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 2017-2018

The Internal Quality Assurance Cell Meeting for the academic year 2017-2018 was held on 27th October 2017 at 02.30 p.m. in the Conference Hall. The following members were present in the meeting.

S. No.	Name	Signature
	MEMBERS FROM THE COLLEGE	
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.	Dr. M. Antony Raj	
5.	Rev. Dr. S. Amaladoss Xavier, S.J.	
6.	Dr. A. Punitha Mary	
7.	Dr. A. Michael J Leo	
8.	Dr. T. Raja	
9.	Mr. U. Subramanian	
10.	Rev. Fr. Martin George, S.J.	
11.	Rev. Fr. F.X. Dominic Royce, S.J.	
	EXTERNAL EXPERTS	
12.	Dr. A. Lourdusamy	
13.	Dr. Josephine Saleth Mary	
14.	Rev. Dr. S.M. John Kennedy	
15.	Bro. S. Rajan, S.H.J.	
16.	Mr. Peter Moduthagam	
	PARENT REPRESENTATIVE	
17.	Mrs. R. Malarvara	
	STUDENT REPRESENTATIVES	
18.	Kiruba Rao – B.Ed.	
19.	Ignaciammal – M.Ed.	

MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

FOR THE ACADEMIC YEAR 2017-2018

The IQAC meeting for the academic year 2017-2018 was held on 27th October 2017 at 02.30 p.m. in the Conference Hall. The following members were present in the meeting.

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

Dr. A. Lourdusamy

Dr. Josephine Saleth Mary

Rev. Dr. S.M. John Kennedy, S.J.

Rev. Dr. S. Rajan, S.H.J.

Mr. A. John Lawrence

Dr. M. Antony Raj

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. T. Raja

Mr. U. Subramanian

Rev. Fr. J. Martin George, S.J.

Rev. Fr. F.X. Dominic Royce, S.J.

Kiruba Rao – B.Ed. Student

Ignaciammal – M.Ed. Student

The 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 11th May 2017.

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 appreciated the actions taken by the college upon the resolutions of the previous IQAC meeting.

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 introduce a paper on soft skills as add on course.

2. To probe into the possibilities of introducing extra credit courses and cherish them.

3. To look into the possibilities of adapting a village and visiting the same on all Saturdays.

4. To have the tutor ward meet twice in a month.

5. To arrange a one day orientation on the effective handling of tutor wards to our staff members.

6. To conduct a workshop on practical counselling skills for students and staff.

7. To conduct TNTET preparatory exams for the students in the fourth semester.

8. To encourage the subject clubs to involve in the activities of strengthening English language through their respective notice boards.

The Principal, thanked all the members present for their thoughtful, valuable and pertinent negotiations and positive criticism given to the IQAC. The meeting came to an end at 04.15 p.m.

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ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 27TH OCTOBER 2017

SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To introduce a paper on soft skills as add on course.	This suggestion was dropped as already a core course on Soft Skills Development was in the syllabus
2.	To probe into the possibilities of introducing extra credit courses and cherish them.	One credit for MOTESC and Social Project was allotted
3.	To have the tutor ward meet twice in a month.	Conducted once in a month
4.	To arrange a one day orientation on effective handling of tutor wards to our staff members.	Efforts is under-way
5.	To conduct a workshop on practical counselling skills for students and staff.	Under discussion
6.	To conduct TNTET preparatory exams for the students in the fourth semester.	Conducted
7.	To encourage the subject clubs to involve in the activities of strengthening English language through their respective notice boards.	Encouraged

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IQAC cum Pre-Board of Studies Meeting for the Academic Year 2017-2018

The IQAC cum Pre-Board of Studies Meeting for the academic year 2017-2018 was held on 13th April 2018 at 10.00 a.m. in the Conference Hall. The following members were present in the meeting.

