



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

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

PALAYAMKOTTAI – 627 002.

## Internal Quality Assurance Cell Meeting for the Academic Year 2015–2016

The IQAC meeting for the academic year 2015-2016 was held on 28<sup>th</sup> January 2016 at 03.00 p.m. in the Principal's Office. The following members were present in the meeting.

Name	Signature
1. Rev. Dr. S. Amaladoss Xavier, S.J.	:
2. Rev. Fr. G. John Gualbert, S.J.	:
3. Mr. A. John Lawrence	:
4. Rev. Dr. I. Jesudoss, S.J.	:
5. Dr. M. Antony Raj	:
6. Dr. A. Punitha Mary	:
7. Dr. A. Michael J Leo	:
8. Dr. T. Raja	:
9. Dr. S. Arockiasamy	:
10. Mr. U. Subramanian	:

### External Experts

11. Rev. Dr. Louis Xavier, S.J.  
Administrator, XIBA, St. Xavier's College (Autonomous), Palayamkottai.

: —

12. Dr. S.V.L. Michael  
HOD, Dept. of Eco., St. Xavier's College (Autonomous), Palayamkottai.

: —

13. Rev. Sr. L. Vasanthi Medona  
Asst. Prof. in Mathematics Education,  
St. Ignatius' College of Education (Autonomous), Palayamkottai.

:

14. Dr. G. Selvaraj  
Correspondent, Magdalene Metric Hr. Sec. School,  
Palayamkottai.

:

15. Mrs. R. HEMA RAJA, Parent Representative  
Student Representatives

:

15. Panithi Naresh – B.Ed.  
St. Xavier's College of Education, Palayamkottai.

:

16. Michael Tirkey – M.Ed.  
St. Xavier's College of Education, Palayamkottai.

:

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING  
FOR THE ACADEMIC YEAR 2015-2016**

The IQAC meeting for the academic year 2015-2016 was held on 28<sup>th</sup> January 2016 at 3.00 p.m. in the Principal's Office. The following members were present in the meeting.

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

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

Mr. A. John Lawrence

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

Dr. M. Antony Raj

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. T. Raja

Dr. S. Arockiasamy

Mr. U. Subramanian

Rev. Sr. L. Vasanthi Medona

Dr. G. Selvaraj

Mrs. R. Hema Raja

Panithi Naresh – B.Ed.

Michael Tirkey – M.Ed.

The IQAC meeting began with a prayer by Mr. A. John Lawrence. Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, welcomed the members present. He introduced the external experts and the students representatives to the IQAC members. Dr. M. Antony Raj, the Dean presented the minutes of the IQAC meeting held on <sup>17<sup>th</sup> February</sup> ~~28<sup>th</sup> January~~ 2016.

The members of the IQAC were pleased to note that the proposed activities by the IQAC in the previous meeting had been executed properly. At the same time, it was pointed out that the framing of Academic Audit Committee, was not implemented.

All the activities done during the first semester of the academic year 2015-2016 were evaluated. Rev. Dr. S. Amaladoss Xavier, S.J. explained the activities done during the first Semester of the Academic Year 2015-2016. They were as follows:

***Curricular Aspects***

- Curriculum Transaction: Academic Council (13<sup>th</sup> August 2015), Board of Studies (07<sup>th</sup> August 2015)

- Intensive English Coaching Camp (03<sup>rd</sup> to 28<sup>th</sup> August 2015)
- Governing Body Meeting (20<sup>th</sup> August 2015)
- Library Committee Meeting (30<sup>th</sup> September 2015)
- Tongue Twister Programme (01<sup>st</sup> October onwards)
- Students Welfare and Extra Curricular Activities Meeting (10<sup>th</sup> October 2015)
- Extension Service Committee Meeting (10<sup>th</sup> October 2015)
- Career Guidance and Placement Cell Meeting (19<sup>th</sup> October 2015)
- Prevention of Sexual Harassment of Women Cell Meeting (23<sup>rd</sup> November 2015)
- Caste Discrimination Monitoring Committee Meeting (23<sup>rd</sup> November 2015)
- Examination cum Awards Committee Meeting (11<sup>th</sup> December 2015)
- Research Cell Meeting (07<sup>th</sup> January 2016)
- Public Relation Committee Meeting (07<sup>th</sup> January 2016)
- Magazine Committee Meeting (08<sup>th</sup> January 2016)
- Finance Committee Meeting (11<sup>th</sup> January 2016)
- College Development Council Meeting (12<sup>th</sup> January 2016)
- Anti-Ragging Committee Meeting (12<sup>th</sup> January 2016)
- IQAC Meeting (28<sup>th</sup> January 2016)

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

- Micro, Demo and Practice Teaching (05<sup>th</sup> to 13<sup>th</sup> October 2015)
- Macro and Demo Teaching (27<sup>th</sup> and 28<sup>th</sup> October 2015)
- Lesson Plan Writing Exercise (14<sup>th</sup> to 16<sup>th</sup> October 2015)
- Question Tag Classes (17<sup>th</sup> to 20<sup>th</sup> October 2015)
- Preliminary Teaching Practice (3<sup>rd</sup>, 6<sup>th</sup>, 11<sup>th</sup>, 20<sup>th</sup>, 24<sup>th</sup>, 27<sup>th</sup> November 2015)
- Intensive Observation (04<sup>th</sup> to 13<sup>th</sup> January 2016)
- Internal Methods of Evaluation: Assignment, Seminar and Practicum
- CIA – I – Semester I (07<sup>th</sup> to 10<sup>th</sup> December 2015 - B.Ed. & M.Ed.)
- CIA – II – Semester I (10<sup>th</sup> to 12<sup>th</sup> February - B.Ed., M.Ed. & M.Phil.)
- I Semester Examination (18<sup>th</sup> to 22<sup>nd</sup> January 2016)

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

- 'Smart Classroom Skills' for teachers (01<sup>st</sup> September 2015)
- Staff Orientation by Fr. Emile, S.J. (04<sup>th</sup> January 2016)

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

- Two Day Seminar on Research Methodology (01<sup>st</sup> & 05<sup>th</sup> October 2015)

- Pre-Ph.D. Viva-voce Examinations (3 Candidates)
- NET coaching classes on Library Science (27<sup>th</sup> & 28<sup>th</sup> November 2015)

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

- Orientation for B.Ed. Students (28<sup>th</sup> & 29<sup>th</sup> September 2015)
- Spoken English during Recreation at 8.00 p.m.
- Entry Behaviour Test (30<sup>th</sup> September 2015) for B.Ed., M.Ed. & M.Phil.
- Inauguration of the Academic Year – B.Ed., M.Ed. & M.Phil. (05<sup>th</sup> October 2015)
- Fevicryl: Training in Painting on Glasses, Mud pots and Textiles (07<sup>th</sup> October & 4<sup>th</sup> November 2015)
- Meeting with Senior Teachers (29<sup>th</sup> October 2015)
- Blood Identification Camp (31<sup>st</sup> October 2015)
- Students' Council (18<sup>th</sup> November 2015), Subject Clubs (05<sup>th</sup> November 2015)
- Seminars on: Human Sexuality and Sex Education (21<sup>st</sup> January 2016), Digital India (29<sup>th</sup> January 2016)
- Celebrations: Pongal Day (14<sup>th</sup> January 2015), Thanks giving Mass (31<sup>st</sup> December 2015)
- Eranifam – Painting Exhibition on Forest: Biosphere of the World (25<sup>th</sup> January 2015)
- Cultural Competitions: Intramural (30<sup>th</sup> January 2016)
- Tutor-Ward System
- Leadership training
- Homage to St. Francis Xavier, our Patron

