



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 (IQAC) Meeting for the Academic Year 2018-2019

The IQAC Meeting for the academic year 2018-2019 was held on 19th November 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., <i>Principal, SXCE.</i>	
2.	Rev. Dr. G. Pushparaj, S.J., <i>College Secretary, SXCE.</i>	
3.	Mr. A. John Lawrence, <i>Asso. Prof. in English, SXCE.</i>	
4.	Dr. M. Antony Raj, <i>Asst. Prof. in History, SXCE.</i>	
5.	Dr. A. Punitha Mary, <i>Asst. Prof. in Education, SXCE.</i>	
6.	Dr. A. Michael J Leo, <i>Asst. Prof. in Education, SXCE.</i>	
7.	Dr. Y. Daniel, <i>Asst. Prof. in Bio-Science, SXCE.</i>	
8.	Mrs. A. Metilda Jasmine Shanthi, <i>Asst. Prof. in Mathematics, SXCE.</i>	
9.	Rev. Fr. J. Martin George, S.J., <i>Asst. Prof. in Education, SXCE.</i>	
10.	Dr. S. Sherlin, <i>Asst. Prof. in Physical Science, SXCE.</i>	
11.	Dr. T. Raja, <i>Librarian, SXCE.</i>	—
12.	Rev. Fr. F.X. Dominic Royce, S.J., <i>Library Director & Asst. Prof. in Education, SXCE.</i>	—
13.	Mr. U. Subramanian, <i>Asst. Prof. in Tamil, SXCE.</i>	
14.	Mrs. M. Balasaraswathi, <i>Asst. Prof. in English, SXCE.</i>	
15.	Mrs. J. Annie, <i>Asst. Prof. in Computer Science, SXCE.</i>	
16.	Mrs. M. Rosary Kiruba Alexy, <i>Asst. Prof. in Physical Science, SXCE.</i>	
EXTERNAL EXPERTS		
17.	Rev. Sr. Nirmala Louis, <i>Headmistress, St. Ignatius Hr.Sec.Sch., Palay.</i>	
18.	Rev. Bro. Jeyaseelan, <i>Headmaster, St. Thomas High Sch., Kurichi.</i>	
19.	Dr. G. Selvaraj, <i>EC Member, Alumni Association.</i>	—
20.	Dr. C. Ramesh, <i>Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.</i>	
PARENT REPRESENTATIVE		
21.	Mrs. R. Malarvara	—
STUDENT REPRESENTATIVES		
22.	Ms. S. Pavithra – II M.Ed.	
23.	Ms. A. Jerin Packia – II B.Ed.	



St. Xavier's College of Education (Autonomous)

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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 19th November, 2018 at 10.00 am in the conference hall. The following members were present in the meeting.

MEMBERS FROM THE COLLEGE

- Rev. Dr. D. Thomas Alexander, S.J., *Principal, SXCE.*
- Rev. Dr. G. Pushparaj, S.J., *College Secretary, SXCE.*
- Mr. A. John Lawrence, *Asso. Prof. in English, SXCE.*
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STUDENT REPRESENTATIVES

- Ms. S. Pavithra – II M.Ed.
- Ms. A. Jerin Packia – II B.Ed.

The meeting began with a prayer song followed by a prayer by Rev. Fr. Principal. He introduced the external members to the staff and welcomed all the members present. Dr. A. Punitha Mary read out the minutes of the IQAC meeting held on 13th April 2018.

Action taken report

The group analysed the action taken on the resolutions of previous report and it was suggested to conduct the programmes which was not completed in the next semester.

1. Planning and evaluation committee and college development council meeting was held in the beginning of the year to plan for the whole year.
2. Computers in the classrooms were updated so that it can be effectively used by the staff members.

Evaluation of the odd semester activities

Rev. Fr. Principal presented the various activities done in the odd semester of the academic year 2018-19 for the evaluation of the staff members.

