016)
- Pre-Ph.D. Examinations (20<sup>th</sup> & 21<sup>st</sup> February 2017)

#### ***Students' Support and Progression***

- Inauguration of the Academic Year – B.Ed. & M.Ed. II year (01<sup>st</sup> August 2016)
- Bridge Course (08<sup>th</sup> to 31<sup>st</sup> August 2016)
- Students Counselling (01<sup>st</sup> & 02<sup>nd</sup> September 2016)
- Orientation for B.Ed. Students (02<sup>nd</sup> & 03<sup>rd</sup> September 2016)
- Entry Behaviour Test (03<sup>rd</sup> September 2016) for B.Ed.
- Teachers Day (12<sup>th</sup> September 2016)
- Blood Identification Camp (20<sup>th</sup> September 2016)
- Inauguration of Subject Clubs (21<sup>st</sup> September 2016)
- Library Orientation talk (23<sup>rd</sup> September 2016)
- Tutor-Ward System (24<sup>th</sup> September 2016 & 23<sup>rd</sup> February 2017)
- College Assembly (26<sup>th</sup> September 2016)
- Students Council Inauguration (30<sup>th</sup> September 2016)
- Senior Teacher Meeting (7<sup>th</sup> October 2016)
- Career Guidance and Placement Cell Inauguration (15<sup>th</sup> October 2016)
- Yoga Training (10<sup>th</sup> November 2016)
- Basic Legal Rights Awareness (5<sup>th</sup> November 2016)
- Awareness programme on Dengue (8<sup>th</sup> November 2016)
- Inter – religious Prayer Service (12<sup>th</sup> November 2016)
- Talk on HIV and AIDs (17<sup>th</sup> November 2016)
- Awareness programme on Alcoholism (23<sup>rd</sup> November 2016)
- Interaction with Transgender (25<sup>th</sup> November 2016)
- Sangamam and Graduation Day (10<sup>th</sup> December 2016)
- 'X' Mas Day Celebration (22<sup>nd</sup> December 2016)

- Pongal Celebration (13<sup>th</sup> January 2017)
- Intra-mural Cultural Competition (27<sup>th</sup> January 2017)
- Visit to Aaikudi Special School (28<sup>th</sup> January 2017)
- Science and Arts Exhibition (6<sup>th</sup> March 2017)
- Women's Day Celebration (8<sup>th</sup> March 2017)
- Composition writing exercise

***Extension Services***

- IGNOU Counselling (19<sup>th</sup> & 20<sup>th</sup> November 2016)
- Community Camp (2<sup>nd</sup> to 4<sup>th</sup> February 2017)
- Social Project Day (6<sup>th</sup> February 2017)
- Educational Tour (11<sup>th</sup> to 18<sup>th</sup> February 2017)
- MOTESC – Child Jesus School and Government Boys Hostel

***Infrastructure and Learning Resources***

- Infrastructure visit by NCTE (Dr. Hieramath and Sr. Dr. Celene Joseph - 2<sup>nd</sup> November 2016).

**The following activities were proposed by the staff members for the rest of the days of Semester II of 2016-2017.**

- Social Media Seminar
- Governing Body Meeting
- Internship for B.Ed. I year Students
- Special School visit for M.Ed. I year Students
- Sports Day
- College Day
- CIA – II
- Semester II & IV

***In terms of Infrastructure the following were suggested.***

- Hostel facility for girl students
- Lift facility in the Jubilee block
- New Toilet for Girls
- XATEC
- Volley Ball Tournament
- Field Trip

The members of the IQAC on discussion proposed the following activities for the consideration of the management to ensure the internal quality of the college. They are as follows:

1. To place the entry and exit behaviour results of B.Ed., M.Ed. and M.Phil. students on the desk of staff and IQAC meetings.
2. To probe into the possibilities of starting online courses on any subject for the benefit of the students and the stake holders.
3. To encourage the staff members to integrate discussion and sharing method along with the use of ICT in their regular teaching.
4. To call different departments of our college to arrange departmental guest lectures.
5. To encourage the staff and students to utilize the E-resources available in the E-corner of our library.
6. To motivate the staff members to publish research papers in the journals of international base (Scopus, web of science and Indian citation index).
7. To start NET coaching on Education for M.Ed. and M.Phil. Scholars.