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

- Opening of New Library (01<sup>st</sup> December 2015)
- Updating Computers in the Computer Centre
- Providing anti-virus software for all computers

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

- Community Camp at Semmakkottai, Cuddalore District (17<sup>th</sup> to 22<sup>nd</sup> December 2015)
- IGNOU Counselling
- Contact Classes for M.Ed., Bharathiar University
- Contact Classes for B.Ed., Mother Theresa University
- MOTESC – New Centre at Government Boys Hostel

The Activities for the second semester were proposed by the members as follows:

***Curricular Aspects***

***Meetings***

- Governing Body, Examination cum Awards Committee, IQAC, Planning and Evaluation and College Development Council

***Teaching Learning Evaluation***

- Mark sheet Distribution through PTA
- CIA – I & II of Semester II
- Practical Examination
- Exit Behaviour Test for B.Ed., M.Ed. & M.Phil.
- II Semester Examination

***Staff Enrichment Programme***

- Counselling skills for staff and students
- SPSS workshop
- Retreat for Staff & Students
- Annual Evaluation of Teachers

***Research and Consultancy***

- Research Colloquium (06<sup>th</sup> February 2016)
- Pre Ph.D. Examination and Viva

***Students support and progression***

- National Level Seminar on 'Employability of Trainee Teachers: Prospects, challenges and strategies'
- Talk on 'Public Sector Programme'
- AIDS awareness programme by RRC
- Social Project
- State Level Volley Ball Tournament
- Educational tour to Goa
- Field Trip
- College Assembly
- TNSET coaching classes
- Celebrations: Women's Day, XATEC, Sports Day, College Day, Graduation Day & Sangamam and TECHCHIL

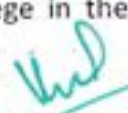
### **Infrastructure and Learning Resources**

- Dissertation Abstracts International
- Updated Psychology, Biological, Language and Physical Science Lab; CCTV with new equipment
- CCTV at Hostel
- Reconstruction of the Roof of the Auditorium
- Reshifting and Modifying of the Research Centre, Dean's Office and Controller's Office
- Purchase of New Almira's for all subject rooms, Computer Table for the Computer Centre, Table and Chairs for Research Centre, Xerox Machine and Colour Copier for Controller's Office, Printer and Copier for Student's Service Centre and Laser Printer
- Seminars on: Time Management, Media Analysis, Legal Awareness, Social Analysis, Children's Rights and Gender Sensitization
- Xaverian Publications: Book on Basics of Micro Teaching, Fundamentals of Educational Research and Xavier Journal on Research Abstract

### **The members of IQAC gave the following suggestions:**

1. To form an academic audit committee in order to support the staff and the management to travel towards excellence.
2. To upload the self instructional material in the college website so that the students can access easily and use it for their betterment.
3. To train the staff members to develop their own blogs.
4. To give hands on experience for the research scholars through SPSS workshop.
5. To give handwriting and drawing training to M.Ed. Scholars.
6. To develop a research topic bank.
7. To <sup>make up of</sup> following the Intensive English Course.
8. To ask our students to do their observation in our model school.
9. To update the college website with all information.
10. To update all laboratories with modern Equipments.

Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, appreciated the staff members for their devoted and innovative activities done during the first semester and he thanked all the teaching and non-teaching staff for their cooperation. With the word of formal thanks to the external experts, student representatives and the members from the college in the IQAC, the meeting came to an end at 04.30 p.m.

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

## ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 28<sup>TH</sup> JANUARY 2016

### SUGGESTIONS AND ACTION TAKEN

S. No.	Suggestions	Action Taken
1.	To form an academic audit committee in order to support the staff and the management to travel towards excellence.	Under discussion
2.	To upload the self instructional material in the college website so that the students can access easily and use it for their betterment.	In process
3.	To train the staff members to develop their own blogs.	Planned to conduct in the next academic year
4.	To give hands-on-experience for the research scholars through SPSS workshop.	<i>done</i> A two workshop on SPSS Essentials was held on 26 <sup>th</sup> and 27 <sup>th</sup> February 2016
5.	To give handwriting and drawing training to M.Ed. Scholars.	Under discussion
6.	To develop a research topic bank.	Yet to be initiated
7.	To follow the Intensive English Course.	Under discussion
8.	To ask our students to do their observation in our model school.	Implemented
9.	To update the college website with all information.	Updated
10.	To update all laboratories with modern Equipments.	Equipped

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



# 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 2015-2016

The Internal Quality Assurance Cell Meeting for the academic year 2015-2016 was held on 28<sup>th</sup> JUNE 2016 at 10.30 A.m. in the Principal's office. The following members were present in the meeting.

S. No.	Name	Signature
MEMBERS FROM THE COLLEGE		
1.	Rev. Dr. S. Amaladoss Xavier, S.J., Principal/ic., SXCE.	<i>Somaly</i>
2.	Rev. Fr. G. John Gualbert, S.J., College Secretary, SXCE	<i>G. John Gualbert</i> 28/6/16
3.	Mr. A. John Lawrence,	<i>A. John Lawrence</i>
4.	Rev. Dr. I. Jesudoss, S.J.	—
5.	Dr. M. Antony Raj,	<i>Antony Raj</i>
6.	Dr. A. Punitha Mary,	<i>A. Punitha Mary</i>
7.	Dr. A. Michael J Leo	<i>A. Michael J Leo</i>
8.	Dr. T. Raja	<i>T. Raja</i>
9.	Dr. S. Arockiasamy	<i>S. Arockiasamy</i>
10.	Mr. U. Subramanian	<i>U. Subramanian</i>
EXTERNAL EXPERTS		
11.	Rev. Dr. Louis Xavier S.J	—
12.	Rev. Sr. L. Vasanthi Medona	—
13.	Dr. G. Selvaraj	—
14.	Mrs. R. Hema Raja	—
STUDENT REPRESENTATIVES		
15.	Panithi Naresh – B.Ed.	<i>Naresh</i>
16.	Michael Tirkey – M.Ed.	<i>Michael</i>

## **MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING FOR THE ACADEMIC YEAR 2015-2016**

The IQAC meeting for the academic year 2016-2017 was held on 28<sup>th</sup> June 2016 at 10.30 a.m. in the Conference Hall. The following members were present in the meeting.

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

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

Mr. A. John Lawrence

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

Dr. M. Antony Raj

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. T. Raja

Dr. S. Arockiasamy

Mr. U. Subramanian

Panithi Naresh – B.Ed.

Michael Tirkey – M.Ed.

IQAC meeting began with a prayer by Dr. M. Antony Raj. Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, welcomed the members present. Dr. M. Antony Raj, the Dean presented the minutes of the IQAC meeting held on 28<sup>th</sup> January 2016.