Curricular Aspects

Meetings

- Board of Studies Meeting - 11th June 2018
- Equal Opportunity Cell Meeting - 13th June 2018
- College Development Council Meeting - 13th June 2018
- Extension Services Committee Meeting - 14th June 2018
- Anti-Ragging Committee Meeting - 14th June 2018
- Students Welfare and Extra Curricular Activities Committee Meeting - 18th June 2018
- Career Guidance and Placement Cell Meeting - 19th June 2018
- Planning and Evaluation Committee Meeting - 19th June 2018
- Library Committee Meeting - 20th June 2018
- Women Cell Meeting - 20th June 2018
- Academic Council Meeting - 22nd June 2018
- Governing Body Meeting - 16th August 2018

- Examination cum Awards Committee Meeting - 23rd October 2018
- Research Cell Meeting - 23rd October 2018
- Extension Service Committee Meeting - 29th October 2018
- College Website Committee Meeting – 08th November 2018
- Anti-Tobacco Committee Meeting – 08th November 2018
- Magazine Committee Meeting – 08th November 2018
- Public Relation Committee Meeting – 12th November 2018
- ‘Aasaan’ – E-Magazine Committee Meeting – 12th November 2018

Inaugurations

- Academic Year - 02nd July 2018
- Students’ Council - 30th July 2018
- Subject Clubs - 12th September 2018
- Career Guidance and Placement Cell - 24th October 2018

Teaching Learning

- Intensive English Coaching – 25th June - 17th July 2018
- Data Collection – M.Ed. II year – 04th–24th July 2018
- Framing Questions – 04th July 2018
- Yoga Practice for I & II year Girl Student– 21st July 2018
- Tutor Ward Interaction for II year B.Ed. – 23rd July 2018
- Personality Development Programme for I B.Ed. – 01st & 02nd August 2018
- Internship for II year B.Ed. – 01st August – 30th November 2018
- Library Orientation I B.Ed. – 04th August 2018
- Internship for II M.Ed. – 06th -18th August 2018
- Micro Teaching – 13th, 14th, 16th, 18th, 20th & 21st August 2018
- Lesson Plan Preparation – 23rd, 24th & 27th August 2018
- Tutor Ward Interaction for I year B.Ed. – 27th August & 26th September 2018
- Macro (Demo) Teaching – 28th & 29th August 2018
- Peer Teaching – 30th & 31st August 2018
- Orientation to the Course

- Entry Behaviour Test – September 1st week
- CIA – I – 17th & 18th September 2018
- Preliminary Teaching Practice (PTP) I, II, III & IV – 10th, 16th, 25th & 30th October 2018
- CIA – II – 14th – 17th November 2018
- Semester Activities Evaluation – 7th – 10th November 2018

Student Welfare Programme

- College Assembly – 09th, 16th, 23rd July, 12th, 24th September, 03rd, 15th, 29th October 2018
- Extension Lecture on Motivation – 28th August 2018
- Introduction to Swayam – 28th August 2018
- Quiz Competition – 01st September 2018
- Participation in the Competition held at Bharath College of Education, Ilanji and Annammal College of Education, Thoothukudi on 27th and 28th September 2018 respectively
- Former Women Students' Meet – 29th September 2018
- Teacher of the Week – 06th October 2018

Faculty Development Programme

- Dr. R. Sathesh Franklin attended orientation programme at UGC-HRDC, Pondicherry University, Pondicherry – 01st – 28th June 2018
- A Workshop on 'Effective Mentoring' – 20th September 2018
- Dr. A. Michael J Leo attended induction training programme at Central University of Kerala, Kasaragod - 05th September to 04th October 2018
- Four faculty members (Mr. A. John Lawrence, Mrs. J. Annie, Mrs. M. Rosary Kiruba Alexy and Mrs. A. Kiruba) attended an orientation programme on Helping at Hand – Strengthening Faculty in Counselling Techniques at St. Christopher's College of Education, Vepery, Chennai – 13th – 20th October 2018

Awareness Programme

- Swachh Bharat – 11th August 2018

- Visit to Saranalayam – 14th September 2018
- Awareness Rally on “No to Plastics and Yes to Helmet” – 25th September 2018
- Consumer Awareness programme – 12th October 2018

Workshops, Seminars & Conferences

- Workshop on Smart Phone Enabled Pedagogy for School Teachers – 14th July 2018
- ELT workshop for I year B.Ed. – 26th & 28th July 2018
- ICSSR sponsored Workshop on Plagiarism – 25th August 2018
- Seminar on Time Management and Stress Management – 04th September 2018
- Seminar on Cyber Wisdom – 20th September 2018
- Video Conferencing – 24th September & 31st October 2018

Celebrations

- Holy Mass - 20th July & 05th September 2018
- Homage to St. Ignatius - 26th July 2018
- Independence Day - 15th August 2018
- Teachers Day - 05th & 07th September 2018
- Gandhi Jeyanthi - 01st October 2018
- Year of Harmony - 17th October 2018
- Holy Mass - Joy of Giving - 22nd October 2018
- National Education Day - 09th November 2018