S. No.	Name	Signature
	MEMBERS FROM THE COLLEGE	
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.	Dr. M. Antony Raj	
5.	Rev. Dr. S. Amaladoss Xavier, S.J.	
6.	Dr. A. Punitha Mary	
7.	Dr. A. Michael J Leo	
8.	Dr. Y. Daniel	
9.	Mrs. A. Metilda Jasmine Shanthi	
10.	Dr. R. Sathesh Franklin	
11.	Dr. T. Raja	
12.	Mr. S. Stalin	
13.	Mr. A. Nicholas Jegan	
14.	Mr. U. Subramanian	
15.	Rev. Fr. Martin George, S.J.	
16.	Rev. Fr. F.X. Dominic Royce, S.J.	
17.	Mrs. J. Annie	
18.	Mr. D. Namasivayam	
19.	Mrs. M. Rosary Kiruba Alexy	
20.	Mr. P. Lourduraj	
21.	Ms. E. Aarthi	
	STUDENT REPRESENTATIVES	
22.	Sr. Ignaciammal – M.Ed.	
23.	Br. Kiruba Rao – B.Ed.	

MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) cum PRE-BOARD OF STUDIES MEETING FOR THE ACADEMIC YEAR 2017-2018

The IQAC cum Pre-Board of Studies Meeting for the academic year 2017-2018 was held on 13th April 2018 at 10.00 a.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.

Mr. A. John Lawrence

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

Mr. S. Stalin

Mr. A. Nicholas Jegan

Mr. U. Subramanian

Rev. Fr. J. Martin George, S.J.

Rev. Fr. F.X. Dominic Royce, S.J.

Mrs. J. Annie

Mr. D. Namasivayam

Mrs. M. Rosary Kiruba Alexy

Mr. P. Lourduraj

Miss. E. Aarthi

The meeting began with a prayer song. Rev. Fr. Principal welcomed the members present. The minutes of the previous IQAC meeting held on 27th October 2017 was presented by Dr. M. Antony Raj.

Fr. Principal, briefed the action taken on the resolutions of the previous IQAC meeting and the members appreciated the college for taking quick action on the proposed resolutions of the IQAC. Further Fr. Principal presented the various activities conducted during the academic year 2017-2018 for the scrutiny and evaluation of the staff.

Curricular Aspects

- Academic and Administrative Audit (3rd May 2017)
- IQAC cum Staff Meeting (11th May 2017)
- Examination cum Awards Committee Meeting (24th May 2017)
- Library Committee Meeting (5th July 2017 and 20th September 2017)
- Career Guidance and Placement Cell (CGPC) Meeting (6th July 2017)
- Board of Studies Meeting (11th July 2017)
- Research Cell Meeting (12th July 2017)
- Anti-ragging Committee Meeting (12th July 2017)
- Academic Council Meeting (19th July 2017)
- Finance Committee Meeting (30th August 2017)
- Examination cum Awards Committee Meeting (22nd September 2017, 21st December 2017)
- Magazine Committee Meeting (27th November 2017)
- Career Guidance and Placement Cell Meeting (01st March 2018)
- Women Cell Meeting (01st March 2018)
- Extension Service Committee Meeting (02nd March 2018)
- Governing Body Meeting (15th March 2018)

Teaching - Learning and Evaluation

- Bridge Course (3rd to 27th July 2017)
- Unit receiving and Lesson Planning (11th July 2017)
- Intensive Teaching Practice (01st August 2017)
- Entry Behaviour Test through online (02nd and 03rd August 2017)
- Micro Teaching (8th to 16th August 2017)
- Lesson Plan Writing Exercise (17th, 21st and 22nd August 2017)
- Demo-teaching (23rd and 24th August 2017)

- Peer teaching (28th and 29th of August 2017)
- Visit to Special Schools (12th & 13th September 2017)
- CIA I – Semester I & III (18th to 20th September 2017)
- CIA II – Semester I & III
- I Semester Examinations
- Preliminary Teaching (06th, 11th, 20th and 25th October 2017)
- Experiences at DIET for M.Ed. Scholars (12th to 26th October 2017)
- Mentor Teachers' Meet (09th December 2017)
- CIA I – Semester II & IV
- CIA II – Semester II & IV
- Exit Behaviour Test through online (03rd April 2018)

Staff Enrichment Programmes

- Web 2 Tools (21st and 22nd July 2017)
- Staff Outing (16th December 2017)
- Retreat (10th March 2018)