The members of the IQAC were delighted to note that the activities of the IQAC for the professional development of the staff, such as the one day workshop on Smart class room skills and the two day workshop on SPSS Essentials in this academic year.

All the activities done during the first and second semester of the academic year 2015-2016 were evaluated. Dean explained the activities done during the first and second Semester of the Academic Year 2015-2016. They were as follows:

### **INAUGURATION**

Inauguration of the Academic Year - 05<sup>th</sup> October 2015

### **MEETING OF ACADEMIC COMMITTEES**

Board of Studies Meeting - 07<sup>th</sup> August 2015

Academic Council Meeting - 13<sup>th</sup> August 2015

Governing Body Meeting - 20<sup>th</sup> August 2015

Library Committee Meeting	- 30 <sup>th</sup> September 2015
Students Welfare and Extra Curricular Activities Meeting	- 10 <sup>th</sup> October 2015
Extension Service Committee Meeting	- 10 <sup>th</sup> October 2015
Career Guidance and Placement Cell Meeting	- 19 <sup>th</sup> October 2015
Prevention of Sexual Harassment of Women Cell Meeting	- 23 <sup>rd</sup> November 2015
Caste-Discrimination and Monitoring Committee Meeting	- 23 <sup>rd</sup> November 2015
Examination cum Awards Committee Meeting	- 11 <sup>th</sup> December 2015
Research Cell Meeting	- 07 <sup>th</sup> January 2016
Public Relation Committee Meeting	- 07 <sup>th</sup> January 2016
Magazine Committee Meeting	- 08 <sup>th</sup> January 2016
Finance Committee Meeting	- 11 <sup>th</sup> January 2016
College Development Council Meeting	- 12 <sup>th</sup> January 2016
Anti-Ragging Committee Meeting	- 12 <sup>th</sup> January 2016
IQAC Meeting	- 28 <sup>th</sup> January 2016
Overall Evaluation by Students	- 22 <sup>nd</sup> June 2016

#### **PREPARATION FOR INTENSIVE TEACHING PRACTICE**

Intensive English Training Programme	- 3 <sup>rd</sup> to 24 <sup>th</sup> August 2015
Micro Teaching, and Demonstration	- 05 <sup>th</sup> to 13 <sup>th</sup> October 2015
Lesson Plan Preparation	- 14 <sup>th</sup> to 16 <sup>th</sup> October 2015
Macro Teaching Demo	- 27 <sup>th</sup> and 28 <sup>th</sup> October 2015
Meeting with Senior Teachers	- 29 <sup>th</sup> October 2015
Preliminary teaching practice	- 03 <sup>rd</sup> , 06 <sup>th</sup> , 11 <sup>th</sup> , 20 <sup>th</sup> , 24 <sup>th</sup> & 27 <sup>th</sup> November 2015
Intensive observation	- 04 <sup>th</sup> to 13 <sup>th</sup> January 2016

#### **STUDENTS' ENRICHMENT ACTIVITIES**

Personality Development	- 28 <sup>th</sup> and 29 <sup>th</sup> September 2015
Entry Behaviour Test	- 30 <sup>th</sup> September 2015
Orientation for B.Ed. Students	- 01 <sup>st</sup> October 2015
Tongue Twister Programme	- 1 <sup>st</sup> October 2015
Library Orientation Programme	- 03 <sup>rd</sup> October 2015
Fevicryl	- 07 <sup>th</sup> Oct. & 04 <sup>th</sup> November 2015
Health and Hygiene-Special Talk	- 8 <sup>th</sup> October 2015

Blood Identification Camp	- 31 <sup>st</sup> October 2015
Awareness on Dengue	- 14 <sup>th</sup> November 2015
Inauguration of College Students Council	- 18 <sup>th</sup> November 2015
Leadership Training	- 21 <sup>st</sup> November 2015
Human Sexuality and Sex Education	- 21 <sup>st</sup> January 2016
EERANILAM-Painting Exhibition	- 25 <sup>th</sup> January 2016
Digital India Workshop	- 29 <sup>th</sup> January 2016
Tutor-Ward System	- 29 <sup>th</sup> January 2016
Transgender Awareness Programme	- 4 <sup>th</sup> February 2016
Parents Teachers Meet	- 27 <sup>th</sup> February 2016
Protecting Public Sector-An Awareness Programme	- 01 <sup>st</sup> March 2016
Educational Tour	- 01 <sup>st</sup> to 04 <sup>th</sup> March 2016
Yoga Training Programme	- 17 <sup>th</sup> to 22 <sup>nd</sup> March 2016

#### CLUB ACTIVITIES

Subjects Club Inauguration	- 5 <sup>th</sup> November 2015
Herodotus History Club	- 14 <sup>th</sup> March 2016
English Club	- 15 <sup>th</sup> March 2016
Thendral Tamil Kazhagam	- 16 <sup>th</sup> March 2016
π Raters Mathematics Club	- 17 <sup>th</sup> March 2016
Health Club	- 19 <sup>th</sup> March 2016
Kalam's Physical Science Club	- 21 <sup>st</sup> March 2016
The Rights of the Consumers	- 30 <sup>th</sup> March 2016
Career Guidance and Placement Cell	- 2 <sup>nd</sup> April 2016
Visit to Special Schools	- 4 <sup>th</sup> and 5 <sup>th</sup> April 2016
Anti-Tobacco and De-Addiction	- 9 <sup>th</sup> April 2016
Legal Awareness Programme	- 21 <sup>st</sup> April 2016
Voter's Awareness Programme	- 29 <sup>th</sup> April 2016

#### SEMINAR ORGANIZED

Workshop on IELT	- 12 <sup>th</sup> September 2015
Two Day Seminar on Research Methodology	- 30 <sup>th</sup> September & 1 <sup>st</sup> October 2015

- |                            |  |
|----------------------------|--|
| Seminar on Time Management | - 25 <sup>th</sup> February 2016                 |
| National Conference on PET | - 18 <sup>th</sup> & 19 <sup>th</sup> March 2016 |

#### **CELEBRATIONS**

- |   |   |
|---|---|
| Birth Anniversary of Dr. A.P.J. Abdul Kalam | - 15 <sup>th</sup> October 2015                               |
| Our Patron's Feast                          | - 2 <sup>nd</sup> December 2015                               |
| Thanksgiving Prayer Service                 | - 31 <sup>st</sup> December 2015 & 18 <sup>th</sup> June 2016 |
| Pongal Celebration                          | - 14 <sup>th</sup> January 2016                               |
| KalaiChitharal – 2016                       | - 31 <sup>st</sup> January 2016                               |
| Women's Day Celebration                     | - 8 <sup>th</sup> March 2016                                  |
| Tamil New Year Celebration                  | - 14 <sup>th</sup> April 2016                                 |
| World Book Day Celebrations                 | - 22 <sup>nd</sup> April 2016                                 |
| Sports Day                                  | - 6 <sup>th</sup> May 2016                                    |
| College Annual Day                          | - 27 <sup>th</sup> May 2016                                   |