Research

Ph.D. Viva-Voce:

- F.X. Dominic Royce, S.J. – 14th May 2018
- P. Lourduraj – 19th May 2018
- D. Nimmi Wren – 7th June 2018
- Y. Jeba – 29th August 2018
- S. Krishna Priya – 14th September 2018
- N.R. Geetha - 26th September 2018

- G. George Mullai Danie – 28th September 2018

Infrastructure

- Two Wheeler shed for Staff and Students
- Construction of passageway
- Beautification of Garden
- Furnished ladies recreation room with three cots, two dressing tables, two easy chairs, napkin vending machine and incinerator

On evaluating all the above activities, the following suggestions were made by the forum

- Evaluation of the Internship in the middle of the activity itself by the staff members
- Internal Quality committee should be formed and it would evaluate all the programmes in the college and they have to submit the report to the dean's office.
- Better to have IQAC meeting thrice a year to maintain the quality.
- Tutor-ward interaction could be strengthened if tutor could meet students individually.

Planning of activities of even semester

The following activities were proposed for the even semester of the academic year 2018-19

Teaching Learning

- Practical Examination for B.Ed. II year
- Mark Statement Distribution's through PTA
- NET Coaching Classes for Library Science and Education
- TET Coaching
- Social project
- Exposing results of Social project through press and other media
- Meeting with intensive school teachers
- Spoken English
- Field Trip

Students Welfare Programme

- Awareness Programmes on Human Rights, Aids, Environmental pollution, De-addiction, Voter's Rights, Child Abuse, Transgender and Food Adulteration
- Slogan writing competition on Anti-ragging
- Seminars on Media Analysis, Gender Sensitization and Leadership
- Intra-mural sports and Cultural Competitions
- Inter-collegiate Cultural Competition
- Inter-collegiate Tamil Elocution Competition by Tamil, Computer Science and History Clubs
- Appointment of the Lady Counselor on part time basis
- Visit to Innovative Schools
- Inviting the schools in Tirunelveli for Campus Interview
- English Cultural Programme on every Saturday
- Free medical checkup for Women students
- Food Carnival
- Special lecture on Fire and Safety
- Retreat for students

Research

- Publication of a book of articles/papers by Staff
- Purchase of standardized tools
- Purchase of new books related to research
- Seminar on Qualitative research through centre for research

Faculty Development Programme

- Staff Picnic
- Staff Retreat
- Workshop on article and project writing for Staff members

Extension Services

- Community Camp

- Educational Tour
- Trip to Tamil Nadu legislative assembly
- One day orientation programme for the Librarians working in the colleges of Education in Tirunelveli Districts

Celebrations

- Pongal Day
- Graduation day and Sangamam
- Christmas Celebration
- Sports Day
- College Day
- Thanks giving Mass
- Republic day celebration
- Women's Day

UGC Requirements

- Academic and Administrative Audit (AAA)
- Registering on National Institutional Ranking Framework (NIRF)

The members after long discussion proposed the following suggestions for the consideration of the management to ensure the internal quality of the college.

1. To have residential programme from next academic year so that the interaction between students and teachers could be improved.
2. To make effort in bringing more intensive school teachers to participate in the evaluation meeting.
3. Spoken English of the students can be improved if the staff members insist ^{to} ~~them~~ ^{on} ~~to talk in~~ English, *in the classrooms.*
4. The results of the social project could be published as articles in the newspaper.
5. Programme on natural food could be included with food carnival.
6. Pusphalatha CBSE school or Comoran International, BCV Holy Angels were suggested as innovative schools to be visited by the students.

7. Workshop on counseling for students is to be conducted.
8. Seminar on IPP to the students may be conducted.
9. A book on educational psychology may be published.
10. Celebrations of Deepavali, Ramzan and Moharam every year to be arranged.
11. Spoken English, Teacher Behaviour, Marshal Arts, Music, Folk Dance, conduct of exhibition, drawing and modern theatre skill as Add-on courses may be thought about.

Br. Jeyaseelan appreciated our II year B.Ed students for active participation in all the school activities at St. Thomas High School, Kurichi. Sr. Xavier's students are different from others in their way of dealing with the students. He added that counseling programme to be given for the B.Ed students.

Dr. C. Ramesh appreciated the college for the various activities done by the college and he added that his study of M.Ed and M.Phil in this college motivated to become a college teacher.

Rev. Sr. Nirmala Louis congratulated the college for their tremendous work in the field of education and requested the management to give hand writing for the B.Ed students.

