



# **ST.XAVIER'S COLLEGE OF EDUCATION**

**(AUTONOMOUS)**

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

**PALAYAMKOTTAI-627002**

---

## **MINUTES OF THE CAREER GUIDANCE AND PLACEMENT CELL MEETING**

**FROM 2015-2016 TO 2019-2020**

# Career Guidance and Placement Cell

Meeting for the Academic Year 2015-2016

Venue: Principal's office | Date: 19.10.2015 | Time: 10.45 a.m.

The following members were present in the meeting.

<u>Name</u>	<u>Signature</u>
1. Rev. Dr. S. Amaladoss Xavier, S.J.	: <u>Somaly</u>
2. Dr. A. Punita Mary	: <u>A. Punita Mary</u>
3. Dr. A. Michael J Leo	: <u>[Signature]</u>
4. Dr. Y. Daniel	: <u>Y. Delf</u>
5. Mr. R. Sathesh Franklin	: <u>[Signature]</u>
6. Mr. S. Brockiasamy	: <u>[Signature]</u>
7. Mr. V. Subramanian	: <u>[Signature]</u>
8. Mr. Peter Muduthagam Educationist	:



**MINUTES OF THE CAREER GUIDANCE AND PLACEMENT CELL MEETING  
FOR THE ACADEMIC YEAR 2015 – 2016**

The Career Guidance and Placement Cell meeting for the academic year 2015-2016 was held at 10.45 a.m. on 19<sup>th</sup> October 2015 in the Principal's office. The meeting began with a silent prayer. The following members were present in the meeting.

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

Dr. Mrs. A. Punitha Mary

Dr. A. Michael J Leo

Dr. Y. Daniel

Mr. R. Sathesh Franklin

Mr. S. Arockiasamy

Mr. U. Subramaniam

The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 12<sup>th</sup> December 2014 were presented by Dr. A. Michael J Leo and the same was approved by the members present.

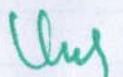
The following unimplemented resolutions were identified:

- To establish a data base in the CGPC about the students of our college.
- Organising Lecture on Facing TET and TRB examinations.
- Organising Lectures on How to face an Interview? And conduction of Mock Interview.

The members of the CGPC resolved to do the following during the academic year 2015-2016

- To inaugurate the CGPC for the academic year 2015-2016 on 2<sup>nd</sup> April 2016 with the Orientation on "Awareness Talk on Career Opportunities" by Mr. A. Anbuvaran, our old Student. Rev. Fr. Rector will be the chief guest to the inaugural function.
- To create a database of all students with the help of Mr. A. Nicholas Jegan, our Computer Programmer.
- To organise an extension lecture on 'How to face an Interview?'
- To conduct 'Mock Interview'.
- To organize the Campus Interview in the Second year. ( i.e. 2016-2017)

The meeting came to an end at 11.30 a.m.

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



# Career Guidance and Placement Cell.

Meeting for the Academic year 2015-2016

Venue: Principal's office | Date: 29.08.2016 | Time: 11.30 a.m.

The following members were present in the meeting.

<u>Name</u>	<u>Signature</u>
1. Rev. Dr. S. Amaladoss Xavier, S.J.	:
2. Dr. A. Punitha Mary	:
3. Dr. A. Michael J Leo	:
4. Dr. Y. Daniel	:
5. Dr. R. Sathesh Franklin	:
6. Dr. S. Arackiasamy	:
7. Mr. V. Subramanian	:
8. Mr. Peter Muthuthagam Education Officer	:
9. Dr. M. Antony Raj, Dean	:



**MINUTES OF THE CAREER GUIDANCE AND PLACEMENT CELL MEETING  
FOR THE ACADEMIC YEAR 2016-2017**

The Career Guidance and Placement Cell meeting for the academic year 2016-2017 was held on 12<sup>th</sup> August 2016 at 11.35 a.m. in the Principal's Office. The meeting began with a silent prayer. The following members were present in the meeting.

