



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 2019-2020

The IQAC Meeting for the academic year 2019-2020 was held on 26th June 2019 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. Dr. G. Pushparaj, S.J., College Secretary, SXCE.	
3.	Mr. A. John Lawrence, Asso. Prof. in English, SXCE.	
4.	Dr. M. Antony Raj, Asst. Prof. in History, SXCE.	
5.	Dr. A. Punitha Mary, Asst. Prof. in Education, SXCE.	
6.	Dr. A. Michael J Leo, Asst. Prof. in Education, SXCE.	
7.	Dr. Y. Daniel, Asst. Prof. in Bio-Science, SXCE.	
8.	Rev. Fr. J. Martin George, S.J., Asst. Prof. in Education, SXCE.	
9.	Dr. S. Sherlin, Asst. Prof. in Physical Science, SXCE.	
10.	Dr. T. Raja, Librarian, SXCE.	
11.	Rev. Dr. F.X. Dominic Royce, S.J., Library Director & Asst. Prof. in Education, SXCE.	
12.	Mr. U. Subramanian, Asst. Prof. in Tamil, SXCE.	
13.	Dr. M. Balasaraswathi, Asst. Prof. in English, SXCE.	
14.	Mrs. M. Rosary Kiruba Alexy, Asst. Prof. in Physical Science, SXCE.	
15.	Mrs. A. Kiruba, Asst. Prof. in Mathematics, SXCE.	
EXTERNAL EXPERTS		
16.	Rev. Sr. Nirmala Louis, Headmistress, St. Ignatius Hr. Sec. Sch., Palay.	
17.	Rev. Bro. Jeyaseelan, Headmaster, ^{Teacher, Christodaya School} St. Thomas High Sch., Kurichi.	
18.	Dr. G. Selvaraj, EC Member, Alumni Association.	
19.	Dr. C. Ramesh, Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tv.	
PARENT REPRESENTATIVE		
20.	Mrs. R. Malarvara	
STUDENT REPRESENTATIVES		
21.	Rev. Sr. S. Sahaya Selvi – II M.Ed.	
22.	Mr. J.V. Tom Jose – II B.Ed.	
23.	Mrs. Jenifer Rubeka – II B.Ed.	
24.	Mrs. N. Kala – II B.Ed.	



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Minutes of the IQAC Meeting for the academic year 2019-2020

The IQAC meeting for the academic year 2019-20 was held on 26th June 2019 at 02.45 pm. The following members were present in the meeting.

Members from the College

- Rev. Dr. D. Thomas Alexander, S.J., *Chairman* ~~Principal~~, SXCE.
 Rev. Dr. G. Pushparaj, S.J., *Principal* ~~College Secretary~~, SXCE.
 Mr. A. John Lawrence, *Chairman* ~~Asso. Prof. in English~~, SXCE.
 Dr. M. Antony Raj, *Chairman* ~~Asst. Prof. in History~~, SXCE.
 Dr. A. Punitha Mary, *Chairman* ~~Asst. Prof. in Education~~, SXCE.
 Dr. A. Michael J Leo, *Chairman* ~~Asst. Prof. in Education~~, SXCE.
 Dr. Y. Daniel, *Chairman* ~~Asst. Prof. in Bio-Science~~, SXCE.
 Rev. Fr. J. Martin George, S.J., *Chairman* ~~Asst. Prof. in Education~~, SXCE.
 Dr. S. Sherlin, *Chairman* ~~Asst. Prof. in Physical Science~~, SXCE.
 Dr. T. Raja, *Chairman* ~~Librarian~~, SXCE.
 Rev. Dr. F.X. Dominic Royce, S.J., *Chairman* ~~Library Director & Asst. Prof. in Education~~, SXCE.
 Mr. U. Subramanian, *Chairman* ~~Asst. Prof. in Tamil~~, SXCE.
 Dr. M. Balasaraswathi, *Chairman* ~~Asst. Prof. in English~~, SXCE.
 Mrs. M. Rosary Kiruba Alexy, *Chairman* ~~Asst. Prof. in Physical Science~~, SXCE.
 Mrs. A. Kiruba, *Chairman* ~~Asst. Prof. in Mathematics~~, SXCE.

