




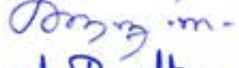
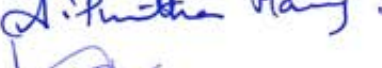


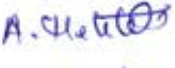


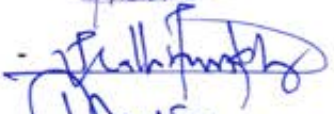






ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of June 2019 will be held on **17th June 2019** at 3.30 pm in the conference hall. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Mr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor & Vice Principal	- 
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor	- 
Rev. J. Martin George, Assistant Professor	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Dr. M. Balasaraswathi, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Mrs. A. Kiruba, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 17th JUNE 2019

The staff meeting was held on 17th June 2019 at 3.30 pm in the conference hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ Principal
Rev. Dr. G. Pushparaj SJ Secretary
Mr. A. John Lawrence, Associate Professor
Dr. M. Antony Raj, Assistant Professor
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor & Vice Principal
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Dr. R. Sathesh Franklin, Director of Physical Education
Dr. T. Raja, Librarian
Mr. A. Nicholas Jegan, Computer Instructor
Mr. U. Subramanian, Assistant Professor
Mrs. M. Balasarswathi, Assistant Professor
Mrs. A. Kiruba, Assistant Professor

The staff meeting was held on 17th June 2019 at 3.30 pm in the conference hall. The following members were present in the meeting.

The meeting began with a prayer by Mrs. M. Alexy, Assistant Professor. Fr. Principal welcomed the members present. Dr. T. Raja, the staff secretary presented the minutes of the previous meeting and it was approved by the members.

- Fr. Principal thanked Dr. A. Punitha Mary, Dean and Dr. A. Michael J. Leo, Assistant Professor and Coordinator of CDC for taking efforts for establishment and functioning of CDC.
- Fr. Principal insisted on articles writing by the faculty members in the forthcoming International Conference at Alagappa University to be held on 11th and 12th July 2019.
- Fr. Principal informed the staff members that, NAAC 4th cycle accreditation work starts from December 2019. As the formats are new in the NAAC website, he reported for their complete implement and cooperation.
- Fr. Principal instructed the staff members, to create e-content and upload them in the blog and YouTube. It is very essential at the time of NAAC visit.
- Staff members suggested allotting the 1st hour everyday for spoken English training to 2nd year B.Ed students.

Fr. Principal highlighted the forthcoming events to be conducted in the campus.

- FDP on Writing Projects and Article writing in Peer Reviewed Journals for the faculty members of SXCE and other colleges to be held on 18th June 2019.
- Inauguration of the Academic Programme for the 2019-2020 to be held on 24th June 2019 at 9.30 am and followed by Holy Mass at 11.45 am.
- Inauguration of the Pope Francis Open Auditorium and followed by Holy Mass at 11.45 am on 5th July 2019.
- Valedictory of Intensive English Training to the 1st Year B.Ed Students to be held on 13th July 2019.
- Inauguration of Students Council to be held on 25th July 2019 at 9.30 am
- Homage to St. Ignatius of Loyola in the College Assembly to be held on 29th July 2019, 9.15 am

Fr. Secretary invited all the staff members to participate in the discussion on Draft NEP 2019 at St. Joseph's College, Trichy on 30th June 2019.

The meeting came to an end at 05.10 pm


Staff Secretary

Rev. Fr. Secretary

Rev. Fr. Principal

Minutes Passed

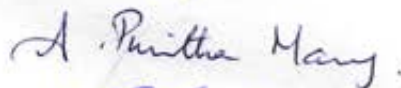
Mr. A. John Lawrence

—

Dr. M. Antony Raj



Dr. A. Punitha Mary



Dr. A. Michael J Leo



Dr. Y. Daniel



Rev. J. Martin George SJ



Dr. S. Sherlin



Dr. R. Sathesh Franklin

—

Mr. S. Stalin

—

Rev. Dr. F.X. Dominic Royce SJ

—

Mr. A. Nicholas Jegan

C. Jegan

Mr. U. Subramanian

U. Subramanian

Mrs. M. Balasarswathi

Mrs. M. Rosary Kiruba Alexy

M. Alexy

Mrs. J. Annie

Mrs. A. Kiruba

A. Kiruba




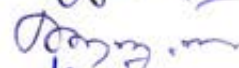



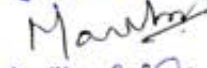




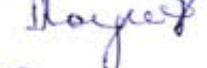
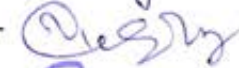

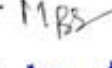


ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of July 2019 will be held on **30th July 2019** at 4.00 pm in the conference hall. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Mr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor & Vice Principal	- 
Rev. J. Martin George, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Dr. M. Balasaraswathi, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Mrs. A. Kiruba, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 30th JULY 2019

The staff meeting was held on 30th July 2019 at 4.00 pm in the conference hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal
Dr. M. Antony Raj, Assistant Professor
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor & Vice Principal
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Dr. T. Raja, Librarian
Rev. Dr. F.X. Dominic Royce SJ, Assistant Professor
Mr. A. Nicholas Jegan, Computer Instructor
Mr. U. Subramanian, Assistant Professor
Mrs. M. Balasarswathi, Assistant Professor
Mrs. M. Rosary Kiruba Alexy, Assistant Professor
Mrs. A. Kiruba, Assistant Professor

The meeting began with a prayer by Mrs. A. Kiruba, Assistant Professor of SXCE. Fr. Principal welcomed the members present. Dr. T. Raja, the former staff secretary presented the minutes of the previous meeting and it was approved by the members. He also presented the income and expenditure accounts of staff association for the academic year 2018-2019. The members of staff association selected Dr. S. Sherlin as the new staff secretary for the academic year 2019-2020. Thus, Dr. T. Raja hands over the charges to Dr. S. Sherlin by submitting the report register, account details and other related registers and documents. Fr. Principal appreciated and thanked Dr. T. Raja, for his service as the secretary and greeted and wished Dr. S. Sherlin for his new assignment and future endeavours.

Fr. Principal highlighted the forthcoming events to be conducted for the month of August, 2019.

- The add-on course Yoga for the first year B. Ed. Students to be started on 6th August 2019 and it continues in all Tuesday and Thursday of first semester.
- 1st PTP on 29th August 2019.

- Swatch Bharath Campus cleaning for the first year B. Ed. Students on 30th August 2019. On the same day staff members have to visit the second year B. Ed. Students in their Intensive Practice Teaching schools. At 3.30 pm on the same day "Teacher of the Week" programme is to be organized for the first year B. Ed. Students.

Dr. S. Sherlin shared the experiences on e-content development workshop attended from 15th to 19th July 2019 at MS University, Tirunelveli.

Fr. Principal encouraged all staff members to participate and present papers in the forthcoming national seminar at Christ University on 22nd to 24th August 2019.

Fr. Principal directed the staff members to go through the tutor ward books and ensure the completeness of needed information.

Fr. Principal joyfully shared that our RRE journal was approved by UGC – CARE List.

Fr. Principal emphasized the celebration of Teachers day on 5th September 2019 in our campus in collaboration with St. Ignatius College of Education and the planning has to be done in the upcoming days.

Fr. Principal reminded all staff members about the follow up of the faculty development programme by Dr. Ramganesha on article writing and project writing and asked everyone to publish an article for this semester as the voice of Fr. Secretary.