Research and Consultancy

Ph.D. Viva Voce
- Sr. M. Amalorpovam (22nd June 2017)
- Mrs. N. Priyadharshini (04th October 2017)
- Ms. A. Julie Eben (06th October 2017)
- Mr. M. Antony Raj (12th October 2017)
- Mr. G. Vedhanayagam (13th October 2017)
- Mr. S.T. Sajith Lal Raj (03rd November 2017)
- Mr. T. Jeevagaraj (17th November 2017)
- Mr. S. Milton (27th November 2017)
- Mr. K.A. Antonysamy (17th January 2018)
- Mr. X. Vengo Regis (24th January 2018)
- Mrs. S. Sahaya Ponmalar (05th February 2018)
- Mr. S. Jesu Christopher (05th February 2018)
- Mrs. A. Mary Manjula Rose (19th February 2018)
- Mr. M. Rajasekar (09th March 2018)

- Mr. R.J. Beena Florence Donark (13th March 2018)
- NET coaching classes on Library Science and Education (06th to 08th October 2017)
- Research Methodology Seminar for M.Ed. (09th and 10th October 2017)
- Pre-Ph.D. - Mr. Cyril (23rd October 2017)

Students' Support and Progression

Inauguration

- Inauguration of the Academic Year   -   3rd July 2017
- Inauguration of CGPC   -   09th September 2017
- Inauguration of Subject Clubs   -   14th October 2017
- Students Council Inauguration   -   19th December 2017

Orientation Programme

1. Orientation on Physical Education   -   4th July 2017
2. Orientation on SUPW   -   4th July 2017
3. Personality Development   -   1st and 2nd August 2017
4. Library Usage   -   3rd August 2017

Awareness Programmes

1. GST on Common Man   -   1st July 2017
2. Food Adulteration   -   8th September 2017
3. De-addiction   -   14th September 2017
4. Transgender Awareness   -   20th September 2017
5. Human Rights and Duties   -   26th September 2017
6. A Special Talk on National Integration   -   21st October 2017
7. Health Awareness for Women   -   27th November 2017
8. Legal Rights for Women   -   21st December 2017
9. Voters Rights   -   25th January 2018
10. Eeranilam a Painting Exhibition   -   26th February 2018
11. Human Sexuality and Sex Education   -   17th March 2018
12. Awareness of Alcoholism   -   19th March 2018

Talent Programmes

1. English Cultural Saturday Show   -   5th and 28th August 2017

2. Inter collegiate Quiz Competition   -   15th December 2017

3. Conducting model TNTET Examination   -   10 model examination

Welfare Programmes

1. Blood Identification Camp   -   3rd August 2017

2. College Assembly   -   04th, 11th, 18th, 25th September and 23rd October 2017

3. Operation Clean Look   -   6th September 2017

4. Get together of 2003-2004 Batches Students-   28th September 2017

5. Book Exhibition   -   18th to 20th December 2017

6. Campus Interview   -   15th February to March 2018

7. Retreat or Inner Journey   -   10th March 2018

8. Tutor Ward

9. Joy of Giving

Seminar/workshop

1. ELT Workshop   -   28th and 29th July 2017

2. Question Tag   -   4th August 2017

3. Research in 21st Century   -   18th & 19th August 2017

4. Seminar on Basic Legal Rights and Duties   -   07th October 2017

Celebrations

- Holy Spirit Mass   -   25th July 2017

- Homage to St. Ignatius of Loyola   -   26th July 2017

- Teachers Day   -   05th September 2017

- National Integration   -   21st October 2017

- Kalam's 86th Birth Anniversary   -   28th October 2017

- Homage to St. Francis Xavier   -   29th November 2017

- YMCA Christmas Carols   -   09th December 2017

- Christmas Day   -   20th December 2017

- Pongal Celebration   -   17th January 2018

- Women's Day   -   08th March 2018

- College Day   -   24th March 2018

Field Visit

- Visit to Kudankulam Nuclear Power Plant   -   17th March 2018
- Visit to Science Centre   -   12th August 2017