External Experts

- Dr. G. Selvaraj, *Chairman* ~~EC Member, Alumni Association~~.

Student Representatives

- Rev. Sr. S. Sahaya Selvi – II M.Ed.
 Mr. J.V. Tom Jose – II B.Ed.
 Ms. N. Kala – II B.Ed.

The meeting started with a prayer song followed by small prayer by Rev.Fr. Principal. Dr. A. Punitha Mary read out the minutes of the previous meeting held on 15th April 2019.

The quality enhancement of the college under the seven criteria by NAAC was elaborately discussed and the following were suggested by the members of the committee.

Curricular aspects

- Strengthening English Language Proficiency could be offered in all the three semesters.
- Certificate courses on creative arts and yoga training to be given for all the B.Ed students in the first semester and Web 2.0 tools for Prospective Teachers in II Semester which will be conducted out of college working hour.
- To strengthen the Curriculum Development Cell (CDC), face to face interaction between subject expert and faculty could be arranged and to identify more number of experts.

Teaching, Learning and Evaluation

- To organize a workshop on IPP as the faculty development programme.
- Both faculty and students must undergo on-line courses through SWAYAM.
- On-line test to be conducted for the internal test.
- Open book system may be implemented for the students.

Research, Innovations and Extension

- To have videoconferencing session for B.Ed students and Dr. Asuthosh Biswal was recommended as the resource person.
- At least five project proposals to funding agencies should be prepared within this year.

Infrastructure and learning Resources

- Experiments to be conducted frequently in the laboratory.
- Separate rooms for Mathematics and History laboratory would be arranged.
- A proposal to be sent to conduct science exhibition in our college and Dr. Daniel & Dr. S. Sherlin were entrusted with this responsibility.

Students Support and Progression

- Leadership training for student council members may be organized twice in a semester.
- e-content preparation to be organized after the practical commission for II year B.Ed students.

Governance, Leadership and Management

- A committee to be formed to maintain students database.

Institutional Values and Best Practices

- One English Theatre show to be organized every month and it was planned to be initiated from the month of September and Mr. A. John Lawrence took in-charge for the same.
- It was suggested to send only two students per day to the government hostel, as part of MOTESC activities.

Rev. Fr. Principal thanked the members and the meeting came to an end at 4.00 pm.

Action Taken Report

S. No.	Suggestions	Action Taken
1.	Curricular aspects Strengthening English Language Proficiency could be offered in all the three semesters.	Implemented.
2.	Certificate courses on creative arts and yoga training to be given for all the B.Ed students in the first semester and Web 2.0 tools for Prospective Teachers in II Semester which will be conducted out of college working hour.	Implemented.
3.	To strengthen the Curriculum Development Cell (CDC), face to face interaction between subject expert and faculty could be arranged and to identify more number of experts.	It is in progress.
4.	Teaching, Learning and Evaluation To organize a workshop on IPP as the faculty development programme.	Due to the unavailability of the resource person, it was postponed.
5.	Both faculty and students must undergo on-line courses through SWAYAM.	The students were given introduction to the Swayam and encouraged to register a course in online; faculties have been instructed to register.
6.	On-line test to be conducted for the internal test.	It is in progress.
7.	Open book system may be implemented for the students.	It is to be planned.
8.	Research, Innovations and Extension To have videoconferencing session for B.Ed students and Dr. Asuthosh Biswal was recommended as the resource person.	Videoconferencing is organized every month.
9.	At least five project proposals to funding agencies should be prepared within this year.	Four + three projects were applied for Pondicherry and Gujarat University respectively and one project proposal submitted by Mr. A. John Lawrence was sanctioned Rs.1.25.250/-
10.	Infrastructure and learning Resources Experiments to be conducted frequently in the laboratory.	It would be implemented in the second semester.