#### **STAFF ENRICHMENT PROGRAMME**

- |  |   |
|--|---|
| A one-day Workshop on 'Smart Classroom Skills'       | - 01 <sup>st</sup> September 2015                   |
| A one-day 'Staff Orientation Programme'              | - 04 <sup>th</sup> January 2016                     |
| A two-day Workshop on 'Practical Counselling Skills' | - 23 <sup>rd</sup> & 24 <sup>th</sup> February 2016 |
| A two-day Workshop on 'SPSS Essentials'              | - 26 <sup>th</sup> & 27 <sup>th</sup> February 2016 |
| Staff Picnic - Thalayanai                            | - 16 <sup>th</sup> April 2016                       |
| Staff Outing – Adavinayinar Dam                      | - 30 <sup>th</sup> April 2016                       |

#### **LIBRARY**

- |  |   |
|--|---|
| Orientation Programme on Library                       | - 3 <sup>rd</sup> October 2015                      |
| NET (Library and Information Science) Coaching Classes | - 27 <sup>th</sup> & 28 <sup>th</sup> November 2015 |
| Blessing and Opening of Fr. Utarid New Library         | - 01 <sup>st</sup> December 2015                    |

#### **EXAMINATIONS**

- |   |  |
|---|--|
| I Internal Examination (B.Ed., M.Ed. & M.Phil.)     | - 07 <sup>th</sup> to 10 <sup>th</sup> December 2015 |
| II Internal Examination (B.Ed., M.Ed. & M.Phil.)    | - 10 <sup>th</sup> to 12 <sup>th</sup> February 2016 |
| I Semester Examination (B.Ed., M.Ed. & M.Phil.)     | - 18 <sup>th</sup> to 22 <sup>nd</sup> February 2016 |
| I Internal of II Semester (B.Ed., M.Ed. & M.Phil.)  | - 25 <sup>th</sup> to 28 <sup>th</sup> April 2016    |
| II Internal of II Semester (B.Ed., M.Ed. & M.Phil.) | - 23 <sup>rd</sup> to 27 <sup>th</sup> June 2016     |

## EXTENSION ACTIVITIES

- |   |  |
|---|--|
| Mother Teresa Evening Study Centre (MOTESC) | - 2 <sup>nd</sup> November 2015                      |
| Community Camp                              | - 18 <sup>th</sup> to 21 <sup>st</sup> December 2015 |

## RESEARCH AND CONSULTANCY

### Ph.D. Viva Voce Examinations

The following are the list of Ph.D. Scholars Awarded through Fr. Bonhoure Centre for Research in the academic year 2015-2016.

### Ph.D. Awarded

- |                              |                                |
|------------------------------|--------------------------------|
| R. Sreekala (Dr. A. Amalraj) | - 25 <sup>th</sup> August 2015 |
|------------------------------|--------------------------------|

### Pre Ph.D. Viva-Voce

- |  |                                  |
|--|----------------------------------|
| S. Rubert (Rev. Dr. S. Amaladoss Xavier, S.J.)     | - 26 <sup>th</sup> November 2015 |
| D. Nimmi Wren (Dr. G. Porgio)                      | - 26 <sup>th</sup> November 2015 |
| S. Sahaya Ponmalar (Dr. G. Porgio)                 | - 26 <sup>th</sup> November 2015 |
| S. Sajitha (Rev. Dr. S. Amaladoss Xavier, S.J.)    | - 14 <sup>th</sup> May 2016      |
| P. Lourdu Raj (Rev. Dr. S. Amaladoss Xavier, S.J.) | - 14 <sup>th</sup> May 2016      |

## CONSULTANCY

- |   |   |
|---|---|
| Two Day Seminar on Research Methodology                               | - 30 <sup>th</sup> September & 1 <sup>st</sup> October 2015 |
| Research Colloquium   | - 6 <sup>th</sup> February 2016                             |
| NET (Education) Coaching Classes                                      | - 18 <sup>th</sup> & 19 <sup>th</sup> June 2016             |
| M.Ed. students from MET College of Education,<br>Chenbagaramanputhur. | - 12 <sup>th</sup> to 18 <sup>th</sup> April 2016           |
| St. Charles' College of Education,<br>Thirumangalam, Madurai.         | - 12 <sup>th</sup> May 2016                                 |
| NVKSD College of Education, Attoor.                                   | - 13 <sup>th</sup> May 2016                                 |

## RESEARCH GUIDANCE

1. The research scholars of Manonmaniam Sundaranar University, Tirunelveli.
2. St. Ignatius' College of Education (Autonomous), Palayamkottai.
3. NVKSD College of Education, Attoor.

## BOOKS PUBLISHED

1. Producing Employable Teachers: Prospects, Challenges and Strategies.
2. Semakottai and Periyakattupalayam: A Disaster Analysis.

3. Fundamentals in Educational Research.
4. Microteaching: Made Easy.

#### IGNOU PROGRAMME

1. Workshop for the 1<sup>st</sup> & 2<sup>nd</sup> Year B.Ed. students for 12 days from 03.05.2015 to 14.05.2015.
2. 2<sup>nd</sup> Counseling for the 1<sup>st</sup> & 2<sup>nd</sup> Year B.Ed. students for 2 days from 22.08.15 to 23.08.2015.
3. 3<sup>rd</sup> Counseling for the 1<sup>st</sup> & 2<sup>nd</sup> Year B.Ed. students for 2 days from 21.11.2015 to 22.11.2015.
4. 12 day Workshop for B.Ed. II Year only from 02.05.2016 to 13.05.2016.
5. Bharathiyar University.
6. Mother Teresa Women University.

The members of the IQAC appreciated the different activities of the college done for the enrichment of the staff and students during the academic year 2015-2016.

The members of IQAC gave the following suggestions:

- 1) To upload the self-instructional materials in the college website.
- 2) To update college website at regular intervals.
- 3) Train the staff members to develop their own blogs.
- 4) To give handwriting and drawing training to M.Ed. Scholars also.
- 5) To train the students in communicative English all through the year.
- 6) To increase the number of staff members in the college development council.
- 7) To continue the peer teaching practice from the coming academic year.
- 8) To invite senior teachers from model and other schools to give demo teaching for the prospective teachers.
- 9) To fix a pattern for the personality development programme for the students.
- 10) To conduct PTA meeting to distribute the mark sheets of the second semester.
- 11) To give yoga training for the students all through the year.
- 12) To ask all the staff to be present in the entire subject club meetings.
- 13) To ask the staff to write proposals to get UGC sponsorship.
- 14) To celebrate women's day in our college.

- 15) To purchase new podium with latest technology.
- 16) To establish a smart class room separately.
- 17) To purchase power point presenters.
- 18) To purchase a woofer speaker to Tamil subject room.
- 19) To continue and have SPSS workshop for three days for the staff.
- 20) To fix a uniform pattern for the internal test of all elective papers.

Rev. Dr. S. Amaladoss Xavier, S.J., the Principal, cherished the committed and pioneering activities done during the first and second semester and he thanked all the teaching and non-teaching staff for their teamwork. With the word of official thanks the meeting came to an end at 12.30 p.m.

