



St. Xavier's College of Education (Autonomous)

[Re-accredited (3rd Cycle) at 'A' Grade by NAAC with CGPA: 3.67]

Palayamkottai, Tirunelveli – 627002, Tamil Nadu, 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 08th 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
(Autonomous)
Palayamkottai - 627 002

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

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PALAYAMKOTTAI – 627 002, TAMIL NADU

IQAC Meeting for the Academic Year 2020-2021

Date: 08.09.2020

Time: 03.00 pm

Mode: Zoom

Agenda

- 1. Status of SSR Preparation**
- 2. Curricular Aspects**
 - a) Value added courses: Creative Arts, Yoga Education, Hindi, Web 3.0 Tools for Prospective Teachers
 - b) Self - Study courses: Gandhian Thought
- 3. Teaching-Learning and Evaluation**
 - a) Learning Management System (LMS) - Google Classroom
 - b) e-content
- 4. Research and Outreach activities**
 - a) In house support (Seed Money)
 - b) MoU's
 - c) Linkages with school and other educational agencies
- 5. Student Support and Progression**
 - a) Group insurance (Health/Accident)
- 6. Governance, Leadership and Management**
 - a) Introduction of ERP
 - b) Performance appraisal of non-teaching staff
 - c) Seminars and workshop by IQAC



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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 8th 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 26th 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~~ ^{Self-Study courses} 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.


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PALAYAMKOTTAI – 627 002, TAMIL NADU

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-21

8th September 2020

ACTION TAKEN REPORT

| S. No. | Suggestions | Action Taken |
|--------|---|--|
| 1 | To offer Courses on 'Gandhian Thought', 'Thoughts of Periyar', 'Thoughts of Ambedkar', 'Ignatian Pedagogy Paradigm' and 'Personal Health and Hygiene' as add-on courses for the I B.Ed. Students. | <ul style="list-style-type: none">• Gandhian Thought was introduced in the academic year 2020-21 and from the next academic year the remaining courses would be offered. |
| 2 | To make use of Google Classroom as Learning Management System (LMS) by all the faculty as it is user friendly. | <ul style="list-style-type: none">• Implemented. |
| 3 | To prepare at least two e-contents by all the faculty during pandemic. | <ul style="list-style-type: none">• Instructed. |
| 4 | To provide with seed money to those faculty who submit in-house research proposals along with the pilot study and its budget. | <ul style="list-style-type: none">• Funding for in-house research of Rs. 40,000/- was allotted for Dr. A. Michael J Leo and Dr. M. Antony Raj. |
| 5 | To have MoUs with JIM, LIBA, SJC Bangalore, XLRI, Jamshedpur, Christ University and other Jesuit Universities and Colleges. | <ul style="list-style-type: none">• MoUs with St. Xavier's Institute of Education, Mumbai, Loyola College of Education, Jamshedpur, St. Aloysius Institute of Education, Mangaluru have been realized. |

| | | |
|----|--|---|
| 6 | To have a workshop on 'Educational Management Information System' (EMIS) in Collaboration with Magdalene school for our students. | <ul style="list-style-type: none"> • Due to pandemic, the workshop was postponed. |
| 7 | To install ERP for e-governance in our College. | <ul style="list-style-type: none"> • Under Construction. |
| 8 | To have the facility to pay all the college fees through online banking system. | <ul style="list-style-type: none"> • Requested the bank officials and awaiting their call. |
| 9 | To prepare and administer a 'Performance Appraisal Form' for non-teaching staff. | <ul style="list-style-type: none"> • Prepared and administered; the feedback has been distributed to them by Rev. Fr. Secretary. |
| 10 | To invite the faculty to register for Online Teacher-Pupil Registration Management System (OTPRMS) in NCTE portal and obtain the ID. | <ul style="list-style-type: none"> • Registered. |
| 11 | To organize seminars on the topics like 'OTPRMS, LMS, OBS and 'Critical reflection of NEP 2020' through IQAC. | <ul style="list-style-type: none"> • Due to pandemic, the workshop was postponed. |