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

Dr. M. Antony Raj

Dr. A. Michael J Leo

Dr. Y. Daniel

Dr. R. Sathesh Franklin

Dr. S. Arockiasamy

Mr. U. Subramaniam

The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 19<sup>th</sup> October 2015 was presented by Dr. A. Michael J Leo and the same was approved by the members present.


The following unimplemented resolutions were identified

- To establish a data base in the CGPC about the students of our college.
- Organising Lectures on How face an Interview? and conduction of Mock Interview.

The members of the CGPC resolved to do the following during the academic year 2016-2017

- To inaugurate the CGPC for the academic year 2016-2017 on 29<sup>th</sup> September 2016.
- To create a database of our old students with details of their employment and address.
- To organise an extension lecture on 'How to face an Interview?' in the IV semester.
- To conduct weekend tests for the second year students in order to prepare them for the campus interview.
- To conduct campus Interview from February 2017 to First week of April 2017.
- To organise 'Job Mela' to the Students of neighbouring Colleges of Education.
- To purchase visiting card pouch to CGPC office

The meeting came to an end at 12.30 p.m.

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



# Career Guidance and Placement Cell

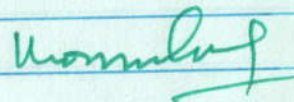
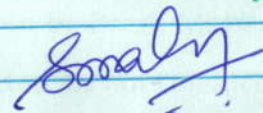
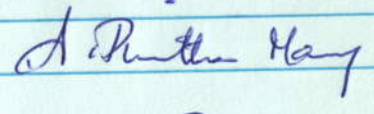

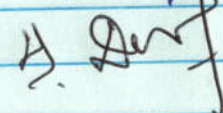
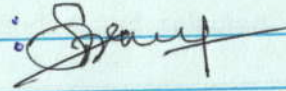
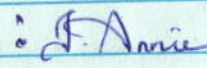
Meeting for the Academic Year 2016-17.

Venue: Principal's office | Date: 06.03.2017 | Time: 03.00 pm

The following members were present in the meeting.

Name

Signature

1. Rev. Dr. D. Thomas Alex, S.J. : 
2. Rev. Dr. S. Amaladoss Xavier, S.J. : 
3. Dr. A. Punita Mary : 
4. Dr. A. Michael J Leo : 
5. Dr. Y. Daniel : 
6. Dr. S. Arulkiasamy : 
7. Mrs. J. Annie : 



## MINUTES OF CAREER GUIDANCE AND PLACEMENT CELL MEETING FOR THE ACADEMIC YEAR 2016-2017

The Career Guidance and Placement Cell meeting for the academic year 2016-2017 was held on 06<sup>th</sup> March 2017 at 03.00 p.m. in the Principal's Office. The following members were present in the meeting.

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

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. Y. Daniel

Dr. S. Arockiasamy

Mrs. J. Annie

The meeting started with a silent prayer. The minutes of previous meeting of career guidance and placement cell held on 29<sup>th</sup> August 2016 was presented by Dr. A. Michael J Leo. It was approved by the members present. The members regretted for not conducting the programme How to face an Interview last year.

The members after a long discussion suggested the following.

- To prepare a data base of the students using MS Excel.
- To strengthen the Whatsapp group for job opportunities.
- To develop a link in the College website to upload the profile of the students for job opportunities.
- To collect and maintain the data of the students attended and selected in the campus interview.
- To seek the help of subject teachers for setting model TET question papers.
- To fix the dates for campus interview.
- To approach Radiant Academy to give an orientation on 'Job Analysis'.
- To organize a job mela in the next academic year.

The meeting came to an end at 03.45 p.m.



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]


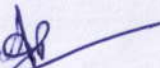


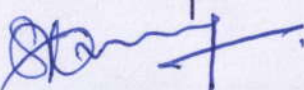
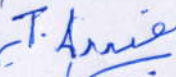
Palayamkottai – 627 002, Tamil Nadu.