Infrastructure and Learning Resources

- Solar Energy System
- Xerox for Dean's Office
- Vacuum Cleaner
- Computers for Language Lab
- External Hard Disk for Dean's Office

Extension Services

- Community Camp   -   18th to 20th January 2018
- TNTEU Tirunelveli District Level Cultural Meet   -   01st February 2018
- TNTEU Tirunelveli District Level Sports Meet   -   02nd February 2018
- TNTEU Tirunelveli Zonal Level Cultural Meet   -   08th February 2018
- TNTEU Tirunelveli Zonal Level Sports Meet   -   09th February 2018
- Educational Tour   -   12th to 19th February 2018
- Social Project Day   -   17th February 2018
- Intramural Cultural Competitions   -   28th February 2018
- Annual Sports Day   -   03rd March 2018

The members after discussion proposed the following plans for the academic year 2018-2019.

1. To conduct Planning and Evaluation Committee and College Development Council Meetings in the beginning of the academic year.
2. To organize a Staff Orientation Programme at Bharathidasan University, Trichy in the month of June.
3. To arrange a Family Get together.

4. To organize a Workshop on Project Writing for Staff.

5. To conduct a Seminar on SPSS usage and Report Writing for Research Scholars.

6. To construct an Inter religious prayer hall.

7. To build Additional Toilet for Girls.

8. To update the computers in all the classrooms.

The Adenda of reviewing the existing two year B.Ed., M.Ed. and M.Phil. Syllabi was lead by Dr. M. Antony Raj.

Reviewing of B.Ed. Syllabus
Semester I

Paper II: Child Development and Pedagogy

In Unit I, in the first line, the term 'Branches' was added after the term 'Psychology: Meaning, Definition'.

In Unit III, after the term, 'Reasoning and Problem Solving' the concept 'Role of Teachers in developing, reasoning and Problem solving' was added.

Paper III: Computer Science Education - I

Unit V was modified as follows:

Unit V: Intructional Methods and Aids

Intructional Methods: Individulised Instruction, Programmed Instruction, Computer Assisted Instruction, Computer Managed Instruction, Lecture Method, Demonstration Method, Problem Solving Method, Project Method, Scientific Method, Analytic and Synthetic Methods of Instructions, Inductive and Deductive Methods of Teaching Computer Science - Intructional Aids: Meaning, Use and Importance, Principles, Classification of AV Aids, Instructional Material, PowerPoint Presentation, Multimedia Presentation, Criteria for Selection of Appropriate Teaching Aids - Computer Science Club.

SEMESTER II

Paper IX: Innovations in Education

Unit III, IV and V were modified and rearranged as follows:

Unit III: ICT in Education

ICT: Meaning and Importance - Computer Assisted Instruction (CAI) - Programmed Instruction: Linear and Branching - E-learning - E-Resources in teaching:--E-Book, E-Journal - Teleconferencing - IWB: Meaning and Types - ICT for Testing and Evaluation - Uses of MS-Office in Education.

Unit IV: Communication, Interaction and Emerging Educational Technologies

Meaning and types of communication - Communication cycle - Factors affecting communication - Techniques of Good communication - Classroom Interaction Analysis: FIACS: Concept, Assumptions, Coding and Decoding procedures - Internet - Email - Search Engine - Using Blogs in Teaching and Learning - Recent Communication Technologies in Education - Cloud computing.

Unit V: Artificial Intelligence in Education

Artificial Intelligence (AI) - Difference between AI and Human Intelligence - Natural language processing (NLP): Stages and Application - Virtual Reality, Virtual Classroom - Intelligent Tutoring System (ITS) - Bio-metric Classroom attendance - Using Artificial intelligence applications in Education

Paper X: Learning for Human Development

In Unit I, after the term, 'Assessment of Intelligence: Individual and Group tests' the term 'Differences and Examples' were added.

In Unit III, the concept, 'theories of personality' was modified as follows: Theories of Personality: Type – Carl Jung, Trait - Cattell, Type cum Trait - Eysenck and Psychoanalytic.