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


**ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 28<sup>TH</sup> JUNE 2016**

**SUGGESTIONS AND ACTION TAKEN**

S. No.	Suggestions	Action Taken
1.	To upload the self-instructional materials in the college website.	It is in progress
2.	To update college website at regular intervals.	Updated
3.	To train the staff members to develop their own blogs.	Under discussion
4.	To give handwriting and drawing training to M.Ed. Scholars also.	Done
5.	To train the students in communicative English all through the year.	The staff are instructed to communicate only English in the class room
6.	To increase the number of staff members in the college development council.	Increased
7.	To continue the peer teaching practice from the coming academic year.	Implemented
8.	To invite senior teachers from model and other schools to give demo teaching for the prospective teachers.	Implemented
9.	To fix a pattern for the personality development programme for the students.	Fixed
10.	To conduct PTA meeting to distribute the mark sheets of the second semester.	Conducted
11.	To give yoga training for the students all through the year.	Yoga training was arranged for boys and girls

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

12.	To ask all the staff to be present in the entire subject club meetings.	Principal instructed all the staff to attend the subject club meetings
13.	To ask the staff to write proposals to get UGC sponsored Seminars and Projects.	Staff was instructed to write proposals for UGC
14.	To celebrate women's day in our college.	Celebrated
15.	To purchase new podium with latest technology.	Under discussion
16.	To establish a smart class room separately.	Under discussion
17.	To purchase power point presenters.	Purchased
18.	To purchase a woofer speaker to Tamil subject room.	Purchased
19.	To continue and have SPSS workshop for three days for the staff.	Under discussion
20.	To fix a uniform pattern for the internal test of all elective papers.	Fixed

  
 Principal  
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 (Autonomous)  
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# 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. 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 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
- Eranilam – 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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Principal  
St. Xavier's College of Education  
(Autonomous)  
Palayamkottai - 627 002

## 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

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



# 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 30<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. Lourdasamy	
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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Principal  
St. Xavier's College of Education  
(Autonomous)  
Palayamkottai - 627 002

## 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

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



## 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 (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.	
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.	Dr. S. Stalin	
13.	Mr. A. Nicholas 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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Principal  
St. Xavier's College of Education  
(Autonomous)  
Palayamkottai - 627 002

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

### **SUGGESTIONS AND ACTION TAKEN**

<b>S. No.</b>	<b>Suggestions</b>	<b>Action Taken</b>
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

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



# 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 2017-2018

The Internal Quality Assurance Cell Meeting for the academic year 2017-2018 was held on 27<sup>th</sup> October 2017 at 02.30 p.m. in the Conference Hall. 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.	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.	
<b>EXTERNAL EXPERTS</b>		
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	
<b>PARENT REPRESENTATIVE</b>		
17.	Mrs. R. Malarvara	
<b>STUDENT REPRESENTATIVES</b>		
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 27<sup>th</sup> 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 11<sup>th</sup> 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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Principal  
St. Xavier's College of Education  
(Autonomous)  
Palayamkottai - 627 002

## ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 27<sup>TH</sup> 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

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



# 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

## 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 13<sup>th</sup> April 2018 at 10.00 a.m. in the Conference Hall. 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.	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	
<b>STUDENT REPRESENTATIVES</b>		
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 13<sup>th</sup> 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 27<sup>th</sup> 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 (3<sup>rd</sup> May 2017)
- IQAC cum Staff Meeting (11<sup>th</sup> May 2017)
- Examination cum Awards Committee Meeting (24<sup>th</sup> May 2017)
- Library Committee Meeting (5<sup>th</sup> July 2017 and 20<sup>th</sup> September 2017)
- Career Guidance and Placement Cell (CGPC) Meeting (6<sup>th</sup> July 2017)
- Board of Studies Meeting (11<sup>th</sup> July 2017)
- Research Cell Meeting (12<sup>th</sup> July 2017)
- Anti-ragging Committee Meeting (12<sup>th</sup> July 2017)
- Academic Council Meeting (19<sup>th</sup> July 2017)
- Finance Committee Meeting (30<sup>th</sup> August 2017)
- Examination cum Awards Committee Meeting (22<sup>nd</sup> September 2017, 21<sup>st</sup> December 2017)
- Magazine Committee Meeting (27<sup>th</sup> November 2017)
- Career Guidance and Placement Cell Meeting (01<sup>st</sup> March 2018)
- Women Cell Meeting (01<sup>st</sup> March 2018)
- Extension Service Committee Meeting (02<sup>nd</sup> March 2018)
- Governing Body Meeting (15<sup>th</sup> March 2018)

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

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

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

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

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

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

- |                 |   |
|-----------------|---|
| Ph.D. Viva Voce | <ul style="list-style-type: none"> <li>- Sr. M. Amalorpovam (22<sup>nd</sup> June 2017)</li> <li>- Mrs. N. Priyadharshini (04<sup>th</sup> October 2017)</li> <li>- Ms. A. Julie Eben (06<sup>th</sup> October 2017)</li> <li>- Mr. M. Antony Raj (12<sup>th</sup> October 2017)</li> <li>- Mr. G. Vedhanayagam (13<sup>th</sup> October 2017)</li> <li>- Mr. S.T. Sajith Lal Raj (03<sup>rd</sup> November 2017)</li> <li>- Mr. T. Jeevagaraj (17<sup>th</sup> November 2017)</li> <li>- Mr. S. Milton (27<sup>th</sup> November 2017)</li> <li>- Mr. K.A. Antonysamy (17<sup>th</sup> January 2018)</li> <li>- Mr. X. Vengo Regis (24<sup>th</sup> January 2018)</li> <li>- Mrs. S. Sahaya Ponmalar (05<sup>th</sup> February 2018)</li> <li>- Mr. S. Jesu Christopher (05<sup>th</sup> February 2018)</li> <li>- Mrs. A. Mary Manjula Rose (19<sup>th</sup> February 2018)</li> <li>- Mr. M. Rajasekar (09<sup>th</sup> March 2018)</li> </ul> |
|-----------------|---|

- Mr. R.J. Beena Florence Donark (13<sup>th</sup> March 2018)

- NET coaching classes on Library Science and Education (06<sup>th</sup> to 08<sup>th</sup> October 2017)
- Research Methodology Seminar for M.Ed. (09<sup>th</sup> and 10<sup>th</sup> October 2017)
- Pre-Ph.D. - Mr. Cyril (23<sup>rd</sup> October 2017)

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

#### **Inauguration**

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

#### **Orientation Programme**

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

#### **Awareness Programmes**

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

#### **Talent Programmes**

1. English Cultural Saturday Show - 5<sup>th</sup> and 28<sup>th</sup> August 2017

- |                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| 2. Inter collegiate Quiz Competition  | - | 15 <sup>th</sup> December 2017 |
| 3. Conducting model TNTET Examination | - | 10 model examination           |

#### **Welfare Programmes**

- |  |   |  |
|--|---|--|
| 1. Blood Identification Camp                   | - | 3 <sup>rd</sup> August 2017  |
| 2. College Assembly                            | - | 04 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup> September<br>and 23 <sup>rd</sup> October 2017 |
| 3. Operation Clean Look                        | - | 6 <sup>th</sup> September 2017   |
| 4. Get together of 2003-2004 Batches Students- |   | 28 <sup>th</sup> September 2017  |
| 5. Book Exhibition                             | - | 18 <sup>th</sup> to 20 <sup>th</sup> December 2017   |
| 6. Campus Interview                            | - | 15 <sup>th</sup> February to March 2018  |
| 7. Retreat or Inner Journey                    | - | 10 <sup>th</sup> March 2018  |
| 8. Tutor Ward                                  |   |  |
| 9. Joy of Giving                               |   |  |