Daily Attendance Report for Class-List: 2021-09-02

Class Name: Class-List Meet ID: fbz-shfo-jfb Date: 2021-09-02 v Earliest Arrivals: 13:42 Start: 13:42 End: 16:01 Duration: 139 min

| Sl. Number (If Absent) -> | 13:40 | 13:41 | 13:42 | 13:43 | 13:44 | 13:45 | 13:46 | 13:47 | 13:48 | 13:49 | 13:50 | 13:51 | 13:52 | 13:53 | 13:54 | 13:55 | 13:56 | 13:57 | 13:58 | 13:59 | 14:00 | 14:01 | 14:02 | 14:03 | 14:04 | 14:05 |
|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| ? Subramanian 299 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Thomas Alexander | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dr John Lawrence Arock... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Arul Marygrace | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Daniel Y | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dominic Royce | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dr John Lawrence Arock... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dr Michael J Leo | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dr Antony Raj | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? St. Xavier's College Of E... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Pushparaj Gnanasamy | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Indramary Rajamani | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Nickolas Jegan | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 20bdint30 Syed Ali Yusu... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Suryakala Kannan | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Kannis Peter | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? John Kennedy | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dr Michael J Leo | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 20bdb06 Narmatha Selv... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Rosary Kiruba Alexy Ma... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Arul Marygrace | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Sxcedean Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Magdalene Matric Rahm... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 14 Others | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 15 Others | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 23 Others | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 24 Others | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 25 Others | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? 7 Others | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Peter Gnana Selvam | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Kannis Peter | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dr Antony Raj | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Raja Thangiah | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Indramary Rajamani | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Rosary Kiruba Alexy Ma... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Dominic Royce | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Sberlin Samuel | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Peter Gnana Selvam | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Metilda Jasmine Shanthi | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Jeba Sheela | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Mercy Stephen | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Subramanian 299 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Suryakala Kannan | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Kavitha Sxce | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Rajeswari Sxce | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Thangaraj Thaveethu | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Raja Thangiah | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Thangaraj Thaveethu | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Thomas Alexander | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ? Daniel Y | | | | | | | | | | | | | | | | | | | | | | | | | | |

Daily Attendance Legend:

✓ The student was present then exited, rejoined, then exited again, and rejoined again, etc., etc.

The alternating background patterns indicate that the student may have left and rejoined the Meet

✓ The student was marked present by the teacher (but did not shown up in the Meet window)


The student missed the entire class

Help videos:

To help your eye follow across the page, the table rows alternate between white and grey backgrounds which leads to two subtly different shades of green for the times when the student was present

NB - If you want a printed copy of this report, make sure that the 'More settings' → 'Background graphics' checkbox is checked in the Print dialog

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Principal
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PALAYAMKOTTAI – 627 002, TAMIL NADU

INTERNAL QUALITY ASSURANCE CELL MEETING

Date: 2nd September 2021

Time: 2.00 pm

Mode: Online (Google Meet)

Agenda

1. Prayer
2. Welcoming the members
3. Minutes of the previous meeting
4. Status of SSR - NAAC
5. Curricular Aspect
 - a. Value – Added Courses
 - b. Self –Study Courses (offline & online)
6. Teaching-Learning and Evaluation
 - a. Question Construction based on CLOs
 - b. Orientation to Internship
7. Research and Outreach Activities
 - a. Staff exchange programmes
 - b. Student exchange programmes
 - c. Organisation of Programmes in collaboration with schools
8. Students support and progression
 - a. Capability Building Programmes and Skill enhancement initiatives
 - b. Grievance Redressal cell
 - c. Scholarship
9. Governance and Leadership
 - a. FDP on CLOs AND PLOs MAPPING
 - b. Student Orientation
 - c. Workshop and seminars for staff and students
 - d. Capacity building programme for non-teaching staff
 - e. E-governance
10. Institutional Values
 - a. Orientation on Code of conduct for both staff and students
 - b. Professional Ethics Programmes for students, teachers, administrators and other staff
11. Vote of thanks



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PALAYAMKOTTAI – 627 002, TAMIL NADU

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

The IQAC meeting ^{for} of the academic year 2020-21 was held on 2nd September 2021 at 2.00 pm through Google Meet. The following members were present in the meeting.

Members from the College

Rev. Dr. D. Thomas Alexander, S.J., *Chairman*
Rev. Dr. G. Pushparaj, S.J., *Member*
Dr. A. Punitha Mary, *Coordinator*
Dr. A. John Lawrence, *Asso. Prof. in English*
Dr. M. Antony Raj, *Asst. Prof. in History*
Dr. A. Michael J Leo, *Asst. Prof. in Education*
Dr. Y. Daniel, *Asst. Prof. in Biological Science*
Mrs. A. Metilda Jasmine Shanthi, *Asst. Prof. in Mathematics*
Dr. S. Sherlin, *Asst. Prof. in Physical Science*
Dr. T. Raja, *College Librarian*
Rev. Dr. F.X. Dominic Royce, S.J., *Asst. Prof. of Education*
Mr. A. Nicholas Jegan, *Computer Programmer*
Mr. U. Subramanian, *Asst. Prof. in Tamil*
Mrs. M. Rosary Kiruba Alexy, *Asst. Prof. in Physical Science*
Mrs. S. Mercy Johanna, *Asst. Prof. in English*
Dr. W. Jeba Sheela, *Asst. Prof. in Education*
Dr. V.M. Kavitha, *Asst. Prof. in English*
Ms. N. Rajeswari, *Asst. Prof. in Mathematics*
Mr. T. Thangaraj, *Assistant (S.P.L.)*