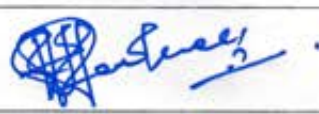



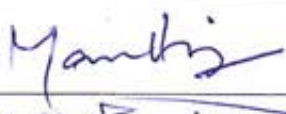

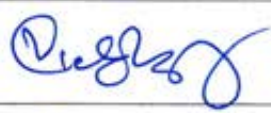


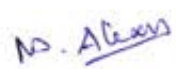
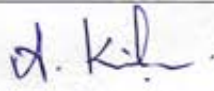
The meeting came to an end at 05.05 pm.


Staff Secretary

Rev. Fr. Secretary


Rev. Fr. Principal

Minutes Passed

S. No.	Name	Signature
1.	Mr. A. John Lawrence	
2.	Dr. M. Antony Raj	—
3.	Dr. A. Punitha Mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Rev. J. Martin George SJ	
7.	Dr. R. Sathesh Franklin	
8.	Rev. Dr. F.X. Dominic Royce SJ	—
9.	Mr. A. Nicholas Jegan	
10.	Mr. U. Subramanian	
11.	Mrs. M. Balasarswathi	
12.	Mrs. M. Rosary Kiruba Alexy	
13.	Mrs. A. Kiruba	

14. Mrs. A. Metilda Jasmine
Shanthi

A. 4/2/20




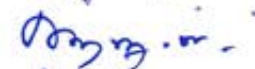



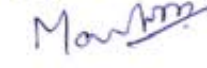




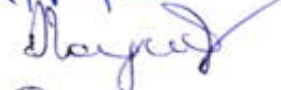
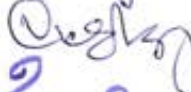




ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of August 2019 will be held on **29th August 2019** at 4.00 pm in the conference hall. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Mr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor & Vice Principal	- 
Rev. J. Martin George, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Dr. M. Balasaraswathi, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Mrs. A. Kiruba, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 29th AUGUST 2019

The staff meeting was held on 29th August 2019 at 4.00 pm in the conference hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor & VicePrincipal
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Mr. A. Nicholas Jegan, Computer Instructor
Mr. U. Subramanian, Assistant Professor
Dr. M. Balasaraswathi, Assistant Professor
Mrs. M. Rosary KirubaAlexy, Assistant Professor
Mrs. A. Kiruba, Assistant Professor

The meeting began with a prayer by Mrs. M. Rosary Kiruba Alexy, Assistant Professor. Fr. Principal welcomed the members present. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members.

Fr. Principal highlighted the forthcoming events to be conducted for the month of September, 2019.

- The first tutor ward for the first year B. Ed. Students on 5th September 2019.
- Teachers' Day Celebration on 6th September 2019 at 2.00 pm in collaboration with St. Ignatius College of Education, Palayamkottai. Rev. Bro. R. Joe Antony, SHJ, the Head Master of St. Mary's HSS, V. K. Puram will be the chief guest.
- A one day staff orientation for both teaching and non-teaching staff on 7th ~~August~~ ^{Sep.} 2019 at Stella Mary's Convent, Kanyakumari. Fr. Principal instructed all the staff members to participate in the orientation without fail.
- English cultural show on 14th ~~August~~ ^{Sep.} 2019 at 3.30 pm.
- The governing body meeting on 18th ~~August~~ ^{Sep.} 2019.
- Inauguration of the career guidance cell on 24th ~~August~~ ^{Sep.} 2019 at 3.30 pm.
- First video conferencing on 30th ~~August~~ ^{Sep.} 2019 at 11.30 am. Fr. Principal informed that here after every month we are going to have one video conferencing and so Dr. S. Sherlin was chosen as the coordinator for video conferencing. The staff

members are requested to suggest the names of resource persons for the same programme.

- The demonstration of fire and rescue on 30th ~~August~~^{30th Sep.} 2019 at 3.30 pm.

Fr. Principal asked feedback regarding the Preliminary Teaching Practice - I which was held on 27th August 2019 at our model school. All staff members shared their feedback in a constructive manner.

It was suggested to prepare a display board for showing the day order in the entrance of our college near the Thirukural display board.

Fr. Principal reminded all staff members to publish one article for this semester and encouraged to write funding projects.

Fr. Principal presented Academic and Administration Audit report in a brief manner and requested the faculty to help improve the situation.

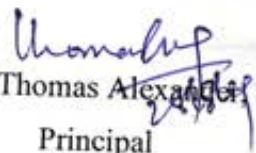
The meeting came to an end at 05.10 pm.



Dr. S. Sherlin
Staff Secretary


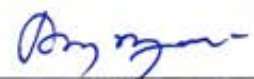



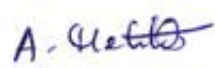


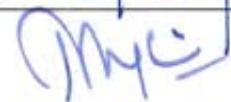
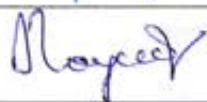



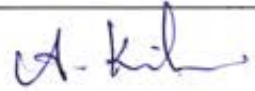


Rev. Dr. G. Pushparaj, SJ.
Secretary



Rev. Dr. D. Thomas Alexander, SJ.
Principal

Minutes Passed

S. No.	Name	Signature
1.	Mr. A. John Lawrence	
2.	Dr. M. Antony Raj	
3.	Dr. A. Punitha Mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Mrs. A. Metilda Jasmine Shanthi	
7.	Rev. J. Martin George SJ	
8.	Dr. R. Sathesh Franklin	
9.	Dr. T. Raja	
10.	Rev. Dr. F.X. Dominic Royce SJ	
11.	Mr. A. Nicholas Jegan	
12.	Mr. U. Subramanian	—
13.	Dr. M. Balasarswathi	
14.	Mrs. M. Rosary Kiruba Alexy	
15.	Mrs. A. Kiruba	









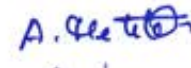
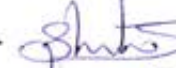
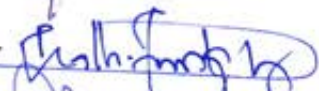







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PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of September 2019 will be held on **28th September 2019** at 11.45 am in the conference hall. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Mr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor & Vice Principal	- 
Rev. J. Martin George, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Dr. M. Balasaraswathi, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Mrs. A. Kiruba, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 28th SEPTEMBER 2019

The staff meeting was held on 28th September 2019 at 11.45 am in the conference hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal
 Rev. Dr. G. Pushparaj, SJ, Secretary
 Mr. A. John Lawrence, Associate Professor
 Dr. M. Antony Raj, Assistant Professor
 Dr. A. Punitha Mary, Assistant Professor
 Dr. A. Michael J Leo, Assistant Professor
 Dr. Y. Daniel, Assistant Professor & VicePrincipal
 Mrs. A. Metilda Jasmine Shanthi, Assistant Professor
 Rev. J. Martin George SJ, Assistant Professor
 Dr. S. Sherlin, Assistant Professor
 Dr. R. Sathesh Franklin, Physical Director
 Dr. T. Raja, Librarian
 Rev. Dr. F. X. Dominic Royce, SJ, Assistant Professor
 Mr. A. Nicholas Jegan, Computer Instructor
 Dr. M. Balasaraswathi, Assistant Professor
 Mrs. M. Rosary Kiruba Alexy, Assistant Professor
 Mrs. A. Kiruba, Assistant Professor

The meeting began with a prayer by Mrs. A. Kiruba, Assistant Professor. Fr. Principal welcomed the members present. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members. It was decided to conduct the prayer by all faculty members in the seniority order from the next meeting onwards.