11.	Separate rooms for Mathematics and History laboratory would be arranged.	It is under management consideration.
12.	A proposal to be sent to conduct science exhibition in our college and Dr. Daniel & Dr. S. Sherlin were entrusted with this responsibility.	Proposal has been sent to TNSTC for partial financial aid and meanwhile the science exhibition was conducted on 19 th November 2019.
13.	Students Support and Progression Leadership training for student council members may be organized twice in a semester.	In the first semester, leadership training was organized on 25 th July 2019.
14.	e-content preparation to be organized after the practical commission for II year B.Ed students.	To be conducted in II Semester.
15.	A committee to be formed to maintain students database.	It is in progress.
16.	Institutional Values and Best Practices One English Theatre show to be organized every month. Mr. A. John Lawrence took in-charge for the same.	Under preparation.
17.	It was suggested to send only two students per day to the government hostel, as part of MOTESC activities.	As there are more students in St. Thomas High School, Kurichi Hostel, four students per day are sent to take tuition for the hostel students.



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S. No.	Name	Signature
MEMBERS FROM THE COLLEGE		
1.	Rev. Dr. D. Thomas Alexander, S.J., Principal, SXCE.	<i>Usman</i>
2.	Rev. Dr. G. Pushparaj, S.J., College Secretary, SXCE.	<i>G. Pushparaj 26.11.19</i>
3.	Dr. A. Punitha Mary, Coordinator & Asst. Prof. in Education, SXCE.	<i>A. Punitha Mary</i>
4.	Dr. M. Antony Raj, Asst. Prof. in History, SXCE.	<i>Antony Raj</i>
5.	Mr. A. John Lawrence, Asso. Prof. in English, SXCE.	<i>A. John Lawrence</i>
6.	Dr. A. Michael J Leo, Asst. Prof. in Education, SXCE.	<i>A. Michael J Leo</i>
7.	Dr. Y. Daniel, Asst. Prof. in Bio-Science, SXCE.	<i>Y. Daniel</i>
8.	Mrs. A. Metilda Jasmine Shanthi, Asst. Prof. in Mathematics, SXCE.	<i>A. Metilda</i>
9.	Rev. Fr. J. Martin George, S.J., Director, Fr. Utarid Library & Asst. Prof. in Education, SXCE.	<i>Fr. J. Martin George 26/11/19</i>
10.	Dr. S. Sherlin, Asst. Prof. in Physical Science, SXCE.	<i>S. Sherlin</i>
11.	Dr. T. Raja, Librarian, SXCE.	<i>T. Raja</i>
12.	Rev. Dr. F.X. Dominic Royce, S.J., Library Director & Asst. Prof. in Education, SXCE.	<i>F.X. Dominic Royce</i>
13.	Mr. U. Subramanian, Asst. Prof. in Tamil, SXCE.	<i>U. Subramanian</i>
14.	Dr. M. Balasaraswathi, Asst. Prof. in English, SXCE.	<i>M. Balasaraswathi</i>
15.	Mrs. M. Rosary Kiruba Alexy, Asst. Prof. in Physical Science, SXCE.	<i>M. Rosary Kiruba Alexy</i>
16.	Mrs. A. Kiruba, Asst. Prof. in Mathematics, SXCE.	<i>A. Kiruba</i>
EXTERNAL EXPERTS		
17.	Rev. Sr. Nirmala Louis, Headmistress, St. Ignatius Hr. Sec. Sch., Palay.	<i>Rev. Sr. Nirmala Louis</i>
18.	Rev. Bro. Jeyaseelan, Headmaster <i>Teacher, Christ Church</i> , St. Thomas High Sch., Kurichi.	<i>Rev. Bro. Jeyaseelan</i>
19.	Dr. G. Selvaraj, EC Member, Alumni Association.	<i>Dr. G. Selvaraj</i>
20.	Dr. C. Ramesh, Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.	<i>Dr. C. Ramesh 26/11/19</i>
PARENT REPRESENTATIVE		
21.	Mr. L. Peter Gnana Selvam	<i>L. Peter Gnana Selvam</i>
STUDENT REPRESENTATIVES		
22.	Rev. Sr. A. Sagaya Selvi – II M.Ed.	<i>Sr. A. Sagaya Selvi</i>
23.	Mr. J.V. Tom Jose – II B.Ed.	<i>Mr. J.V. Tom Jose</i>
24.	Mrs. N. Kala – II B.Ed.	<i>Mrs. N. Kala</i>
25.	Mr. Yagappar – I B.Ed.	<i>Mr. Yagappar</i>
26.	Mrs. Wincy – I B.Ed.	<i>Mrs. Wincy</i>