### Career Guidance and Placement Cell Meeting

Date: 06.03.2017

This is to inform you that the Career Guidance and Placement Cell meeting will be held on 06<sup>th</sup> March 2017 at 03.00 p.m. in the Principal's Office. Kindly make it convenient to attend the meeting.

  
Principal

Name	Signature
1. Rev. Dr. S. Amaladoss Xavier, S.J.	: 
2. Dr. A. Punitha Mary	: 
3. Dr. A. Michael J Leo	: 
4. Dr. Y. Daniel	: 
5. Dr. S. Arockiasamy	: 
6. Mrs. J. Annie	: 





## 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, Tamil Nadu.

### MINUTES OF CAREER GUIDANCE AND PLACEMENT CELL MEETING FOR THE ACADEMIC YEAR 2017-2018

The career Guidance and Placement Cell meeting for the academic year 2017-2018 was held at 11.45 a.m. on 06<sup>th</sup> July 2017 in the Principal's Office. The meeting began with a silent prayer. The following members were present in the meeting.

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

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

Dr. A. Michael J Leo

Dr. A. Punitha Mary

Dr. Y. Daniel

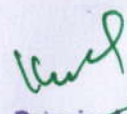
The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 06<sup>th</sup> March 2017 was presented by Dr. A. Michael J Leo and the same was approved by the members present.

The members of the CGPC resolved to do the following during the academic year 2017-2018

- To inaugurate the CGPC for the academic year 2017-2018 in the month of August 2017 by Mr. Anbuvaran, Headmaster of Dhanalakshmi Hr. Sec. School, Chennai.
- To create a database of our old students with details of working place and Home Address.
- To conduct weekend tests for the second year students in order to prepare them for the TET examinations and campus interview.
- To approach optional I teachers for objective type questions to be included in the week end TET examinations.
- To conduct campus Interview from February 2018 onwards.
- To enable a space with link in the College Website to upload the profile of the old students for their employment opportunities.

The meeting came to an end at 12.30 p.m.

\*\*\*\*\*

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



# Career Guidance and Placement Cell

## Meeting for the Academic Year 2017-18

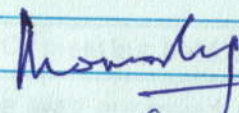
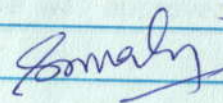
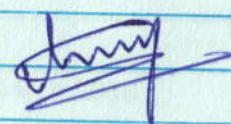
Venue: Principal's office Date: 01/03/18  
(1<sup>st</sup> March 2019)

Time: 02.45 pm.

The following members were present  
in the meeting.

Name

Signature

1. Rev. Dr. O. Thomas Alex, S.J. : 
2. Rev. Dr. J. Amaladoes Xavier, S.J.: 
3. Dr. A. Punitha Mary : A. Punitha Mary.
4. Dr. A. Michael J Leo : 
5. Dr. Y. Daniel :





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

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

**Palayamkottai, Tirunelveli – 627 002**

### **MINUTES OF CAREER GUIDANCE AND PLACEMENT CELL MEETING FOR THE ACADEMIC YEAR 2017-2018**

The career Guidance and Placement Cell meeting for the academic year 2017-2018 was held at 02.45 a.m. on 01<sup>th</sup> March 2018 in the Principal's Office. The meeting began with a silent prayer. The following members were present in the meeting.

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

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

Dr. A. Michael J Leo


Dr. A. Punitha Mary

The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 06<sup>th</sup> July 2017 was presented by Dr. A. Michael J Leo and the same was approved by the members present.

The members of the CGPC resolved to do the following during the academic year 2017-2018

- To create a database of the 2015-2017 batch students with details of working place and Home Address.
- To continue organising TET examinations in the month of March 2018.
- To enable a space with link in the College Website to upload the profile of the old students for their employment opportunities.
- To approach the Local schools in and around Tirunelveli for Campus Interview.

