



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

[Re-accredited (4<sup>th</sup> Cycle) at 'A+' Grade by NAAC]

Palayamkottai – 627002, Tamil Nadu, India



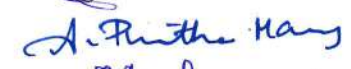
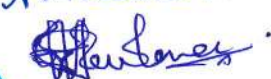





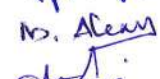

## Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2022-2023

The IQAC Meeting for the academic year 2022-2023 was held on **05<sup>th</sup> December (Monday) 2022 at 03.30 p.m. in the Conference Hall.** The following members were present in the meeting.

### Members from the College



Rev. Dr. D. Thomas Alexander, S.J., *Chairman*  
Rev. Fr. S. Maria Singarayar, S.J., *Member*  
Dr. A. Punitha Mary, *Coordinator*  
Dr. A. John Lawrence, *Asso. Prof. in English*  
Dr. M. Antony Raj, *Asst. Prof. in History*  
Dr. A. Michael J Leo, *Asst. Prof. in Education*  
Dr. Y. Daniel, *Asst. Prof. in Biological Science*  
Mrs. A. Metilda Jasmine Shanthi, *Asst. Prof. in Mathematics*  
Dr. S. Sherlin, *Asst. Prof. in Physical Science*  
Dr. R. Sathesh Franklin, *Director of Physical Education*  
Dr. T. Raja, *College Librarian*  
Mrs. M. Rosary Kiruba Alexy, *Asst. Prof. in Physical Science*  
Rev. Fr. A. Loyola, S.J., *Asst. Prof. in Education*  
Mr. T. Thangaraj, *Assistant (S.P.L.)*

### Signature

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### External Experts

Dr. R. Indira Mary Ezhilselvi, *Asst. Professor, SICE & EC Member, Alumnae Association*  
Mr. A. Maria Susai, *Correspondent, Little Flower Matric Schools, Tirunelveli*  
Dr. R. Suryakala, *Vice Principal & Asst. Professor in Education, Annammal College of Education, Thoothukudi*  
Dr. A. Faritha Begam, *EC Member, Alumni Association*

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### Parent Representative

Mr. L. Peter Gnana Selvam, *Teacher, St. Xavier's Hr. Sec. School, Palayamkottai*

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### Student Representative

Rev. Fr. Y. Baskar, *I M.Ed.*  
Ms. M.N. Jenit Annes, *II B.Ed.*  
Mr. J. Anto Rosario Jeffrin, *I B.Ed.*

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**ST. XAVIER'S COLLEGE OF EDUCATION**  
**(Autonomous)**

[Re-accredited (4<sup>th</sup> Cycle) at 'A' Grade by NAAC]  
Palayamkottai – 627 002, Tamil Nadu, India.

**Internal Quality Assurance Cell (IQAC)**

**Date: 05.12.2022**

**Time: 3.30 pm**

**Venue: Conference Hall**

**Agenda**

1. Minutes of Previous Meeting
2. IQAC Activities during Odd Semester
  - Student Induction Programme – 12<sup>th</sup> – 16<sup>th</sup> September 2022
  - Workshop on Tech2K25 Teachers: Innovative Technology in Classroom - 26<sup>th</sup> November 2022
  - FDP on Posh Act & POCSO Act – 18<sup>th</sup> August 2022
  - Faculty Exchange Programme between SXCE & SICE – 12<sup>th</sup> – 18<sup>th</sup> October 2022
  - MOU with St. Ann's College of Education (Autonomous), Secunderabad – 23<sup>rd</sup> October 2022
  - LADDER for PG Teachers
  - Remedial Class
3. Activities to be done in Even Semester
  - Webinar on Digital Portfolios in Education (Collaboration with St. Xavier's Institute of Education (SXIE), Mumbai)
  - FDP for Non-teaching Staff – 17<sup>th</sup> December 2022
  - Workshop on IPP for 2<sup>nd</sup> B.Ed. students – 1<sup>st</sup> & 2<sup>nd</sup> March 2023
  - Staff Self Performance Appraisal for each semester
  - Student Exchange Programme
  - AAA
  - 17<sup>th</sup> – Parental Counselling
  - FDP for Teaching Faculty – Counselling Techniques

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**ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)**

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**PALAYAMKOTTAI – 627 002, TAMIL NADU, INDIA**

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING  
FOR THE ACADEMIC YEAR 2022-2023**

The minutes of the Internal Quality Assurance Cell (IQAC) for the academic year 2022-23 was held on 5<sup>th</sup> December 2022 in the conference hall at 3.35 pm. The meeting started with a prayer song followed by a short prayer by Rev. Dr. D. Thomas Alexander, S.J., Principal of our college. The following members were present in the meeting.