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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.*

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

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

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

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

Mrs. A. Metilda Jasmine Shanthi, *Asst. Prof. in Mathematic, SXCE.*

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

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

Rev. Dr. F.X. Dominic Royce, S.J., *Controller of Examinations & Asst. Prof. in Education, SXCE.*

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

Dr. M. Balasaraswathi, *Asst. Prof. in English, SXCE.*

Mrs. M. Rosary Kiruba Alexy, *Asst. Prof. in Physical Science, SXCE.*

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

External Experts

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

Dr. C. Ramesh, *Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.*

Parent Representative

Mr. L. Peter Gnana Selvam

Student Representatives

Rev. Sr. S. Sahaya Selvi – II M.Ed.

Mr. Yagappar - I B.Ed.

Ms. Wincy - I B.Ed.

The meeting began with a prayer song followed by a prayer by Rev. Fr. Principal. He welcomed the members present. Dr. A. Punitha Mary read out the minutes of the IQAC meeting held on 5th April 2019.

Action Taken Report

The group analysed the actions taken on the resolutions of the previous minutes and appreciated open book Continuous Internal Assessment conducted for I M.Ed and II M.Ed students by Rev. Dr. Dr. Dominic Royce and Rev. Fr. J. Martin George respectively.

Discussions on Agenda

- Regarding the PAR, Dr. A. Punitha Mary presented the information that has been uploaded in NCTE website.
- NAAC Assessment and accreditation process was explained by Dr. A. Punitha Mary, IQAC Coordinator. The group suggested to have an input regarding curriculum to the parents and later the curriculum feedback can be administered to them. The group advised to have Memorandum of Understanding with NGOs. The students must be motivated to do online courses through SWAYAM .
- Regarding the new modes of evaluation, the group suggested online quiz, scrap book and evaluation through 'My tools'.
- The student representative Mr. Yagappar I B.Ed appreciated the college for giving equal opportunity to all the students in anchoring the college programmes. He suggested to have question bank of multiple choice questions for all subjects so that it would help them for TET preparation.
- Sr. Sagaya Selvi, II M.Ed appreciated the activities of the college especially science exhibition which was conducted recently. She suggested to have group discussion to assess the students level.
- Ms. Wincy, I B.ED suggested to play spoken English CDs in the morning before the prayer.

Rev.Fr. Principal announced that there is a plan to record and play the morning English News through public addressing system. Later Principal thanked all the members present and the meeting came to an end at 4.45 pm.

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-20

26th November 2019

SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	Have an input regarding curriculum to the parents and later the curriculum feedback may be obtained from them.	<ul style="list-style-type: none">• Already feedback has been received from parents during the parent teacher meet.• The new manual for SSR does not require curriculum feedback from parents.
2.	Advised to have Memorandum of Understanding with NGOs.	<ul style="list-style-type: none">• Efforts are being taken.
3.	The students must be motivated to do online courses through SWAYAM.	<ul style="list-style-type: none">• Motivated.• 97 B.Ed. students enrolled in the course: Food Nutrition for Healthy Living• Two M.Ed. students enrolled in the course: Educational Technology.
4.	Regarding the new modes of evaluation, the group suggested online quiz, scrap book and evaluation through 'My tools'.	<ul style="list-style-type: none">• The staff members are instructed to make use of online quiz for their evaluation.
5.	To have question bank of multiple choice questions for all subjects so that it would help students for TET preparation.	<ul style="list-style-type: none">• The staff members are encouraged to prepare question bank in their subjects.
6.	To have group discussion to assess the students level.	<ul style="list-style-type: none">• Will be implemented.
7.	To play spoken English CDs in the morning before the prayer.	<ul style="list-style-type: none">• SELP is seriously undertaken.• Daily AIR English News is broadcast.• Spoken English CDs are available in language laboratory.• If time permits every day, English series will be played during free time (1.30 to 1.45 pm).