Fr. Principal highlighted the forthcoming events to be conducted for the month of October, 2019.

➤ Gandhi Jayanthi Celebration on 4th October 2019 at 2.45 pm. Dr. Y. Daniel shared that being the 150th birthday of Gandhi, students were divided into six groups based on optional subjects and the programme will be video covered and uploaded in the specific website. It was suggested to invite any freedom fighter as the chief guest.

➤ Career Guidance Cell orientation and inauguration on 10th October 2019 at 11.15 am. Being the staff in charge Dr. A. Michael J Leo shared that Mr. Krishnamoorthy DEO, Mr. Hari Baskar, Assistant Director, District Employment Office, Mr. Soundararajan, Senior Manager, IOB, Tirunelveli will be the guestspeakers.

➤ The first teacher of the month for this academic year will be on 12th October 2019.

- 11th, 17th and 23rd October 2019 are allotted for Preliminary Teaching Practices.
- 18th and 31st October 2019 are allotted for internship schools visit.
- Video conferencing on 29th October 2019 at 11.30 am.
- TheEco club inauguration on 30th October 2019 at 3.30 pm.

Dr. T. Raja presented the details of NET coaching programme for the education and library science professionals and scholars, which is going to be organized from 1st to 3rd November, 2019. First day is for paper I, which is common to all subjects. Second and third day is for paper II of education and library science separately.

Dr. S. Sherlin, shared the highlights of science exhibition which is proposed to be organized on 8th November, 2019 for the students of high and higher secondary schools and Colleges of Educations separately. The cash prizes will be Rs. 3000, 2500 and 2000 for the winners and there will be no registration fee. The refreshments and lunch will be provided.

Fr. Principal shared the information about Performance Appraisal Report (PAR) by the NCTE. For NAAC purpose every staff members are advised to prepare reports of their department or activities for the past 5 years. Similarly, the programme invitations, reports and photographs have to be submitted in the Dean's office immediately after the programmes.

Fr. Principal asked the optional staff members to take more care in checking the originality of lesson plans of students as there are issues of copying and downloading etc.

Fr. Principal encouraged all staff members to write for funded projects, to publish articles and to present papers in the seminars and conferences.

Fr. Principal appreciated and thanked all the faculty members for their participation and co-operation in the staff orientation at Kanyakumari and for the last month events, especially for the English Cultural Show.

Fr. Secretary asked our faculty members to give lectures through Video Conferencing and Mr. A. John Lawrence, Dr. M. Antony Raj, Dr. Y. Daniel, Dr. T. Raja and Rev. Dr. F. X. Dominic Royce, expressed their willingness. Also he encouraged all other staff members to make an attempt.

Fr. Secretary thanked all the faculty members for their support and cooperation in the Celebration of Teachers' Day by the Alumni Association.

Fr. Secretary asked the faculty members to submit the details of facilities needed and requirements for the welfare of students and staff with budget in order to meet the NAAC visit.

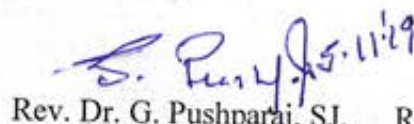
Fr. Secretary discussed about staff tour and it was suggested to have it for a minimum of two days. But before that a one day staff picnic will be arranged to visit Mancholai in the month of November, 2019 after the science exhibition. The exact date will be intimated later.

Fr. Controller of Examinations thanked all the staff members for the timely submission of question papers for the first internal test.


The meeting came to an end at 12.50 pm.



Dr. S. Sherlin
Staff Secretary




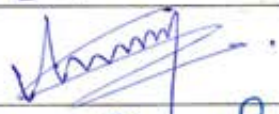




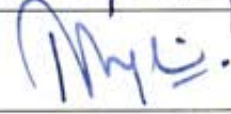



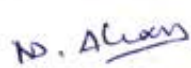




Rev. Dr. G. Pushparaj, SJ.
Secretary



Rev. Dr. D. Thomas Alexander, SJ.
Principal

Minutes Passed

S. No.	Name	Signature
1.	Mr. A. John Lawrence	
2.	Dr. M. Antony Raj	
3.	Dr. A. Punitha Mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Mrs. A. Metilda Jasmine Shanthi	
7.	Rev. J. Martin George, SJ.	
8.	Dr. R. Sathesh Franklin	
9.	Dr. T. Raja	
10.	Rev. Dr. F.X. Dominic Royce, SJ.	-
11.	Mr. A. Nicholas Jegan	
12.	Mr. U. Subramanian	
13.	Dr. M. Balasarswathi	
14.	Mrs. M. Rosary Kiruba Alexy	
15.	Mrs. A. Kiruba	
16.	Mr. S. Stalin	










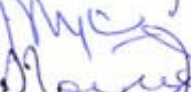


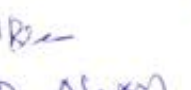





ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of November 2019 will be held on **05th November 2019** at 4.15 pm in the conference hall. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Mr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor & Vice Principal	- 
Rev. J. Martin George, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Dr. M. Balasaraswathi, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Mrs. A. Kiruba, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 5th NOVEMBER 2019

The staff meeting was held on 5th November 2019 at 4.15 pm in the conference hall.

The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal
Rev. Dr. G. Pushparaj, SJ, Secretary
Mr. A. John Lawrence, Associate Professor
Dr. M. Antony Raj, Assistant Professor
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor & VicePrincipal
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Dr. R. Sathesh Franklin, Physical Director
Dr. T. Raja, Librarian
Mr. A. Nicholas Jegan, Computer Instructor
Dr. M. Balasaraswathi, Assistant Professor
Mrs. M. Rosary Kiruba Alexy, Assistant Professor
Mrs. A. Kiruba, Assistant Professor

The meeting began with a prayer by Mr. A. John Lawrence, Associate Professor in English. Fr. Principal welcomed the members present. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members. Fr. Principal appreciated and thank all staff members for their cooperation in the last month programmes and specially congratulate Mr. A. John Lawrence, Associate Professor in English for the minor project of Rs. 1,50,000/- from Pondicherry University under the PMMMNMTT scheme. Mr. A. John Lawrence explained the nature and procedures about the project entitled, 'Integrating Subject Content Learning and Language Learning to Develop Communicative Skill among the Standard IX Students through CLIL (Content and Language Integrated Learning) Approach'. Dr. T. Raja presented the details of NET coaching programme for the education and library science professionals and scholars organized from 1st to 3rd November, 2019. Then Fr. Principal highlighted the forthcoming events to be conducted for the month of November and December, 2019.