The Principal, thanked all the members present for their cautious, valuable and relevant arbitrations and positive criticism given to the IQAC. The meeting came to an end at 04.42 p.m.

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## ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 10<sup>TH</sup> MARCH 2017

### SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To place the entry and exit behaviour results of B.Ed., M.Ed. and M.Phil. students on the desk of staff and IQAC meetings.	Placed
2.	To probe into the possibilities of starting online courses on any subject for the benefit of the students and the stake holders.	Under discussion
3.	To encourage the staff members to integrate discussion and sharing method along with the use of ICT in their regular teaching.	The staff members are using discussion method along ICT
4.	To call different departments of our college to arrange departmental guest lectures.	Guest lectures were arranged
5.	To encourage the staff and students to utilize the E-resources available in the E-corner of our library.	Staff and students are instructed to utilize the e-resources available in the E-corner of our library
6.	To motivate the staff members to publish research papers in the journals of international base (Scopus, web of science and Indian citation index).	Motivated
7.	To start NET coaching on Education for M.Ed. and M.Phil. Scholars.	NET coaching was organized





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Palayamkottai, Tirunelveli – 627002, Tamil Nadu

## Internal Quality Assurance Cell (IQAC) cum Staff Meeting for the Academic Year 2016-2017

The Internal Quality Assurance Cell Meeting for the academic year 2016-2017 was held on 11<sup>th</sup> May 2017 at 10.00 a.m. in the Principal's office. The following members were present in the meeting.

S. No.	Name	Signature
1.	Rev. Dr. D. Thomas Alexander, S.J., Principal	
2.	Mr. A. John Lawrence	
3.	Rev. Dr. I. Jesudoss, S.J.	I. Jesudoss.
4.	Dr. M. Antony Raj	Antony Raj
5.	Rev. Dr. S. Amaladoss Xavier, S.J.	S. Amaladoss
6.	Dr. A. Punitha Mary	A Punitha Mary
7.	Dr. A. Michael J Leo	
8.	Dr. Y. Daniel	Y. Daniel
9.	Mrs. A. Metilda Jasmine Shanthi	A. Metilda
10.	Dr. R. Sathesh Franklin	R. Sathesh Franklin
11.	Dr. T. Raja	T. Raja
12.	Dr. S. Stalin	S. Stalin
13.	Mr. A. Nicholas Jegan	N. Jegan

## MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) cum STAFF MEETING FOR THE ACADEMIC YEAR 2016-2017

The IQAC cum Staff meeting for the academic year 2016-2017 was held on 11<sup>th</sup> May 2017 at 10.00 a.m. in the Conference Hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander, S.J.

Mr. A. John Lawrence

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

Dr. M. Antony Raj

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. Y. Daniel

Mrs. A. Metilda Jasmine Shanthi

Dr. R. Sathesh Franklin

Dr. T. Raja

Dr. S. Stalin

Mr. A. Nicholas Jegan

The meeting began with a prayer by Dr. T. Raja, the Librarian. Rev. Fr. Principal welcomed all the members present. Mrs. A. Metilda Jasmine Shanthi, the Staff Secretary presented the minutes of the previous Staff meeting.

Rev. Fr. Principal, presented the various activities conducted during the academic year 2016-2017 for the scrutiny and evaluation by the staff members.

### Evaluation of the Activities for the Academic year 2016-2017

#### *Curricular Aspects*

- Curriculum Transaction: Pre-Board of Studies Meeting (29<sup>th</sup> June 2016)
- Examination cum Awards Committee Meeting (13<sup>th</sup> July 2016)
- Board of Studies Meeting (14<sup>th</sup> July 2016)
- Academic Council Meeting (02<sup>nd</sup> August 2016)
- Students Welfare and Extra-curricular Activities Committee Meeting (06<sup>th</sup> August 2016)
- Library Committee Meeting (09<sup>th</sup> August 2016)