#### **Seminar/workshop**

- |   |   |   |
|---|---|---|
| 1. ELT Workshop                             | - | 28 <sup>th</sup> and 29 <sup>th</sup> July 2017 |
| 2. Question Tag                             | - | 4 <sup>th</sup> August 2017                     |
| 3. Research in 21 <sup>st</sup> Century     | - | 18 <sup>th</sup> & 19 <sup>th</sup> August 2017 |
| 4. Seminar on Basic Legal Rights and Duties | - | 07 <sup>th</sup> October 2017                   |

#### **Celebrations**

- |  |   |                                 |
|--|---|---------------------------------|
| • Holy Spirit Mass                           | - | 25 <sup>th</sup> July 2017      |
| • Homage to St. Ignatius of Loyola           | - | 26 <sup>th</sup> July 2017      |
| • Teachers Day                               | - | 05 <sup>th</sup> September 2017 |
| • National Integration                       | - | 21 <sup>st</sup> October 2017   |
| • Kalam's 86 <sup>th</sup> Birth Anniversary | - | 28 <sup>th</sup> October 2017   |
| • Homage to St. Francis Xavier               | - | 29 <sup>th</sup> November 2017  |
| • YMCA Christmas Carols                      | - | 09 <sup>th</sup> December 2017  |
| • Christmas Day                              | - | 20 <sup>th</sup> December 2017  |
| • Pongal Celebration                         | - | 17 <sup>th</sup> January 2018   |
| • Women's Day                                | - | 08 <sup>th</sup> March 2018     |

- College Day - 24<sup>th</sup> March 2018

#### Field Visit

- Visit to Kudankulam Nuclear Power Plant - 17<sup>th</sup> March 2018
- Visit to Science Centre - 12<sup>th</sup> 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 - 18<sup>th</sup> to 20<sup>th</sup> January 2018
- TNEU Tirunelveli District Level Cultural Meet - 01<sup>st</sup> February 2018
- TNEU Tirunelveli District Level Sports Meet - 02<sup>nd</sup> February 2018
- TNEU Tirunelveli Zonal Level Cultural Meet - 08<sup>th</sup> February 2018
- TNEU Tirunelveli Zonal Level Sports Meet - 09<sup>th</sup> February 2018
- Educational Tour - 12<sup>th</sup> to 19<sup>th</sup> February 2018
- Social Project Day - 17<sup>th</sup> February 2018
- Intramural Cultural Competitions - 28<sup>th</sup> February 2018
- Annual Sports Day - 03<sup>rd</sup> 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: Instructional Methods and Aids**

Instructional 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 - Instructional 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 Colleagues - 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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Principal  
St. Xavier's College of Education  
(Autonomous)  
Palayamkottai - 627 002

# ACTION TAKEN REPORT FOR THE IQAC MEETING HELD ON 13<sup>TH</sup> 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

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



# 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 (IQAC) Meeting for the Academic Year 2018-2019

The IQAC Meeting for the academic year 2018-2019 was held on 19<sup>th</sup> November 2018 at 10.00 a.m. in the Conference Hall. 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. 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.	Mrs. A. Metilda Jasmine Shanthi, Asst. Prof. in Mathematics, SXCE.	
9.	Rev. Fr. J. Martin George, S.J., Asst. Prof. in Education, SXCE.	
10.	Dr. S. Sherlin, Asst. Prof. in Physical Science, SXCE.	
11.	Dr. T. Raja, Librarian, SXCE.	—
12.	Rev. Fr. F.X. Dominic Royce, S.J., Library Director & Asst. Prof. in Education, SXCE.	—
13.	Mr. U. Subramanian, Asst. Prof. in Tamil, SXCE.	
14.	Mrs. M. Balasaraswathi, Asst. Prof. in English, SXCE.	
15.	Mrs. J. Annie, Asst. Prof. in Computer Science, SXCE.	
16.	Mrs. M. Rosary Kiruba Alexy, Asst. Prof. in Physical Science, SXCE.	
<b>EXTERNAL EXPERTS</b>		
17.	Rev. Sr. Nirmala Louis, Headmistress, St. Ignatius Hr.Sec.Sch., Palay.	
18.	Rev. Bro. Jeyaseelan, Headmaster, St. Thomas High Sch., Kurichi.	
19.	Dr. G. Selvaraj, EC Member, Alumni Association.	—
20.	Dr. C. Ramesh, Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.	
<b>PARENT REPRESENTATIVE</b>		
21.	Mrs. R. Malarvara	—
<b>STUDENT REPRESENTATIVES</b>		
22.	Ms. S. Pavithra – II M.Ed.	
23.	Ms. A. Jerin Packia – II B.Ed.	



## **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.

### **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 19<sup>th</sup> 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.*
- Dr. M. Antony Raj, *Asst. Prof. in History, SXCE.*
- Dr. A. Punitha Mary, *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 Mathematics, SXCE.*
- Rev. Fr. J. Martin George, S.J., *Asst. Prof. in Education, SXCE.*
- Dr. S. Sherlin, *Asst. Prof. in Physical Science, SXCE.*
- Dr. T. Raja, *Librarian, SXCE.*
- Mr. U. Subramanian, *Asst. Prof. in Tamil, SXCE.*
- Mrs. M. Balasaraswathi, *Asst. Prof. in English, SXCE.*
- Mrs. J. Annie, *Asst. Prof. in Computer Science, SXCE.*
- Mrs. M. Rosary Kiruba Alexy, *Asst. Prof. in Physical Science, SXCE.*

#### **EXTERNAL EXPERTS**

- Rev. Sr. Nirmala Louis, *Headmistress, St. Ignatius Hr.Sec.Sch., Palay.*
- Rev. Bro. Jeyaseelan, *Headmaster, St. Thomas High Sch., Kurichi.*
- Dr. C. Ramesh, *Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.*

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

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

#### ***Inaugurations***

- Academic Year - 02<sup>nd</sup> July 2018
- Students' Council - 30<sup>th</sup> July 2018
- Subject Clubs - 12<sup>th</sup> September 2018
- Career Guidance and Placement Cell - 24<sup>th</sup> October 2018

#### ***Teaching Learning***

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

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

#### ***Student Welfare Programme***

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

#### ***Faculty Development Programme***

- Dr. R. Sathesh Franklin attended orientation programme at UGC-HRDC, Pondicherry University, Pondicherry – 01<sup>st</sup> – 28<sup>th</sup> June 2018
- A Workshop on 'Effective Mentoring' – 20<sup>th</sup> September 2018
- Dr. A. Michael J Leo attended induction training programme at Central University of Kerala, Kasaragod - 05<sup>th</sup> September to 04<sup>th</sup> 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 – 13<sup>th</sup> – 20<sup>th</sup> October 2018

#### ***Awareness Programme***

- Swachh Bharat – 11<sup>th</sup> August 2018

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

#### ***Workshops, Seminars & Conferences***

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

#### ***Celebrations***

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

#### ***Research***

##### ***Ph.D. Viva-Voce:***

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

- G. George Mullai Danie – 28<sup>th</sup> 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 <sup>on</sup> ~~them~~ ~~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. Sx. 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.