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

Rev. Fr. S. Maria Singarayar, S.J., *College Secretary*

Dr. A. Punitha Mary, *Coordinator*

Dr. A. John Lawrence, *Asso. Prof. in English*

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

Dr. Y. Daniel, *Asst. Prof. in Biological Science*

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

Dr. R. Sathesh Franklin, *Director of Physical Education*

Mrs. M. Rosary KirubaAlexy, *Asst. Prof. in Physical Science*

Rev. Fr. A. Loyola, S.J., *Asst. Prof. in Education*

**External Experts**

Dr. R. Indra Mary Ezhilselvi, *Asst. Prof. & EC Member, Alumni Association*

Dr. A. Faritha Begum, *EC Member, Alumni Association*

**Parent Representative**

Mr. L. Peter Gnana Selvam, *Teacher, St. Xavier's Hr. Sec. School,  
Palayamkottai*

**Student Representative**

Rev. Fr. Y. Baskar, S.J., *I M.Ed.*

Ms. M. M.N. Jenit Annes, *II B.Ed.*

Mr. J. Anto Rosario Jeffrin, *I B.Ed.*

- i) The minutes of the IQAC meeting held on 9<sup>th</sup> July 2022 was read by Dr. A. Punitha Mary which was approved by the members present.

- ii) While discussing on the important activities conducted in our college, the feedback received from the students on preliminary teaching practice, microteaching, peer teaching and student induction programme were reviewed. From the feedback for preliminary teaching practice, it was decided by the committee members to request the school headmaster to encourage the guide teachers in the school to observe the teaching of student teachers and to allot two rest rooms from the available rest rooms separately for the girls' students during preliminary teaching practice.

The parent representative presented the plan to engage the school children for 45 minutes in a class which was suggested by Directorate of School Education. The members of the committee commented that only the cognitive aspect alone considered and not the affective domain in the suggested plan.

Later there was a discussion on the II semester IQAC activities of the college and the following programmes were proposed

- Webinar on Digital Portfolios in Education (Collaboration with St. Xavier's Institute of Education (SXIE), Mumbai)
- FDP for Non-teaching Staff – 17<sup>th</sup> December 2022
- Workshop on IPP for 2<sup>nd</sup> B.Ed. students – 1<sup>st</sup> & 2<sup>nd</sup> March 2023
- Staff Self Performance Appraisal for each semester
- Student Exchange Programme
- AAA
- Parental Counselling -17<sup>th</sup> Dec
- FDP for Teaching Faculty – Counselling Techniques

Regarding the student exchange programme it was proposed to have with SICE, any one of the elective courses in II Semester or value-added course on MTS and Hindi could be chosen.

The parent representative requested the management to send the students to government schools so that they can teach grammar for the students which they learnt in intensive English Training. It was decided to adapt a government school for the same.

Finally, Rev. Fr. Principal thanked the members present and the meeting came to an end at 4.40 pm.

  
Principal  
St. Xavier's College of Education  
(Autonomous)  
Palayamkottai-627 002  
Tamilnadu, India

## Action Taken Report

Event	Action Taken
Webinar on Digital Portfolios in Education (Collaboration with St. Xavier's Institute of Education (SXIE), Mumbai)	Organized on 19 <sup>th</sup> January 2023
FDP for Non-teaching Staff – 17 <sup>th</sup> December 2022	Conducted on 10 <sup>th</sup> March 2023
Workshop on IPP for 2 <sup>nd</sup> B.Ed. students – 1 <sup>st</sup> & 2 <sup>nd</sup> March 2023	Organized on 31 <sup>st</sup> March & 01 <sup>st</sup> April 2023
Staff Self Performance Appraisal for each semester	Conducted.
Student Exchange Programme	To be conducted.
AAA	Visit on 28 <sup>th</sup> April 2023
Parental Counselling -17 <sup>th</sup> Dec	To be conducted
FDP for Teaching Faculty – Counselling Techniques	To be conducted
Any one of the elective courses in II Semester or value-added course on Modern Theatre Skills and Hindi could be chosen.	Modern Theatre Skills and Hindi were organized.
The parent representative requested the management to send the students to government schools so that they can teach grammar for the students which they learnt in Intensive English Training.	The students were sent to Government Schools with proper orientation.

  
Principal  
St. Xavier's College of Education  
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