- National Education Day on 11th November 2019 at 11.45am. Mrs. A. Kiruba shared that Rev. Dr. John Kennedy would be the chief guest for the programme.
- On the same day at 2.00 pm Quiz Competition for 8th and 9th standard aided school students. Dr. M. Balasaraswathi, shared that Mr. Soosai Michael will be the quiz master in collaboration with the Alumni association of our college and RSK, Trichy. A rolling trophy will be presented to the winning team by our Fr. Rector as the chief guest.
- Inter-School and Collegiate Science Exhibition on 19th November 2019. Dr. S. Sherlin, shared the highlights of planning for the science exhibition. Around 15 schools and 8 colleges enrolled till date and expecting 10 more schools and 5 colleges of education. It was suggested and decided to display models from psychology, physical education and arts and crafts.
- CIA – II will be from 21st to 23rd November 2019.
- Seminar on Social Media for Inter-Collegiate students on 25th November 2019. Rev. Fr. Martin shared that Rev. Dr. Ignasy Arokia, Rev. Dr. V. Henry Jerome will be the resource persons and handle the sessions on Ethical Usage of Social Media and Cyber Crime. The organizing team is searching for the third resource person. The registration fee is Rs. 150.
- Video Conferencing on 26th November 2019 @ 11.30 am and IQAC Meeting @ 2.00 pm.
- Release of Internal Marks on 29th November 2019.
- Distribution of Semester Hall Tickets on 2nd December 2019.
- Odd Semester Examinations from 04th to 09th December 2019.
- Even Semester Begins on 10th December 2019 with a Faculty Development Programme. Dr. M. Antony Raj, shared that Dr. Thiyagu will be the resource person and topic is 'Advanced SPSS and AMOS'. Every faculty member will be advised to bring the laptop and install the SPSS and AMOS software. Our research scholars will also be allowed to participate.
- Evaluation with Internship Schools on 11th December 2019
- Mental Health Seminar on 13th December 2019. Dr. Leo shared that the exact title, brochure, resource persons and all are in the planning stage and within a week it will be finalized.
- Internal assessment of Teaching Aids for the second year students' on 14th December 2019. The same day English Cultural Saturday for the first year students @ 2.30 pm.
- Assessment of Teaching Competency – Internal (2nd Year B. Ed.) on 16th and 17th December 2019.

➤ Christmas Celebrations on 18th December 2019 @ 2 pm. The venue has been not yet finalized and will be decided and intimated soon.

➤ Teacher of the Month on 19th December 2019 @ 3.30 pm.

➤ Assessment of Teaching Competency – External (2nd Year B. Ed.) on 20th and 21st December 2019.

➤ Board of Studies on 23rd December 2019 @ 10.00 am

➤ Christmas Vacations will be from 24th December 2019 to 1st January 2020.

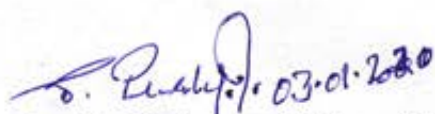
➤ Rev. Fr. Martin shared the details of the educational tour for the first year students to Jaipur and it may be in the second week of February 2020. It was decided to allow the students for the tour only after paying the tour fee.

Fr. Principal advised the staff members to finish the syllabus on time and take some special care for those who failed in the internal tests.

Fr. Principal encouraged all staff members to have some personal chat with their mentees and find out the deserving candidates for the Jesuits Educational Support.

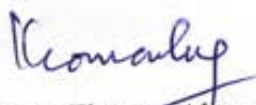
Fr. Principal expressed his displeasure on the theft (money and mobile) among the students and insisted to inculcate value oriented education.

The meeting came to an end at 5.20pm.



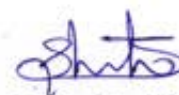
Rev. Dr. G. Pushparaj, SJ.

Secretary



Rev. Dr. D. Thomas Alexander, SJ.

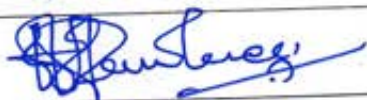
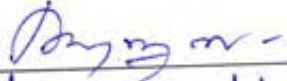
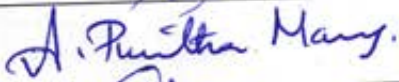


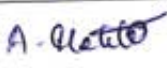

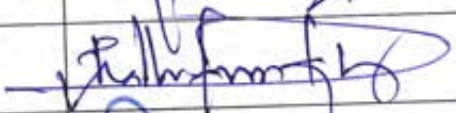
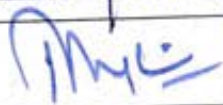
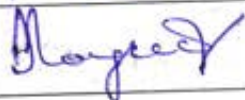
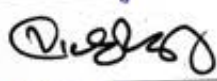
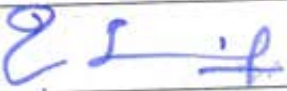



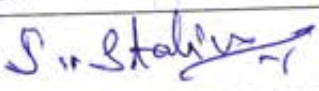
Principal



Dr. S. Sherlin

Staff Secretary

Minutes Passed

S. No.	Name	Signature
1.	Mr. A. John Lawrence	
2.	Dr. M. Antony Raj	
3.	Dr. A. Punitha Mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Mrs. A. Metilda Jasmine Shanthi	
7.	Rev. J. Martin George, SJ.	
8.	Dr. R. Sathesh Franklin	
9.	Dr. T. Raja	
10.	Rev. Dr. F.X. Dominic Royce, SJ.	
11.	Mr. A. Nicholas Jegan	
12.	Mr. U. Subramanian	
13.	Dr. M. Balasarswathi	
14.	Mrs. M. Rosary KirubaAlexy	
15.	Mrs. A. Kiruba	
16.	Mr. S. Stalin	











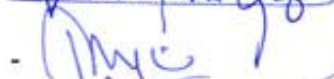
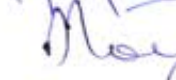



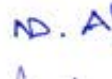


ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of January 2020 will be held on **03rd January 2020** at 3.30 pm in the conference hall. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Dr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor & Vice Principal	- 
Rev. J. Martin George, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Dr. M. Balasaraswathi, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Mrs. A. Kiruba, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 3rd JANUARY 2020

The staff meeting was held on 3rd January at 3.30 pm in the conference hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal
Rev. Dr. G. Pushparaj, SJ, Secretary
Mr. A. John Lawrence, Associate Professor
Dr. M. Antony Raj, Assistant Professor
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor & VicePrincipal
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Dr. R. Sathesh Franklin, Physical Director
Dr. T. Raja, Librarian
Rev. Dr. F.X. Dominic Royce, SJ, Assistant Professor
Mr. A. Nicholas Jegan, Computer Instructor
Mr. U. Subramanian, Assistant Professor
Dr. M. Balasaraswathi, Assistant Professor
Mrs. M. Rosary Kiruba Alexy, Assistant Professor
Mrs. A. Kiruba, Assistant Professor
Mr. S. Stalin, Art and Craft Instructor

The meeting began with a prayer by Dr. M. Antony Raj, Assistant Professor in History. Fr. Principal welcomed the members present. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members. Fr. Principal appreciated and thank all staff members for their cooperation in the last month programmes and activities. The important agenda of this meeting was NAAC preparation and the dean of studies announced the staff in-charges of each criterion. Criterion I – Curricular Aspects: Dr. A. Punitha Mary (Convener), Mrs. M. Rosary Kiruba Alexy and Mrs. A. Arul Grace (Members); Criterion II – Teaching-Learning and Evaluation: Dr. A. John Lawrence (Convener), Dr. S. Sherlin, Rev. Dr. F. X. Dominic Royce, SJ., Mr. P. Bernet Sagaya Joe and Mr. R. Nagaraj (Members); Criterion III – Research and Outreach Activities: Dr. M. Antony Raj (Convener), Dr. R. Sathesh Franklin and Mr. N. Rajkumar (Members); Criterion IV –

Infrastructure and Learning Resources: Dr. T. Raja (Convener), Dr. M. Balasaraswathi, Mr. T. Thangaraj and Mrs. R. Poorna Thayammal (Members); Criterion V - Student Support and Progression: Dr. A. Michael J. Leo (Convener), Mr. U. Subramanian and Mr. S. Joseph (Members); Criterion VI – Governance, Leadership and Management: Mrs. A. Metilda Jasmine Shanthi (Convener), Rev. J. Martin George SJ., Mrs. A. Kiruba and Mr. X. Alphonse (Members); Criterion VII – Institutional Values and Best Practices: Dr. Y. Daniel (Convener), Mr. A. Nicholas Jegan and Mr. D. Antony Sebastian (Members).