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

## 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.

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



# 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 (IQAC) Meeting for the Academic Year 2018-2019

The IQAC Meeting for the academic year 2018-2019 was held on 15<sup>th</sup> April 2019 at 03.00 p.m. in the Conference Hall. 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. 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. J. Annie, Asst. Prof. in Computer Science, SXCE.	
15.	Mrs. M. Rosary Kiruba Alexy, Asst. Prof. in Physical Science, SXCE.	
16.	Mrs. A. Kiruba, Asst. Prof. in Mathematics, SXCE.	
<b>EXTERNAL EXPERTS</b>		
17.	Rev. Sr. Nirmala Louis, Headmistress, St. Ignatius Hr.Sec.Sch., Palay.	—
18.	Rev. Bro. Jeyaseelan, Headmaster, St. Thomas High Sch., Kurichi.	—
19.	Dr. G. Selvaraj, EC Member, Alumni Association.	
20.	Dr. C. Ramesh, Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.	
<b>PARENT REPRESENTATIVE</b>		
21.	Mrs. R. Malarvara	—
<b>STUDENT REPRESENTATIVES</b>		
22.	Ms. S. Pavithra – II M.Ed.	
23.	Ms. A. Jerin Packia – II B.Ed.	



## **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.

### **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 15<sup>th</sup> 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.*

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

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

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

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

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

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

Dr. T. Raja, *Librarian, SXCE.*

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

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

Mrs. J. Annie, *Asst. Prof. in Computer Science, 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.*

#### **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 19<sup>th</sup> 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 <sup>are</sup> 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.

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

## 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 Magdaline 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 <sup>th</sup> and 20 <sup>th</sup> 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 <sup>th</sup> June 2019.



# 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 (IQAC) Meeting for the Academic Year 2019-2020

The IQAC Meeting for the academic year 2019-2020 was held on 26<sup>th</sup> June 2019 at 02.30 p.m. in the Conference Hall. 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. 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.	
<b>EXTERNAL EXPERTS</b>		
16.	Rev. Sr. Nirmala Louis, Headmistress, St. Ignatius Hr. Sec. Sch., Palay.	—
17.	Rev. Bro. Jeyaseelan, Headmaster, 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, Tvl.	—
<b>PARENT REPRESENTATIVE</b>		
20.	Mrs. R. Malarvara	—
<b>STUDENT REPRESENTATIVES</b>		
21.	Rev. Sr. S. Sahaya Selvi – II M.Ed.	
22.	Mr. J.V. Tom Jose – II B.Ed.	
23.	Ms. Jenifer Rubeka – II B.Ed.	—

24. Ms. N. Kala – II B.Ed



# 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

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

The IQAC meeting for the academic year 2019-20 was held on 26<sup>th</sup> 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., *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, *Asst. Prof. in Education, SXCE.*

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

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

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

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

Dr. T. Raja, *Librarian, SXCE.*

Rev. Dr. F.X. Dominic Royce, S.J., *Library Director & 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.*

### 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 15<sup>th</sup> 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.

  
Principal  
St. Xavier's College of Education  
(Autonomous)  
Palayambottai - 627 002

## Action Taken Report

S. No.	Suggestions	Action Taken
1.	<b>Curricular aspects</b> 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.	<b>Teaching, Learning and Evaluation</b> 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.	<b>Research, Innovations and Extension</b> 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.	<b>Infrastructure and learning Resources</b> 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 <sup>th</sup> November 2019.
13.	<b>Students Support and Progression</b> Leadership training for student council members may be organized twice in a semester.	In the first semester, leadership training was organized on 25 <sup>th</sup> 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.	<b>Institutional Values and Best Practices</b> 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.

  
Principal

St. Xavier's College of Education  
(Autonomous)  
Palayamkottai - 627 002



# 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 (IQAC) Meeting for the Academic Year 2019-2020

The IQAC Meeting for the academic year 2019-2020 was held on 26<sup>th</sup> June 2019 at 02.30 p.m. in the Conference Hall. 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. 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.	
<b>EXTERNAL EXPERTS</b>		
16.	Rev. Sr. Nirmala Louis, Headmistress, St. Ignatius Hr. Sec. Sch., Palay.	—
17.	Rev. Bro. Jeyaseelan, Headmaster, 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, Tvl.	—
<b>PARENT REPRESENTATIVE</b>		
20.	Mrs. R. Malarvara	—
<b>STUDENT REPRESENTATIVES</b>		
21.	Rev. Sr. S. Sahaya Selvi – II M.Ed.	
22.	Mr. J.V. Tom Jose – II B.Ed.	
23.	Ms. Jenifer Rubeka – II B.Ed.	—

24. Ms. N. Kala – II B.Ed.



## 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

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

The IQAC meeting for the academic year 2019-20 was held on 26<sup>th</sup> 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., *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, *Asst. Prof. in Education, SXCE.*  
 Dr. A. Michael J Leo, *Asst. Prof. in Education, SXCE.*  
 Dr. Y. Daniel, *Asst. Prof. in Bio-Science, SXCE.*  
 Rev. Fr. J. Martin George, S.J., *Asst. Prof. in Education, SXCE.*  
 Dr. S. Sherlin, *Asst. Prof. in Physical Science, SXCE.*  
 Dr. T. Raja, *Librarian, SXCE.*  
 Rev. Dr. F.X. Dominic Royce, S.J., *Library Director & 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.*

#### 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 15<sup>th</sup> 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.

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

## Action Taken Report

S. No.	Suggestions	Action Taken
1.	<b>Curricular aspects</b> 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.	<b>Teaching, Learning and Evaluation</b> 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.	<b>Research, Innovations and Extension</b> 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.	<b>Infrastructure and learning Resources</b> 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 TNSSTC for partial financial aid and meanwhile the science exhibition was conducted on 19 <sup>th</sup> November 2019.
13.	<b>Students Support and Progression</b> Leadership training for student council members may be organized twice in a semester.	In the first semester, leadership training was organized on 25 <sup>th</sup> 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.	<b>Institutional Values and Best Practices</b> 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.

  
Principal

St. Xavier's College of Education  
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Palayamkottai - 627 002