- Research Cell Meeting (10<sup>th</sup> August 2016)
- Career Guidance and Placement Cell Meeting (12<sup>th</sup> August 2016)
- Extension Services Committee Meeting (13<sup>th</sup> August 2016)
- Magazine Committee Meeting (17<sup>th</sup> August 2016)
- Women Cell Meeting (18<sup>th</sup> August 2016)
- Anti-Ragging Committee Meeting (23<sup>rd</sup> August 2016)
- Caste Discrimination Monitoring Committee Meeting (24<sup>th</sup> August 2016)
- Finance Committee Meeting (22<sup>nd</sup> September 2016)
- College Development Committee Meeting (26<sup>th</sup> September 2016)
- Governing Body Meeting (19<sup>th</sup> October 2016)
- Awards Committee Meeting (05<sup>th</sup> January 2017)
- Women Cell Meeting (27<sup>th</sup> February 2017)
- Finance Committee Meeting (01<sup>st</sup> March 2017)
- Career Guidance and Placement Cell (CGPC) Meeting (06<sup>th</sup> March 2017)
- IQAC Meeting (10<sup>th</sup> March 2017)
- Library Committee (13<sup>th</sup> March 2017)
- Governing Body Meeting (26<sup>th</sup> April 2017)

#### ***Teaching - Learning and Evaluation***

- Intensive Teaching Practice for II Year B.Ed. (8<sup>th</sup> August to 26<sup>th</sup> November 2016)
- Micro Teaching (6<sup>th</sup> to 12<sup>th</sup> September 2016)
- Lesson Plan Writing Exercise (14<sup>th</sup> to 15<sup>th</sup> September 2016)
- Demo Teaching (5<sup>th</sup> & 6<sup>th</sup> October 2016)
- Preliminary Teaching Practice (14<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup> and 24<sup>th</sup> October 2016)
- Visit to Special Schools (31<sup>st</sup> October and 1<sup>st</sup> November 2016)
- CIA – I – Odd Semester (26<sup>th</sup> to 28<sup>th</sup> October 2016)
- CIA – II – Odd Semester (9<sup>th</sup> to 12<sup>th</sup> December 2016)
- Odd Semester Examination (17<sup>th</sup> to 21<sup>st</sup> December 2016)
- Practical Commission for II year B.Ed. (20<sup>th</sup> & 21<sup>st</sup> December 2016)
- Mark sheet Distribution through PTA (8<sup>th</sup> February 2017)
- CIA – I – Even Semester I (27<sup>th</sup> Feb. to 2<sup>nd</sup> March 2017)
- CIA – II – Even Semester I (4<sup>th</sup> to 8<sup>th</sup> May 2017)
- Even Semester Examination (13<sup>th</sup> to 20<sup>th</sup> May 2017)

### ***Staff Enrichment Programmes***

- Creating one's Own Website (23<sup>rd</sup> December 2016)
- Retreat (11<sup>th</sup> March 2017)

### ***Seminars / Workshop / Conferences***

- National Conference on 'Electronic Resources and Academic Libraries' (21<sup>st</sup> & 22<sup>nd</sup> October 2016)
- National Conference on 'Social Media: Influence on Youth in their Psycho-social behavioural functions' (24<sup>th</sup> & 25<sup>th</sup> March 2017)

### ***Research and Consultancy***

- NET coaching classes on Education (18<sup>th</sup> to 19<sup>th</sup> June 2016)
- Research Colloquium (17<sup>th</sup> September 2016)
- Seminar on Research Methodology for M.Ed. & M.Phil. (3<sup>rd</sup> & 4<sup>th</sup> November 2016)
- NET coaching classes on Library Science (16<sup>th</sup> to 18<sup>th</sup> December 2016)
- Extension Lecture on Globalization (13<sup>th</sup> March 2017)
- Pre-Ph.D. Examinations (20<sup>th</sup> & 21<sup>st</sup> February 2017)
- Pre-Ph.D. Programme (14<sup>th</sup> March 2017)
- TNTET coaching classes on Education (08<sup>th</sup> April 2017)
- Ph.D. Viva-Voce (2<sup>nd</sup> May 2017) congratulations