Paper XII: Computer Science Education - II

Unit III, IV and V were modified and rearranged as follows:

Unit III: Curriculum Construction in Computer Science

Meaning - Curriculum vs syllabus - Principles of curriculum construction - Selection and organization of Computer Science content - Approaches in curriculum construction - Critical Evaluation of Tamilnadu Higher Secondary Computer Science Curriculum

Unit IV: Evaluation in Computer Science

Concept, Objective, Tools and Techniques, Criteria and Norm Referenced Tests, Types of Test, Principles of Test Construction and Administration of an Achievement Test, Blueprint, Characteristics of a Good Test, Item Analysis, Continuous and Comprehensive Evaluation, Computer Aided Evaluation, Online Examination

Unit V: Computer Science Textbooks

Meaning - Qualities of good Computer Science Text Book - Use of text book in and outside the classroom - Criteria for evaluation computer science text book - Values of a computer science library

Paper XII: Mathematics Education - II

In Unit III, the concept, 'Control structure and Loop Structure' was modified as follows: Control structure: If, If - then else, Nested if, Select case - Loop Structure - do while loop, For Next Loop

SEMESTER IV

Paper XVI: Curriculum and School

In Unit I, the term, 'Curriculum and cultural heritage' was remove and it was added in Unit II.

In Unit III, the concept, 'Curriculum design' was rearranged as follows: Curriculum design: Vertical and Horizontal organization - ABC of Curriculum Design - Major categories of curriculum Design: Subject-centred, Learner-centred.

Unit V was modified and rearranged as follows:

Unit V: Curriculum Implementation and Evaluation

Curriculum Construction - Curriculum Transaction - Learners at the center of the curriculum transaction - Teachers as curriculum developers and implementers - Role of stakeholders in curriculum Development and implementation: Community, parents, alumni and other stakeholders - Process of curriculum evaluation - Models of curriculum evaluation: Bradley's Effectiveness Model, Tyler's Objectives - Centered Model, Stufflebeam's Context, Input, Process, Product Model, Scriven's Goal-Free Model, Stake's Responsive Model and Eisner's Connoisseurship Model - Curriculum Analysis (Standard VII)

Paper XVII: Vision of Education in India: Concerns and Issues

In Unit IV, the concept, 'consequences of Inequality in education-intervention strategies reducing inequality' was removed and it was added at the end of the Unit III. The concept, 'Idea of common school system - Right to education bill and its provisions' was added.

Paper XIX: Computer Science Education - IV

The first four units were modified and rearranged as follows:

Unit I: Computer Science Teacher

Academic and Professional Qualification of a Computer science teacher - Special qualities - In-service training - Evaluation of Teachers: rating by Supervisor or Colleques - Self-evaluation - Evaluation by pupils - Classroom Interaction Analysis

Unit II: Computer Science Laboratory

Introduction, need for planning - Features - Essential Infrastructure – Laboratory Management - Organization of practical work - Maintenance of Record - Discipline Rules for Teacher and Laboratory Staff - Rules for Students, Cybercrime - Care and maintenance of hardware and software in the computer science laboratory

Unit III: Computers in Education

Use of Computers in Education - Role of Computers in Educational Planning and Administrative Planning - Computers in Open Learning

Unit IV: ICT Integration in Teaching Learning Process

Introduction - Project based learning - CLASS project - Programmed Logic Automated Teaching Operation (PLATO)

The Dean, 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 13TH APRIL 2018

SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To conduct Planning and Evaluation Committee and College Development Council Meetings in the beginning of the academic year.	Planning and Evaluation Committee and College Development Council Meetings were held in the beginning of the year
2.	To organize a Staff Orientation Programme at Bharathidasan University, Trichy in the month of June.	It was not organized due to the unavailability of the resource persons at Bharathidasan University, Trichy
3.	To arrange a Family Get together.	To be done
4.	To organize a Workshop on Project Writing for Staff.	It is being planned in this semester
5.	To conduct a Seminar on SPSS usage and Report Writing for Research Scholars.	As M.Ed. Scholars are less in number, it was not organized
6.	To construct an Inter religious prayer hall.	Under discussion with management
7.	To build Additional Toilet for Girls.	Under discussion with management
8.	To update the computers in all the classrooms.	The computers in the classrooms are updated