# 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 (IQAC) Meeting for the Academic Year 2019-2020

The IQAC Meeting for the academic year 2019-2020 was held on 26<sup>th</sup> November 2019 at 02.30 p.m. in the Conference Hall. 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. Dr. G. Pushparaj, S.J., College Secretary, SXCE.	
3.	Dr. A. Punitha Mary, Coordinator & Asst. Prof. in Education, SXCE.	
4.	Dr. M. Antony Raj, Asst. Prof. in History, SXCE.	
5.	Mr. A. John Lawrence, Asso. Prof. in English, SXCE.	
6.	Dr. A. Michael J Leo, Asst. Prof. in Education, SXCE.	
7.	Dr. Y. Daniel, Asst. Prof. in Bio-Science, SXCE.	
8.	Mrs. A. Metilda Jasmine Shanthi, Asst. Prof. in Mathematics, SXCE.	
9.	Rev. Fr. J. Martin George, S.J., Director, Fr. Utharid Library & Asst. Prof. in Education, SXCE.	
10.	Dr. S. Sherlin, Asst. Prof. in Physical Science, SXCE.	
11.	Dr. T. Raja, Librarian, SXCE.	
12.	Rev. Dr. F.X. Dominic Royce, S.J., <del>Library Director</del> <sup>COE</sup> & Asst. Prof. in Education, SXCE.	
13.	Mr. U. Subramanian, Asst. Prof. in Tamil, SXCE.	
14.	Dr. M. Balasaraswathi, Asst. Prof. in English, SXCE.	
15.	Mrs. M. Rosary Kiruba Alexy, Asst. Prof. in Physical Science, SXCE.	
16.	Mrs. A. Kiruba, Asst. Prof. in Mathematics, SXCE.	
<b>EXTERNAL EXPERTS</b>		
17.	Rev. Sr. Nirmala Louis, Headmistress, St. Ignatius Hr. Sec. Sch., Palay.	
18.	Rev. Bro. Jeyaseelan, <del>Headmaster</del> <sup>Teacher, Christ Church</sup> , St. Thomas High Sch., Kurichi.	
19.	Dr. G. Selvaraj, EC Member, Alumni Association.	
20.	Dr. C. Ramesh, Asst. Prof. & Course Coordinator, Dept. of Edn., MSU, Tvl.	
<b>PARENT REPRESENTATIVE</b>		
21.	Mr. L. Peter Gnana Selvam	
<b>STUDENT REPRESENTATIVES</b>		
22.	Rev. Sr. A. Sagaya Selvi – II M.Ed.	
23.	Mr. J.V. Tom Jose – II B.Ed.	
24.	Ms. N. Kala – II B.Ed.	
25.	Mr. Yagappar – I B.Ed.	
26.	Ms. Wincy – I B.Ed.	



## **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

### **Minutes of Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-20**

The IQAC meeting of the academic year 2019-20 was held on 26<sup>th</sup> November 2019 at 2.30 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.*

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 5<sup>th</sup> 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. Yagappan 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.

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

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

26<sup>th</sup> 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"> <li>• Already feedback has been received from parents during the parent teacher meet.</li> <li>• The new manual for SSR does not require curriculum feedback from parents.</li> </ul>
2.	Advised to have Memorandum of Understanding with NGOs.	<ul style="list-style-type: none"> <li>• Efforts are being taken.</li> </ul>
3.	The students must be motivated to do online courses through SWAYAM.	<ul style="list-style-type: none"> <li>• Motivated.</li> <li>• 97 B.Ed. students enrolled in the course: Food Nutrition for Healthy Living</li> <li>• Two M.Ed. students enrolled in the course: Educational Technology.</li> </ul>
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"> <li>• The staff members are instructed to make use of online quiz for their evaluation.</li> </ul>
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"> <li>• The staff members are encouraged to prepare question bank in their subjects.</li> </ul>
6.	To have group discussion to assess the students level.	<ul style="list-style-type: none"> <li>• Will be implemented.</li> </ul>
7.	To play spoken English CDs in the morning before the prayer.	<ul style="list-style-type: none"> <li>• SELP is seriously undertaken.</li> <li>• Daily AIR English News is broadcast.</li> <li>• Spoken English CDs are available in language laboratory.</li> <li>• If time permits every day, English series will be played during free time (1.30 to 1.45 pm).</li> </ul>

*Mammy*  
Principal

St. Xavier's College of Education  
(Autonomous)  
Palayamkottai - 627 002



## 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, India

### Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2020-2021

The IQAC Meeting for the academic year 2020-2021 was held on 08<sup>th</sup> September 2020 at 03.00 p.m. through Zoom. 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.*

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

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

Rev. Fr. J. Martin George, S.J., *Director, Fr. Utarid Library & Asst. Prof. in Education, SXCE.*

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

Dr. T. Raja, *Librarian, SXCE.*

Rev. Dr. F.X. Dominic Royce, S.J., *Library Director & Asst. Prof. in Education, SXCE.*

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

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

Mr. T. Thangaraj, *Assistant (S.P.L.)*

#### EXTERNAL EXPERTS

Rev. Bro. Jeyaseelan, *Headmaster, St. Thomas High Sch., Kurichi.*

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

#### PARENT REPRESENTATIVE

Mr. L. Peter Gnana Selvam

#### STUDENT REPRESENTATIVES

Mrs. M. Jasmine Rajakumari – II M.Ed.

Mr. P. Yagappar – II B.Ed.

Ms. S. Wincy – II B.Ed.

  
Principal  
St. Xavier's College of Education  
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Palayamkottai - 627 002



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

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

**PALAYAMKOTTAI – 627 002, TAMIL NADU**

### **MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING FOR THE ACADEMIC YEAR 2020-2021 (Online)**

The IQAC meeting of the academic year 2020-21 was held on 8<sup>th</sup> September 2020 at 3.00 pm through Zoom. The following members were present in the meeting.

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

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

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

#### **MEMBERS FROM OUR COLLEGE**

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

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

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

Mrs. A. Metilda Jasmine Shanthi, *Asst. Prof. in Mathematics.*

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

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

Dr. T. Raja, *Librarian.*

Rev. Dr. F.X. Dominic Royce, S.J., *Asst. Prof. in Education.*

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

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

Mr. T. Thangaraj, *Assistant (S.P.L.), Office.*

#### **EXTERNAL EXPERTS**

Rev. Bro. Jeyaseelan, *Headmaster, St. Thomas High Sch., Kurichi.*

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

#### **PARENT REPRESENTATIVE**

Mr. L. Peter Gnana Selvam

#### **STUDENT REPRESENTATIVES**

Mrs. M. Jasmine Rajakumari – 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 26<sup>th</sup> November 2019 which was followed by action taken report.

Based on the action taken report, the question bank of Multiple Choice question regarding TET preparation, MCQs would be collected from all the faculty which would be converted as a book form and will be placed in the library for future reference.

The members of IQAC on discussion resolved the following

- To offer Courses on 'Gandhian Thought', 'Thoughts of Periyar', 'Thoughts of Ambedkar', 'Ignatian Pedagogy Paradigm' and 'Personal Health and Hygiene' as ~~add-on courses~~ <sup>Self-Study courses</sup> for the I B.Ed. Students.
- To make use of Google Classroom as Learning Management System (LMS) by all the faculty as it is user friendly.
- To prepare at least two e-contents by all the faculty during pandemic.
- To provide with seed money to those faculty who submit in-house research proposals along with the pilot study and its budget.
- To have MoUs with JIM, LIBA, SJC Bangalore, XLRI, Jamshedpur, Christ University and other Jesuit Universities and Colleges.
- To have a workshop on 'Educational Management Information System' (EMIS) in Collaboration with Magdalene school for our students.
- To install ERP for e-governance in our College.
- To have the facility to pay all the college fees through online banking system.
- To prepare a 'Performance Appraisal Form' for non-teaching staff.
- To invite the faculty to register the Online Teacher-Pupil Registration Management System (OTPRMS) in NCTE portal and obtain the ID.
- To organize seminars on the topics like 'OTPRMS, LMS, OBS and 'Critical reflection of NEP 2020' through IQAC.

Rev. Fr. Principal thanked the members present and thus the meeting came to an end at 4.45 pm.

  
Principal  
St. Xavier's College of Education  
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Palayamkottai - 627 002