The meeting came to an end at 03.30 p.m.

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





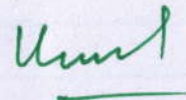
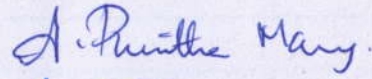

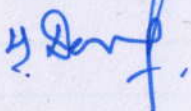
## St. Xavier's College of Education (Autonomous)

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

Palayamkottai – 627 002, Tamil Nadu.

### Career Guidance and Placement Cell Meeting

The Career Guidance and Placement Cell meeting was held on **19<sup>th</sup> June 2018** at **11.00 a.m.** in the Principal's Office. The following members were present in the meeting.

Name	Signature
1. Rev. Dr. D. Thomas Alexander, S.J., <i>Principal, SXCE.</i>	: 
2. Dr. A. Punitha Mary, <i>Asst. Prof. in Education, SXCE.</i>	: 
3. Dr. A. Michael J. Leo, <i>Asst. Prof. in Education, SXCE.</i>	: 
4. Dr. Y. Daniel, <i>Asst. Prof. in Biological Science, SXCE.</i>	: 



**MINUTES OF CAREER GUIDANCE AND PLACEMENT CELL MEETING  
FOR THE ACADEMIC YEAR 2018-2019**

The career Guidance and Placement Cell meeting for the academic year 2018-2019 was held at 11.10 a.m. on 19 June 2018 in the Principal's Office. The meeting began with a silent prayer. The following members were present in the meeting.

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. Y. Daniel

The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 01 March 2018 was presented by Dr. A. Michael J Leo and the same was approved by the members present.

The members of the CGPC resolved to do the following during the academic year 2018-2019

- To develop the details of the old students with details of Aadhar Number, working and Home Address.
- To invite the Local schools in and around Tirunelveli for Campus Interview
- To continue organising TET examinations in the month of March 2019
- To combine the visit of innovative schools and demo teaching by school experts
- To purchase the employment news paper in order to display the Job opportunities related to Teaching Profession on the Notice Board
- To organise an Extension Lecture on UPSC exams and related job opportunities
- The meeting came to an end at 12.45 p.m.

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 – 627 002, Tamil Nadu.

### Career Guidance and Placement Cell Meeting

The Career Guidance and Placement Cell meeting was held on **13<sup>th</sup> February 2019** at **03.30 p.m.** in the Principal's Office. The following members were present in the meeting.

Name	Signature
1. Rev. Dr. D. Thomas Alexander, S.J.	:
2. Dr. A. Punitha Mary	:
3. Dr. A. Michael J Leo	:
4. Dr. Y. Daniel	:
5. Mrs. J. Annie	:
6. Mrs. A. Kiruba	:



### MINUTES OF CAREER GUIDANCE AND PLACEMENT CELL MEETING FOR THE ACADEMIC YEAR 2018-2019

The career Guidance and Placement Cell meeting for the academic year 2018-2019 was held at 04.00 p.m. on 13 February 2019 in the Principal's Office. The meeting began with a prayer by Rev. Fr. Principal. The following members were present in the meeting.

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. Y. Daniel

Mrs. J. Annie

Mrs. A. Kiruba

The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 19 June 2019 was presented by Dr. A. Michael J Leo and the same was approved by the members present.

The action taken as per the resolution taken in the meeting are as follows

- The database on previous batch students were created including their Aadhar details
- Schools in and around Tirunelveli have been invited for Campus Interview
- The TET model exams schedule is included in the IV Semester Time Table of II year B.Ed. students


The members of the CGPC resolved to do the following in the near future for the benefit of the students

- To avail the videos on demo teaching by subject experts for the benefits of the students during campus interviews
- To organise extension lecture on UPSC examinations by District Employment Officer in the month of March
- To arrange awareness and orientation programme on CTET examinations

It was also observed that the Kalvi Thriuvizha would be held on 24<sup>th</sup> February 2019 by having different schools and candidates from outside.