Then Fr. Principal highlighted the forthcoming events to be conducted for the month of January, 2020.

- New Year Mass on 4th January 2020 @ 11.45 am
- GBM of Alumni Association on 5th January 2020. Dr. A. Michael J. Leo, the secretary of Alumni Association shared that Mr. Dindugal I. Leoni will be the chief guest for the GBM and he invited all faculty members to attend the programme.
- Pre-board of Studies Meeting on 6th January 2020 @ 3.30 pm
- National Seminar on Institutional Practices Fostering Mental Health on 10th and 11th January 2020. Dr. A. Michael J. Leo, the organizing secretary shared the information regarding the resource persons and the title for their sessions.
- Pongal Celebration on 14th January 2020 from 9.30 am to 1.00 pm. Dr. Y. Daniel, the Vice-Principal informed that the Pongal will be prepared through the various departments. The chief guest for the meeting was not yet finalized and the staff members were requested to suggest any apt person as the guest.
- Board of Studies on 24th January 2020 @ 2.00pm

Later the evaluation of practical examinations has done. Here Fr. Principal shared the major feedback of the external examiners that the concept of diagnostic test was not clearly understood by the students, and it was suggested to have a detailed discussion later.

The important feedback given by the HM/senior teachers at the evaluation meeting with the internship schools were: ALM was not followed, achievement question paper was prepared without the consultation of the guide teacher and the problems connected with the mobile phones.

Fr. Principal advised the staff members to prepare the course plan for the current semester and upload the learning materials in their websites/Blogs.

The controller of examinations suggested to think about the possibilities of new assessment techniques like group activities, on-line evaluation, oral tests or open book examinations.

Fr. Secretary expressed the New Year wishes to the faculty members and invite them to clarify any doubts in the students' feedback.

Fr. Secretary shared that for the JAAI Conference he has contributed Rs. 10,000/- and 8 of our members will be going to attend the conference at St. Joseph's College, Thiruchy from January 17 to 19, 2020.

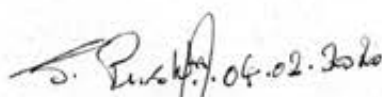
Fr. Secretary informed that Rs. 21 lakhs was allotted from the management for NAAC purpose and of these Rs. 13 lakhs for lift facility and Rs. 8 lakhs for labs and other requirements. He also invited the proposals from the staff members about any need or discrepancies in their classrooms or labs or their offices.

It was decided to go for a staff picnic to Nirmala Estate on 25th January 2020.

Fr. Martin asked the staff members to identify and give the names of the deserving students for the Jesuits Educational Support.

Dr. Sathesh, Physical Director informed that TNTEU would organize the district level cultural and sports meet on 23rd and 24th January, 2020. These dates are tentative and Dr. Sathesh is the organizer for Tirunelveli district and our college will be the venue.

The meeting came to an end at 5.30pm.



Rev. Dr. G. Pushparaj, SJ.

Secretary



Rev. Dr. D. Thomas Alexander, SJ.

Principal



Dr. S. Sherlin

Staff Secretary

Minutes Passed

S. No.	Name	Signature
1.	Mr. A. John Lawrence	-
2.	Dr. M. Antony Raj	Antony Raj
3.	Dr. A. Punitha Mary	A. Punitha Mary
4.	Dr. A. Michael J Leo	Michael J Leo
5.	Dr. Y. Daniel	Y. Daniel
6.	Mrs. A. Metilda Jasmine Shanthi	-
7.	Rev. J. Martin George, SJ.	Martin George
8.	Dr. R. Sathesh Franklin	-
9.	Dr. T. Raja	T. Raja
10.	Rev. Dr. F.X. Dominic Royce, SJ.	Dominic Royce 4.2.20
11.	Mr. A. Nicholas Jegan	Nicholas Jegan
12.	Mr. U. Subramanian	U. Subramanian
13.	Dr. M. Balasarswathi	-
14.	Mrs. M. Rosary Kiruba Alexy	M. Rosary Kiruba Alexy
15.	Mrs. A. Kiruba	A. Kiruba
16.	Mr. S. Stalin	S. Stalin









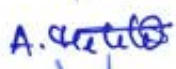






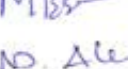
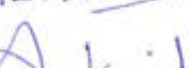

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of February 2020 will be held on **04th February 2020** at 3.30 pm in the conference hall. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Dr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor & Vice Principal	- 
Rev. J. Martin George, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Dr. M. Balasaraswathi, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Mrs. A. Kiruba, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 4th FEBRUARY 2020

The staff meeting was held on 4th February at 3.30 pm in the conference hall. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal
Rev. Dr. G. Pushparaj, SJ, Secretary
Dr. M. Antony Raj, Assistant Professor
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor & Vice Principal
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Dr. T. Raja, Librarian
Mr. A. Nicholas Jegan, Computer Instructor
Mrs. M. Rosary Kiruba Alexy, Assistant Professor
Mrs. A. Kiruba, Assistant Professor

The meeting began with a prayer by Dr. A. Punitha Mary, Assistant Professor in Education. Fr. Principal welcomed the members present. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members. Fr. Principal appreciated and thank all staff members for their cooperation in the last month programmes and activities.

Then Fr. Principal highlighted the forthcoming events to be conducted for the month of February, 2020.

- 3rd Monday to 8th Saturday Criteria wise SSR Preparatory Meeting
- 7th Friday Visit to the school for the Blind for the first year students
- 10th and 11th TNTEU District Level Cultural and Sports Meet. Dr. Sathesh Franklin our Physical Director will be the coordinator and around 60 participants will be attending the meet from the colleges of education in Tirunelveli district. Fr. Secretary will inaugurate the meet and Fr. Rector will give the valedictory address and distribute the prizes. All the first and second year students will be there for the inauguration.
- 11th Tuesday GBM @ 11.30 am
- 12th Wednesday Teacher of the Month @ 3.30 pm.
- 13th Thursday Eeranilam – Paninting Exhibition @ 10.00 am
- 14th Friday Video Conferencing @ 11.30 am

➤ 18th Joy Bhavan Annual Day. Dr. Y. Daniel shared that it would be from 5.00 pm to 7.00 pm. Fr. Rector will preside over the meeting. Our students will perform a few programmes on that day.

➤ 24th Mon to 27th Thu CIA – I for B. Ed. and M. Ed. It was suggested to have two units for the first internal. The possibility of common questions for both section was discussed and dropped.

➤ 27th Thu St. Thomas Hostel, Kurichi Annual Day. Dr. Y. Daniel shared that it will be also from 5.00 pm to 7.00 pm. Fr. Rector will preside the meeting. Our students will perform the same programmes as in Joy Bhavan.

Fr. Principal advised the staff members to submit the course plan and blog or website link.


Fr. Principal encouraged all staff members to do more online courses and also to insist the students to do the same.

Fr. Principal welcomed the staff members to inform the novel ideas to be included in the NAAC report.

Fr. Secretary informed that around 50% of the infrastructure works were over and requested the staff members to propose the further needs in their respective departments.