### ***Students' Support and Progression***

- Inauguration of the Academic Year – B.Ed. & M.Ed. II year (01<sup>st</sup> August 2016)
- Bridge Course (08<sup>th</sup> to 31<sup>st</sup> August 2016)
- Students Counselling (01<sup>st</sup> & 02<sup>nd</sup> September 2016)
- Orientation for B.Ed. Students (02<sup>nd</sup> & 03<sup>rd</sup> September 2016)
- Entry Behaviour Test (03<sup>rd</sup> September 2016) for B.Ed.
- Teachers Day (12<sup>th</sup> September 2016)
- Blood Identification Camp (20<sup>th</sup> September 2016)
- Inauguration of Subject Clubs (21<sup>st</sup> September 2016)
- Library Orientation talk (23<sup>rd</sup> September 2016)
- Tutor-Ward (24<sup>th</sup> September 2016 & 23<sup>rd</sup> February 2017)
- Students Council Inauguration (30<sup>th</sup> September 2016)
- Senior Teacher Meeting (7<sup>th</sup> October 2016)
- Career Guidance and Placement Cell Inauguration (15<sup>th</sup> October 2016)
- Basic Legal Rights Awareness (5<sup>th</sup> November 2016)

- Awareness programme on Dengue (8<sup>th</sup> November 2016)
- A special talk on facing the Viral infections – Help Tips (8<sup>th</sup> November 2016)
- Yoga Training (10<sup>th</sup> November 2016)
- Inter – religious Prayer Service (12<sup>th</sup> November 2016)
- Talk on HIV and AIDs (17<sup>th</sup> November 2016)
- Awareness programme on Addiction and De-addiction (23<sup>rd</sup> November 2016)
- Interaction with Transgender (25<sup>th</sup> November 2016)
- Prayer Service (Our Patron’s Feast – 2<sup>nd</sup> December 2016)
- Sangamam and Graduation Day (10<sup>th</sup> December 2016)
- ‘X’ Mas Day Celebration (22<sup>nd</sup> December 2016)
- Subject Club Activities (11<sup>th</sup> to 25<sup>th</sup> January 2017)
- Pongal Celebration (13<sup>th</sup> January 2017)
- Intra-mural Cultural Competition (27<sup>th</sup> January 2017)
- Visit to Aaikudi Special School (28<sup>th</sup> January 2017)
- Parent Teachers Meet (8<sup>th</sup> February 2017)
- TET Practice Test (13<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> February & 1<sup>st</sup>, 3<sup>rd</sup> March 2017)
- Campus Interview (4<sup>th</sup> March to 17<sup>th</sup> April 2017 – 13 Schools)
- Science and Arts Exhibition (6<sup>th</sup> March 2017)
- Women’s Day Celebration (8<sup>th</sup> March 2017)
- Discourse on Globalisation (13<sup>th</sup> March 2017)
- Sports Day Celebration (28<sup>th</sup> March 2017)
- Hostel Day Celebration (1<sup>st</sup> April 2017)
- College Day Celebration (22<sup>nd</sup> April 2017)

#### ***Extension Services***

- IGNOU Counselling (19<sup>th</sup> & 20<sup>th</sup> November 2016)
- Community Camp (2<sup>nd</sup> to 4<sup>th</sup> February 2017)
- Social Project Day (6<sup>th</sup> February 2017)
- Educational Tour (11<sup>th</sup> to 18<sup>th</sup> February 2017)
- MOTESC – Child Jesus School and Government Boys Hostel

#### ***Infrastructure and Learning Resources***

- Infrastructure visit by NCTE (Dr. Hieramath and Sr. Dr. Celene Joseph - 2<sup>nd</sup> November 2016)

- Academic and Administrative Audit (AAA) Visit – (Dr. E. Ramganesha and Dr. P. Nithila Devakarunyan – 3<sup>rd</sup> May 2017)
- Installing three Water Purifiers
- Grill Gates for the three entrances.
- Extension and renovation of conference room.

Fr. Principal presented the following suggestions given by the 1<sup>st</sup> and 2<sup>nd</sup> year B.Ed. students to the staff members.

### **Suggestions given by the First year Students**

- Psychology and Science subjects' experiments may be incorporated with the theory paper.
- In General and Special English more emphasis is given to grammar. That could be avoided.
- The timetable can include one period for TNTET practice test in the fourth semester.
- The concept 'blue print' which is in all 'Optional-I' is found in the paper 'Assessment of Learning'. It could be omitted from the paper 'Assessment of Learning'.
- Books that contain the concept 'constructivism' may be purchased for reference.
- The concept of virtual classroom is found in both the papers 'ICT and Innovations in Education'.
- Activity based practicum may be given in all elective papers.
- The paper 'Library and Information Science Management' seems to be too heavy.
- In the paper, 'Library and Information Science Management', Classification of books and practicals may be included.
- In the paper, 'Schooling, Socialization and Identity', the concepts given in Unit-III may have some sub headings for the better understanding of the students.
- The important concepts from TNTET Psychology Syllabus may be included in the psychology paper.
- Psychology could be taught for two semesters in view of the preparation for TNTET.