It was shared the schools coming for campus interview expects Post Graduate teaches to be recruited which is less in number.

- The meeting came to an end at 04.45 p.m.

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



## Career Guidance and Placement Cell.

### Meeting (CGPC)

The CGPC meeting was held on 09<sup>th</sup> July 2019 at 10.15 a.m. in the Principal's office. The following members were present in the meeting:

1. Rev. Dr. O. Thomas Alexander S.J. :
2. Dr. A. Punitha Mary : A. Punitha Mary.
3. Dr. A. Michael J Leo : ~~Anthony~~
4. Dr. Y. Daniel :
5. Mrs. A. Kionba : A. Kionba.
6. Rev. Fr. A. Martin George S.J. : Martin George





## 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 the Career Guidance and Placement Cell Meeting 2019-2020

The career Guidance and Placement Cell meeting for the academic year 2019-2020 was held at 10.15 a.m. on 09<sup>th</sup> July 2019 in the Principal's Office. The meeting began with a prayer by Rev. Fr. Principal. The following members were present in the meeting.

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. Y. Daniel

Mrs. A. Kiruba

The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 13 February 2019 was presented by Dr. A. Michael J Leo and the same was approved by the members present.

The action taken as per the resolution taken in the meeting is as follows

- Videos on Demo Teaching were shared among the Whatsapp group of the B. Ed Students

It was also observed that the Awareness Programme on UPSC and CTET were not organised in the academic year 2018-2019.

The members of the CGPC resolved to do the following activities during the academic year 2019-2020 for the benefit of the students

- To organise an awareness programme on UPSC and CTET examinations in the month of September along with Inauguration of career Guidance and Placement Cell. The tentative dates were fixed as 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> September 2019.
- To prepare and distribute the Materials for TET examinations which is to help them for Model TET examinations conducted by our College.
- The Marks of TET Model Examinations are compulsory to every B.Ed. student which is to be included in Part IV activities.
- To invite as much as Local Schools for Campus Interviews during the Academic year 2019-2020

The Meeting came to an end at 11.30 a.m.

  
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 – 627 002, Tamil Nadu.

### Career Guidance and Placement Cell Meeting

The Career Guidance and Placement Cell meeting for the academic year 2019-2020 was held on **22<sup>nd</sup> November 2019** at **11.45 a.m.** in the Principal's Office. The following members were present in the meeting.

#### Name

#### Signature

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

:

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

:

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

:

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

:

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

:

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

:



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

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

Palayamkottai, Tirunelveli, Tamil Nadu – 627 002

### **Minutes of the Career Guidance and Placement Cell Meeting 2019-2020**

The second career Guidance and Placement Cell meeting for the academic year 2019-2020 was held at 11.45 a.m. on 22<sup>nd</sup> November 2019 in the Principal's Office. The meeting began with a prayer by Rev. Fr. Principal. The following members were present in the meeting.

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

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Dr. Y. Daniel

Rev.Fr. Marin George, S.J.

Mrs. A. Kiruba

The Minutes of Career Guidance and Placement Cell (CGPC) meeting held on 19<sup>th</sup> July 2019 was presented by Dr. A. Michael J Leo and the same was approved by the members present.

The action taken as per the resolution taken in the meeting is as follows

- The Career Guidance and Placement Cell was inaugurated by the Officials of District Employment and Career Guidance Centre of Tirunelveli in which CTET awareness lecture cum discussion of sample questions on CTET was carried out effectively.
- The material preparation for TET is in progress

The members of the CGPC resolved to do the following activities during second semester of the academic year 2019-2020 for the benefit of the students

- To prepare and distribute the Materials for TET examinations which is to help them for Model TET examinations conducted by our College.
- The Marks of TET Model Examinations are compulsory to every B.Ed. student which is to be included in Part IV activities.
- To invite as much as Local Schools for Campus Interviews during the Academic year 2019-2020

The Meeting came to an end at 12.30 p.m.

Principal

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