Fr. Secretary informed that hostel rooms are going to be modified for the resource centers for all subjects, music, art and craft etc.

The meeting came to an end at 5.20 pm.



Rev. Dr. G. Pushparaj, SJ.

Secretary



Rev. Dr. D. Thomas Alexander, SJ.


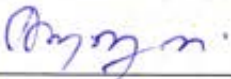
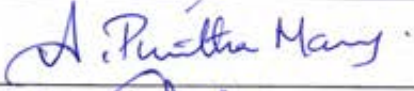

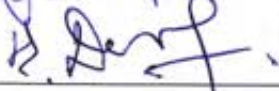


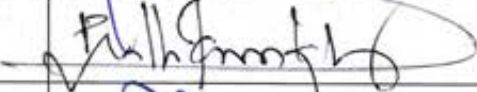



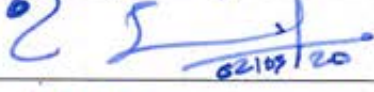




Principal



Dr. S. Sherlin

Staff Secretary

Minutes Passed

S. No.	Name	Signature
1.	Mr. A. John Lawrence	
2.	Dr. M. Antony Raj	
3.	Dr. A. Punitha Mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Mrs. A. Metilda Jasmine Shanthi	
7.	Rev. J. Martin George, SJ.	
8.	Dr. R. Sathesh Franklin	
9.	Dr. T. Raja	
10.	Rev. Dr. F.X. Dominic Royce, SJ.	
11.	Mr. A. Nicholas Jegan	
12.	Mr. U. Subramanian	 02/03/20
13.	Dr. M. Balasarswathi	
14.	Mrs. M. Rosary KirubaAlexy	
15.	Mrs. A. Kiruba	
16.	Mr. S. Stalin	




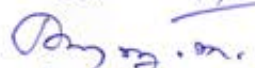
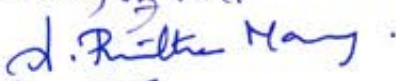


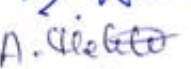
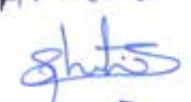


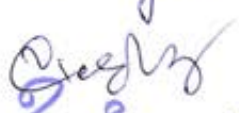
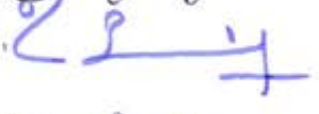


ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of August 2020 will be held on **04th August 2020** at 11.00 am through online mode using ZOOM platform. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Dr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Asst Prof. & Vice Principal	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 4th AUGUST 2020

The staff meeting was held on 4th August 2020 at 11. 00 am through online mode using Zoom Platform. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal
Rev. Dr. G. Pushparaj, SJ, Secretary
Mr. A. John Lawrence, Associate Professor
Dr. M. Antony Raj, Assistant Professor
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor & Vice Principal
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Dr. R. Sathesh Franklin, Physical Director
Dr. T. Raja, Librarian
Mr. A. Nicholas Jegan, Computer Instructor
Rev. Dr. F. X. Dominic Royce, SJ, Assistant Professor in Education
Mr. U. Subramanian, Assistant Professor in Tamil
Mrs. M. Rosary Kiruba Alexy, Assistant Professor

The meeting began with a prayer by Rev. J. Martin George SJ, Assistant Professor in Education. Fr. Principal welcomed the members present, appreciated and thanked all the faculty members for their active involvement in organizing various webinars in the last month and also specially congratulate the faculty members those who acted as resource persons. Dr. M. Antony Raj and Dr. A. Michael J Leo shared their experiences regarding the refresher course that they have attended. Then Fr. Principal projected the university and RJD circular regarding the online classes, which was supposed to be started from 3rd August 2020. Bases on the discussion, the following decisions were taken for online classes and examination.

➤ Due to Covid-19 pandemic, it is not possible to conduct the school internship in the third semester for B. Ed. students and so Fourth semester is converted as Third semester, and online classes will be continued for the same.

➤ For M. Ed. third semester will be continued as same. The dissertation work possibilities will be decided in the due course.

- The classes will commence from 6th August 2020.
- Based on the time table prepared by the principal, each staff members have to create user ID, password or link in Google Meet and shared with the students for their respective classes. The staff members can create a WhatsApp group to distribute the information.
- The Self Instructional Materials have to be distributed through WhatsApp Groups or through the respective website/blogs of the faculty members.
- The screenshot must be taken for each session as the proof for attendance.
- The internal marks will be finalized by doubling the first CIA marks and then adding the assignments and practicum marks. The last date for the submission of internal marks is on or before 10th August 2020.
- The tentative date of examination for the second years will be 16th to 30th September 2020.
- The tentative date of dissertation submission for the second years M. Ed. will be on 31st August 2020.

Fr. Principal instructed all the faculty members to submit the staff progress report for the last month (June) on or before 14th August 2020 to his mail.


Fr. Principal encouraged all staff members to prepare the e-content for all the courses handled by them.

Fr. Principal directed the staff members to write the learning outcomes for all the courses and asked them to submit on or before 29th August 2020.

The meeting came to an end at 12. 40 pm.

Rev. Dr. G. Pushparaj, SJ.
Secretary

Rev. Dr. D. Thomas Alexander, SJ.
Principal


Dr. S. Sherlin
Staff Secretary



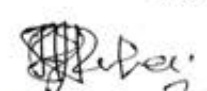
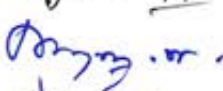



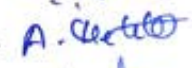
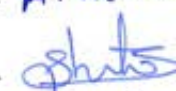
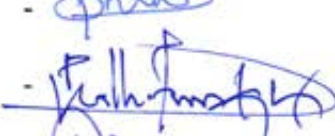
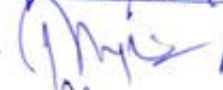
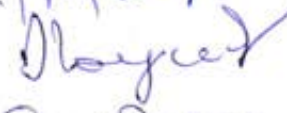


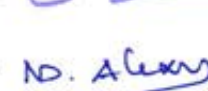
ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of August 2020 will be held on **29th August 2020** at 11.00 am through online mode using ZOOM platform. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Dr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Asst Prof & Vice Principal	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 29th AUGUST 2020

The staff meeting was held on 29th August 2020 at 11. 00 am through online mode using Zoom Platform. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal

Rev. Dr. G. Pushparaj, SJ, Secretary

Dr. A. John Lawrence, Associate Professor

Dr. M. Antony Raj, Assistant Professor

Dr. A. Punitha Mary, Assistant Professor

Dr. A. Michael J Leo, Assistant Professor

Dr. Y. Daniel, Assistant Professor

Mrs. A. Metilda Jasmine Shanthi, Assistant Professor & Vice Principal

Rev. J. Martin George SJ, Assistant Professor

Dr. S. Sherlin, Assistant Professor

Dr. R. Sathesh Franklin, Physical Director

Dr. T. Raja, Librarian

Mr. A. Nicholas Jegan, Computer Instructor

Rev. Dr. F. X. Dominic Royce, SJ, Assistant Professor in Education

Mr. U. Subramanian, Assistant Professor in Tamil

Mrs. M. Rosary Kiruba Alexy, Assistant Professor

The meeting began with a prayer by Dr. Y. Daniel, Assistant Professor in Biological Science. Fr. Principal welcomed the members present and thanked all staff members for their cooperation and active involvement in the online classes, organizing various webinars and also specially congratulate the faculty members those who acted as resource persons. Then Father Secretary disbursed Homage to Mr. Stalin, our former art and craft instructor. Dr. M. Antony Raj, Assistant Professor, remembered the deeds of Stalin sir as a tribute to him. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members. Fr. Principal proposed the forthcoming events to be conducted for the month of September, 2020 and the members accepted it in the meeting and are as follows:

- Teachers Day Celebration is on 5th September 2020. Dr. Jeba Sheela, Principal of Ponjesly College of Education will be the guest. Fr. Rector will preside over the meeting.