Both the student representatives were happy about the tutor ward system in our college. They conveyed that after the arrival of mobile phone the usage of library had been reduced.

The dean thanked all the members present in the meeting and the meeting came to an end at 12.15 pm.

Action Taken Report

S. No.	Suggestions	Action taken
1.	To have residential programme from next academic year so that the interaction between students and teachers could be improved.	Discussion is on at the management level.
2.	To make effort in bringing more intensive school teachers to participate in the evaluation meeting	Efforts are taken.
3.	Spoken English of the students can be improved if the staff members insist on English in the classrooms.	Faculty has been instructed to strictly adhere to the policy of language of English in the classroom.
4.	The results of the social project could be published as articles in the newspaper.	It is in the progress.
5.	Pusphalatha CBSE school or Comoran International, BCV Holy Angels were suggested as innovative schools to be visited by the students.	Pushpalatha school is not willing to give permission to visit the school.
6.	Workshop on counseling for both students and staff to be conducted.	It is planned to organize in the next academic year.
7.	To conduct seminar on IPP to the students.	It is planned to organize in the next academic year.
8.	A book on educational psychology to be published.	It is planned to publish in the next academic year.
9.	Celebrations of Deepavali, Ramzan and Moharam every year.	It was accepted by all.
10.	Spoken English, Teacher Behaviour, Marshal arts, Music, Folk Dance, conducting of exhibition, drawing and modern theatre skill as Add-on course may be thought about.	The students are not ready to pay extra money for add-on courses and it was very difficult to identify a suitable professional for each course.



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Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2018-2019

The IQAC Meeting for the academic year 2018-2019 was held on 15th April 2019 at 03.00 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., <i>Principal, SXCE.</i>	
2.	Rev. Dr. G. Pushparaj, S.J., <i>College Secretary, SXCE.</i>	
3.	Mr. A. John Lawrence, <i>Asso. Prof. in English, SXCE.</i>	
4.	Dr. M. Antony Raj, <i>Asst. Prof. in History, SXCE.</i>	
5.	Dr. A. Punitha Mary, <i>Asst. Prof. in Education, SXCE.</i>	
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8.	Rev. Fr. J. Martin George, S.J., <i>Asst. Prof. in Education, SXCE.</i>	
9.	Dr. S. Sherlin, <i>Asst. Prof. in Physical Science, SXCE.</i>	
10.	Dr. T. Raja, <i>Librarian, SXCE.</i>	
11.	Rev. Dr. F.X. Dominic Royce, S.J., <i>Library Director & Asst. Prof. in Education, SXCE.</i>	—
12.	Mr. U. Subramanian, <i>Asst. Prof. in Tamil, SXCE.</i>	
13.	Dr. M. Balasaraswathi, <i>Asst. Prof. in English, SXCE.</i>	MBS
14.	Mrs. J. Annie, <i>Asst. Prof. in Computer Science, SXCE.</i>	
15.	Mrs. M. Rosary Kiruba Alexy, <i>Asst. Prof. in Physical Science, SXCE.</i>	No. Alexy
16.	Mrs. A. Kiruba, <i>Asst. Prof. in Mathematics, SXCE.</i>	
EXTERNAL EXPERTS		
17.	Rev. Sr. Nirmala Louis, <i>Headmistress, St. Ignatius Hr.Sec.Sch., Palay.</i>	—
18.	Rev. Bro. Jeyaseelan, <i>Headmaster, St. Thomas High Sch., Kurichi.</i>	—
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20.	Dr. C. Ramesh, <i>Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.</i>	
PARENT REPRESENTATIVE		
21.	Mrs. R. Malarvara	—
STUDENT REPRESENTATIVES		
22.	Ms. S. Pavithra – II M.Ed.	
23.	Ms. A. Jerin Packia – II B.Ed.	



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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.

MEMBERS FROM THE COLLEGE

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

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

Mr. A. John Lawrence, *Asso. Prof. in English, SXCE.*

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Mrs. A. Kiruba, *Asst. Prof. in Mathematics, SXCE.*

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STUDENT REPRESENTATIVES

Ms. S. Pavithra – II M.Ed.

Ms. A. Jerin Packia – II 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 19th November 2019.

Action Taken Report

The group analyzed the actions taken based on the resolutions of the previous minutes and the following were suggested:

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} to be asked to visit those schools.
9. As foreign students are visiting and teaching the students 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 students' council members.

Fruits of 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 shared 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.

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 Magdeline 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.