### **Suggestions given by the Second year Students**

- Some important Psychology theories (Maslow) from TNTET syllabus may be included in the Psychology paper.

- b. The Indian Child Welfare Act of 1978 (ICWA) may be included in the paper Education of Exceptional Children.
- c. In the paper, 'Curriculum and School', the terms considerations, factors and determinants of curriculum are not clear.
- d. In the paper, 'Curriculum and School', the terms 'approaches and types of curriculum' are confusing.
- e. In the paper, 'Soft Skills and Personality Development', the concept 'disorder' may be deleted because the same concept is studied in the paper 'Learner and Learning'.
- f. The concepts Herbarium and Field Trips in the paper Biological Science Education-IV may be taken to the paper Biological Science Education-II.
- g. The concept English Laboratory may be included in Special English Education also.
- h. The practicum on 'report writing' may be included in General English Education.
- i. Macaulay Minutes may be included in the paper 'Vision of Education in India'.
- j. In the paper 'Gender Issues in Education', Varma Committee Report may be included.
- k. In the paper 'Gender Issues in Education', Teachers Role should be emphasized.
- l. Orientation on 'How to face interview' may be organized.
- m. Micro-teaching needs follow up.

Oral Examinations may be conducted for the Elective papers.

The members on discussion proposed the following suggestions for the consideration of the management to ensure the internal quality of the college. They are as follows:

1. To have students evaluation of the syllabus in the presence of all staff members.
2. To have regular supervision of students at intensive teaching practice.
3. To form a uniform model for micro-teaching practice.
4. To provide sufficient time for re-planning, re-writing and re-teaching the micro-teaching episodes.
5. To conduct seminars as staff enrichment programme on ALM, ABL, research design, web 2 tools, open access resources and article writing for international journals.
6. To allot time schedule for peer teaching prior to preliminary teaching practice.

7. To invite external experts (subject teachers) from neighbouring schools for giving demo to our students.
8. To adopt a village for extension activities (MOTESC and Community Camp).
9. To conduct thanks giving prayer service at the end of the academic year.
10. To organize seminars on practical counselling for students and staff.
11. To have one more psychology paper in the second semester or in the II year.
12. To allot a separate period for TNTET practice test.
13. To organize an orientation on 'How to face interview' for students.
14. To take in to consideration the suggestions given by first year and second year students regarding the modification of syllabus.

The Principal, thanked all the members present for their valuable and relevant interventions. The meeting came to an end at 12.55 p.m.

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## ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 11<sup>TH</sup> MAY 2017

### SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To have students evaluation of the syllabus in the presence of all staff members.	Implemented
2.	To have regular supervision of students at intensive teaching practice.	Supervised regularly
3.	To form a uniform model for micro-teaching practice.	Uniform model was formed
4.	To provide sufficient time for re-planning, re-writing and re-teaching the micro-teaching episodes.	Sufficient time was provided
5.	To conduct seminars as staff enrichment programme on ALM, ABL, research design, web 2 tools, open access resources and article writing for international journals.	A staff development programme Web 2.0 Tools was organized on 21 <sup>st</sup> and 22 <sup>nd</sup> July 2017
6.	To allot time schedule for peer teaching prior to preliminary teaching practice.	Allotted
7.	To invite external experts (subject teachers) from neighbouring schools for giving demo to our students.	Teacher educators demonstrated the macro teaching
8.	To adopt a village for extension activities (MOTESC and Community Camp).	Decided to continue with MOTESC & Community Camp
9.	To conduct thanks giving prayer service at the end of the academic year.	Conducted

10.	To organize seminars on practical counselling for students and staff.	Under discussion
11.	To have one more psychology paper in the second semester or in the II year.	Psychology course was introduced in the academic year 2017-18
12.	To allot a separate period for TNTET practice test.	Allotted
13.	To organize an orientation on 'How to face interview' for students.	Efforts were taken
14.	To take in to consideration the suggestions given by first year and second year students regarding the modification of syllabus.	Considered