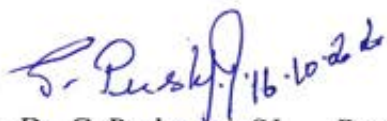
- Board of Studies Meeting on 11th September 2020.
- Academic Council Meeting on 18th September 2020.
- Teacher of the Month 26th September 2020.
- First CIA from 5th to 8th October 2020. Based on the discussion it was decided to have MCQs for the internal test. The number of questions will be decided by the concerned faculty member.

Based on the common discussion, the following decisions were taken;

- For the first year students, teaching will be started with regular syllabus. For micro teaching the theoretical orientation will be given now and the training will be given later.
- Intensive English Training will be conducted after the students physically present to the college and Dr. A. John Lawrence is assigned to prepare the syllabus and time table for that.
- With regard to NEP 2020 and EIA 2020, it was decided to have the following Action Plans:
 - Assignment for M. Ed.
 - Critical Analysis and Reflections by staff members
 - Webinar for Parents and Teacher Educators
 - Spreading the impact of NEP 2020 through Captions in social media and Dr. T. Raja will be the in-charge for the webinars.
- Fr. Principal encouraged all the faculty members to visit the college and continue the NAAC works. With regard to this Dr. A. Punitha Mary, presented the present status of the SSR preparation and the latest directions for the submission of SSR by NAAC.
- Fr. Principal invited the faculty members to suggest topics for the 'Faculty Development Programme' for one day. Another day will be handled by Fr. Rector, Fr. Secretary and Fr. Principal.
- Fr. Principal received the feedbacks of online classes from the staff members in the meeting and requested the faculty members to send the attendance regularly in the prescribed email.
- Fr. Principal appointed Dr. A. John Lawrence, Dr. M. Antony Raj, Dr. A. Punitha Mary, and Dr. A. Michael J Leo as the expert committee members for the verification and validation of learning materials as per the guidelines by UGC.


- Fr. Principal informed that Dr. Y. Daniel, Dr. S. Sherlin, Dr. R. Sathesh Franklin and Mr. U. Subramanian as the in-charge members for the VENTEL programme as the new initiative by MHRD, Govt. of India and it will be inaugurated on 2nd October 2020.
- It was decided to have Gandhian Thoughts as the Self Study Course and Dr. T. Raja has taken the responsibility of preparing the syllabus.
- Fr. Secretary suggested the faculty members to prepare a minimum of 2 e-content per semester.

The meeting came to an end at 1.00 pm.



Rev. Dr. G. Pushparaj, SJ.

Secretary



Rev. Dr. D. Thomas Alexander, SJ.

Principal



Dr. S. Sherlin

Staff Secretary




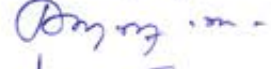



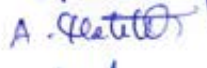
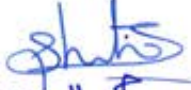


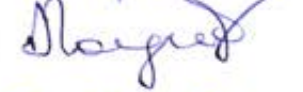

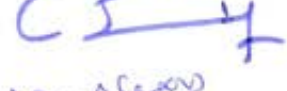

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of October 2020 will be held on **16th October 2020** at 11.00 am in Fr. Utarid Library of our college. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Dr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Asst Prof & Vice Principal	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 

Minutes Passed

S. No.	Name	Signature
1.	Dr. A. John Lawrence	-
2.	Dr. M. Antony Raj	Antony Raj
3.	Dr. Mrs. A. Punitha Mary	A. Punitha Mary
4.	Dr. A. Michael J. Leo	A. Michael J. Leo
5.	Dr. Y. Daniel	Y. Daniel
6.	Mrs. A. Metilda Jasmine Shanthi	A. Metilda
7.	Rev. Fr. J. Martin George, S.J.	Martin George 16/10/20
8.	Dr. R. Sathesh Franklin	R. Sathesh Franklin
9.	Dr. T. Raja	-
10.	Rev. Dr. F. X. Dominic Royce, S.J.	F. X. Dominic Royce
11.	Mr. Nicholas Jegan	Nicholas Jegan
12.	Mr. U. Subramanian	U. Subramanian
13.	Mrs. M. Rosary Kiruba Alexy	M. Rosary Kiruba Alexy

MINUTES OF THE STAFF MEETING HELD ON 16th OCTOBER 2020

The staff meeting was held on 16th October 2020 at 11. 00 am in Fr. Utarid Library of our college. The following members were present in the meeting.


Rev. Dr. D. Thomas Alexander SJ, Principal
Rev. Dr. G. Pushparaj, SJ, Secretary
Dr. M. Antony Raj, Assistant Professor
Dr. A. Punitha Mary, Assistant Professor
Dr. A. Michael J Leo, Assistant Professor
Dr. Y. Daniel, Assistant Professor
Mrs. A. Metilda Jasmine Shanthi, Assistant Professor & Vice Principal
Rev. J. Martin George SJ, Assistant Professor
Dr. S. Sherlin, Assistant Professor
Dr. R. Sathesh Franklin, Physical Director
Mr. A. Nicholas Jegan, Computer Instructor
Rev. Dr. F. X. Dominic Royce, SJ, Assistant Professor in Education
Mr. U. Subramanian, Assistant Professor in Tamil
Mrs. M. Rosary Kiruba Alexy, Assistant Professor


The meeting began with a prayer by Mrs. A. Metilda Jasmine Shanthi, Assistant Professor of Mathematics & Vice Principal. Fr. Principal welcomed the members present. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members. Fr. Principal proposed the forthcoming events to be conducted for the month of October, 2020 and the members accepted it in the meeting and are as follows:

- Certificates Verification for the first year students from 19, 20, 21 and 22 for English, Mathematics, Physical Science, Bio-Science, Computer science, Tamil and History Departments respectively. All the Subject teachers are instructed to involve in the certificates verification process to meet the students.
- Awards committee meeting on 19th October 2020.
- Workshop on Outcome Based Education for Staff to be organized by IQAC on @ 23rd October 2020.
- Online Inauguration of the New Academic Year on 28th October 2020.
- Academic Orientation for First Years on 29th October 2020 @ 9.30 am.
- Celebration of Millaun Nabi on 29th October 2020 @ 3.00 pm.

- Orientation on Library, SWAYAM AND Self Study on 2nd November 2020.
- Fr. Principal invited the staff members to present the feedbacks on online classes. They expressed the following:
 - Students were Punctual
 - Less Interaction
 - Division of Attention
 - Lack of Seriousness
 - Not able to conduct SKC test
- Fr. Principal instructed all faculties to resume the NAAC works from 19th November 2020 onwards. Fr. Secretary added that web cameras were installed in computer lab and library, so that staff members can take online classes from college and resume the NAAC works on the leisure time in the conference hall. He also insisted the importance of evidences at the time of report preparation and assessment.
- Alternate for Internship were discussed. The suggestions proposed were as follows;
 - 2nd years have to teach with 1st years as students
 - 2nd year students have to teach among themselves as peer teaching
 - Online mode?
 - Based on small groups?
 - Wait for the NCTE, university and Government guidelines
- Fr. Principal encouraged all the faculty members to increase the number of admission for M. Ed. Course and M. Phil. Regular course. This year there will be no M. Phil part time courses.
- It was decided to prepare Online Flyers and ads for M. Ed. Course admission by Dr. A. Michael J Leo and Dr. R. Sathesh Franklin.