External Experts

Rev. Dr. S.M. John Kennady, S.J., *Asst. Headmaster, St. Xavier's Higher Secondary School, Palayamkottai & Director, JCERT*
Rev. Bro. V. Kannis Peter, SHJ., *Headmaster, St. Thomas High School, Kurichi*
Dr. R. Indira Mary Ezhilselvi, *IQAC Coordinator, SICE & EC Member, Alumnae Association*
Dr. G. Selvaraj, *EC Member, Alumni Association*
Dr. R. Suryakala, *Vice Principal & Asst. Professor in Education, Anniammal College of Education, Thoothukudi*

Parent Representative

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

Student Representative


Ms. M. Narmatha Selvakumari, *I B.Ed.*
Mr. K. Syed Ali Yusuf Badusha, *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 08th September 2020 which was followed by action taken report.

The members of the IQAC after discussion resolved to do the following

1. To go for collaboration with other colleges in offering value-added courses
2. To offer a value-added course on 'Constitutional Values and Rights' for the B.Ed students.
3. To make the online evaluation effective, objective type test may be conducted instead of descriptive type questions but more time to be spent on preparation of question paper so that students cannot find answer from the internet.
4. To enhance the active participation of students in the online class, five marks may be allotted for attendance cum participation in the classroom discussion.
5. To organize faculty exchange and student exchange programmes with St. Ignatius College of Education, Palayamkottai and Annammal College of Education, Thoothukudi.
6. In collaboration with neighbouring schools, programmes like science exhibition, leadership training and interaction of class student leaders could be conducted.
7. To take up research project on 'Impact of Online teaching on the Students Achievement and Impact of Blended Learning on Students' by faculty.
8. To offer one day training on 'Communication Skill and Technological Skill' may be ~~given~~ ^{building} as the capability programme for the students.
9. To develop the skill of knowing the psychology of special children, a capability building programme may be organized in collaboration with special schools.
10. To organize faculty development programme on 'PLOs and CLOs mapping', 'OBS Studio' and 'Research Ethics'.
11. To make a 'Grievances box' available in the campus.
12. To arrange for a seminar on 'Professional Ethics for School Teachers' in collaboration with JCERT.

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


Principal
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PALAYAMKOTTAI – 627 002, TAMILNADU, INDIA

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-21

2nd September 2021**ACTION TAKEN REPORT**

| S. No. | Suggestions | Action Taken |
|--------|--|--|
| 1. | To go for collaboration with other colleges in offering value-added courses | <ul style="list-style-type: none">• Efforts initiated. |
| 2. | To offer a value-added course on 'Constitutional Values and Rights' for the B.Ed students. | <ul style="list-style-type: none">• To be offered in the next academic year. |
| 3. | To enhance the active participation of students in the online class, five marks may be allotted for attendance cum participation in the classroom discussion. | <ul style="list-style-type: none">• To be taken up in the Board of Studies Meeting. |
| 4. | To organize faculty exchange and student exchange programmes with St. Ignatius College of Education, Palayamkottai and Annammal College of Education, Thoothukudi. | <ul style="list-style-type: none">• Planned. But postponed due to pandemic. |
| 5. | In collaboration with neighbouring schools, programmes like science exhibition, leadership training and interaction of class student leaders could be conducted. | <ul style="list-style-type: none">• To be done in the next academic year. |
| 6. | To take up research project on 'Impact of Online teaching on Students Achievement and Impact of Blended Learning on Students' by faculty. | <ul style="list-style-type: none">• Being done by two of our Professors in connection with resilience of students. |

| | | |
|-----|---|--|
| 7. | To offer one day training on 'Communication Skill and Technological Skill' may be given as the capability programme for the students. | <ul style="list-style-type: none"> • A two day Capacity Building Programme on Communicative English was organized from 29th to 30th October 2021. |
| 8. | To develop the skill of knowing the psychology of special children, a capability building programme may be organized in collaboration with special schools. | <ul style="list-style-type: none"> • To be organised. |
| 9. | To organize faculty development programme on 'PLOs and CLOs mapping', 'OBS Studio' and 'Research Ethics'. | <ul style="list-style-type: none"> • To be done. • A one day FDP programme on 'Ignatian Pedagogical Paradigm' was held on 25th February 2022. |
| 10. | To make a 'Grievances box' available in the campus. | <ul style="list-style-type: none"> • It is made available. |
| 11. | To arrange for a seminar on 'Professional Ethics for School Teachers' in collaboration with JCERT. | <ul style="list-style-type: none"> • Discussion is on. |