The meeting came to an end at 12.00 pm.


Rev. Dr. G. Pushparaj, SJ.
Secretary


Rev. Dr. D. Thomas Alexander, SJ.
Principal


Dr. S. Sherlin
Staff Secretary








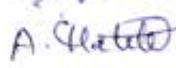
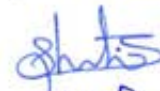







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(Re-accredited (3rd cycle) at 'A' Grade with CGPA 3.67 by NAAC)

PALAYAMKOTTAI - 627 002, Tamil Nadu, India

The staff meeting for the month of November 2020 will be held on **04th November 2020** at 3.45 pm in Fr. Utarid Library of our college. Kindly make it convenient to attend the meeting.


Principal

Name	Signature
Dr. A. John Lawrence, Associate Professor	- 
Dr. M. Antony Raj, Assistant Professor	- 
Dr. A. Punitha Mary, Assistant Professor	- 
Dr. A. Micheal J Leo, Assistant Professor	- 
Dr. Y. Daniel, Assistant Professor	- 
Mrs. A. Metilda Jasmine Shanthi, Asst Prof & Vice Principal	- 
Dr. S. Sherlin, Assistant Professor	- 
Dr. R. Sathesh Franklin, Director of Physical Education	- 
Dr. T. Raja, Librarian	- 
Rev. Dr. F. X. Dominic Royce, Assistant Professor	- 
Mr. A. Nicholas Jegan, Computer Instructor	- 
Mr. U. Subramanian, Assistant Professor	- 
Mrs. M. Rosary Kiruba Alexy, Assistant Professor	- 
Miss. Anula Hyacinth, Assistant Professor	- 

MINUTES OF THE STAFF MEETING HELD ON 04th NOVEMBER 2020

The staff meeting was held on 04th November 2020 at 3. 45 pm in Rev. Fr. Utarid Library of our college. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander SJ, Principal

Rev. Dr. G. Pushparaj, SJ, Secretary

Dr. A. John Lawrence, Associate Professor

Dr. M. Antony Raj, Assistant Professor

Dr. A. Punitha Mary, Assistant Professor

Dr. A. Michael J Leo, Assistant Professor

Dr. Y. Daniel, Assistant Professor

Mrs. A. Metilda Jasmine Shanthi, Assistant Professor & Vice Principal

Dr. S. Sherlin, Assistant Professor

Dr. R. Sathesh Franklin, Physical Director

Dr. T. Raja, Librarian

Mr. A. Nicholas Jegan, Computer Instructor

Rev. Dr. F. X. Dominic Royce, SJ, Assistant Professor in Education

Mr. U. Subramanian, Assistant Professor in Tamil

Mrs. M. Rosary Kiruba Alexy, Assistant Professor

Ms. Anula, Assistant Professor

The meeting began with a prayer by Dr. T. Raja, the Librarian. Fr. Principal welcomed the members present and thanked all staff members for their cooperation, especially optional teachers for the certificate verification. Dr. S. Sherlin, the staff secretary presented the minutes of the previous meeting and it was approved by the members. Then Father Principal asked the feedback from the staff members regarding the previous month activities. All faculty members appreciated International Webinar on Educational Policies. The Milad-un-Nabi celebration received the staff appreciation. Also, received the feedback about SWAYAM course introduction from Dr. J. Leo and Library and Self study course orientation from Dr. T. Raja. Fr. Principal highlighted the forthcoming events to be conducted for the month of November, 2020.

- Research colloquium on 7th November 2020 @ 10.00 am and National Cancer Awareness Day @ 2.45 pm.
- National Education Day celebration on 11th November 2020.

- Deepavali celebrations on 13th November 2020.
- Personality Development Programme for the Ist B. Ed on 16, 17 November 2020. Dr. Y. Daniel was appointed as the coordinator for the same.
- ELT Programme for the Ist B. Ed on 19, 20 November 2020.
- Teacehr of the Month on 21st November 2020.
- Inauguration of CGPC on 25th and Inauguration of Student Council on 28th November 2020. All these activities will be executed based on the nature of the working days.

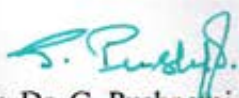
Feedbacks were collected from the staff members on Internal and Semester exams, and were as follows;


- Most of the students copied the answers and discussed and shared the answers.
- Students were not serious in their studies as the exams were online mode.

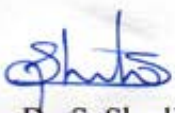
Then father principal invited suggestions from the staff members with regard to the intensive teaching practice to be conducted for the second year students. The shared ideas were as follows:

- Online mode.
- Among the students as like peer teaching
- Conduct in our college with first years as students
- Depends on the government or university decisions
- Fr. Secretary announced that Ms. Anula was recruited as a new Assistant Professor of mathematics instead of Mrs. Kiruba. Also he requested the staff members to suggest a faculty member instead of Fr. Mathin SJ.
- Fr. Secretary advised to resume the NAAC works and insisted the importance of proofs for each and every activity, programmes etc.
- Finally Dr. A. John Lawrence, Associate Professor, was elected as the new staff secretary. He took charge as the new staff secretary by receiving the minutes book from the former staff secretary. Fr. Principal thanked the former staff secretary and welcomed and wished the new staff secretary.


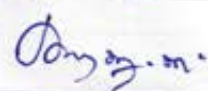
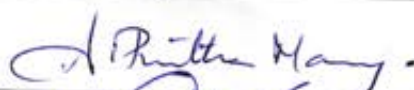

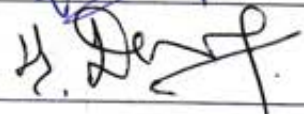

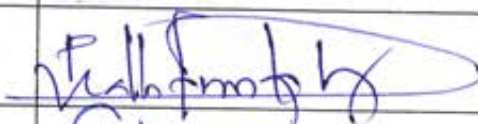
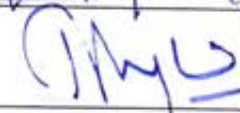
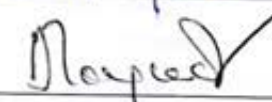
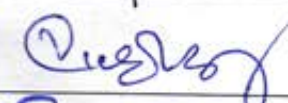


The meeting came to an end at 5.00 pm.


Rev. Dr. G. Pushparaj, SJ.
Secretary


Rev. Dr. D. Thomas Alexander, SJ.
Principal


Dr. S. Sherlin
Staff Secretary

Minutes Passed

S. No.	Name	Signature
1.	Dr. A. John Lawrence	
2.	Dr. M. Antony Raj	
3.	Dr. A. Punitha Mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Mrs. A. Metilda Jasmine Shanthi	
7.	Dr. R. Sathesh Franklin	
8.	Dr. T. Raja	
9.	Rev. Dr. F.X. Dominic Royce, SJ.	
10.	Mr. A. Nicholas Jegan	
11.	Mr. U. Subramanian	
12.	Mrs. M. Rosary Kiruba Alexy	
13.	Ms. Anula	