

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

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.

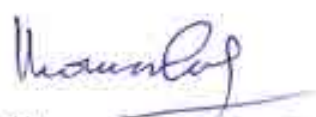
Based on the common discussion, the following decisions were taken;

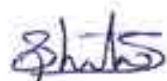
- For the first year students, teaching will be started with regular syllabus. For micro teaching the theoretical orientation will be given now and the training will be given later.
- Intensive English Training will be conducted after the students physically present to the college and Dr. A. John Lawrence 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. Pushpafaj, SJ.
Secretary


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


Dr. S. Sherlin
Staff Secretary

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

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 1st B. Ed on 16, 17 November 2020. Dr. Y. Daniel was appointed as the coordinator for the same.
- ELT Programme for the 1st B. Ed on 19, 20 November 2020.
- Teacher 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. Martin 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

23rd March 2021

- A staff meeting was held on 23rd March 2021 at 11.30 a.m. The meeting began with a short prayer by Rev. Fr. Principal.
- The principal asked the staff to continue the online classes as per the prepared new time-table. Staff was asked to come to college in person for taking the online classes. The staff will continue their NAAC work without affecting their regular classes. They have to submit their completed NAAC work in the pen-drive to the Dean's Office on 31st March 2021.
- The staff was asked to provide the study material for the late-joined counseling students from TNTEU, and to get them ready for the 1st Internal test. The principal informed that till date 91 students were admitted in the B.Ed. programme; the semester examinations will in the online mode.
- The first year students will come back on 29th or 30th March to attend the seminar on cyber wisdom.
- The 2nd year students will have come to college one day for doing Psychology practical and the date would be informed later. The meeting came to an end at 12.10 p.m.


Rev. Dr. G. Pushparaj SJ
Secretary


Rev. Dr. D. Thomas Alexander
Principal


Dr. A. John Lawrence
Staff Secretary

15th April 2021

- A staff meeting was held on 15th April 2021 at 4.00 p.m. The meeting began with a silent prayer.
- Earlier in the staff meeting held on 15th March 2021, it was decided to conduct the regular online classes in the morning and Art & Craft classes from 23rd to 27th March 2021. But later the Principal change the decision and cancelled the classes in the morning and asked all the staff to do the NAAC works in the morning and in the evening.
- It was decided to conduct the 2nd Internal Test for the 1st year B.Ed. on 3rd, 4th and 5th May 2021 and the uniform question pattern should be followed. On these same dates, 2nd Internal for the M.Ed. 2nd years would be conducted.
- It was decide to have the 1st Semester Examinations for the 1st year B.Ed. & 1st year M.Ed. students on 15th, 17th, 19th, 21st and 24th May 2021 in the online mode for 3 hours duration.
- It was decided to conduct the 1st internal test only for the late-coming counseling B.Ed. students for 1 hour and 30 minutes as per the convenience of the teachers as early as possible.
- It was decided that the 2nd year B.Ed. students would return to college on 19th May 2021, after their Intensive Teaching practice gets over on 18th May 2021.
- It was decided to give application for the next academic year from June 2021 and it would be in the online mode.
- It was decided that the NAAC core committee will meet again and go through the submitted criterion works and give feedback to the respective groups.
- It was decided to keep the website of the staff updated and keep in touch with Mr. Nickolas in this regard.
- Rev. Fr. Secretary asked all the staff to arrange the learning materials in order in the respective resource rooms as the works were completed. Herbal garden, Tree Name plate and Indication Board were getting ready. Softwares in the Utarid library were updated; Digital-tech room is also getting ready, and if anything is needed, the staff can inform him and it would be provided. A new rest room is created in the Conference hall and in Mother Teresa Auditorium. NSS room, Placement cell room, MOTESC room,


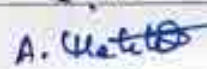

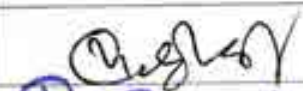


Culutals room, Counsellor's room, Visitors room and other preparatory works for NAAC were also on the way.


Rev. Dr. G. Pushpara SJ
Secretary


Rev. Dr. D. Thomas Alexander
Principal


Dr. A. John Lawrence
Staff Secretary


Minuets Passed


| | | |
|-----|--------------------------------|---|
| 1. | Dr. M. Antony Raj |  |
| 2. | Dr. A. Punitha Mary |  |
| 3. | Dr. A. Michael J Leo |  |
| 4. | Dr. Y. Daniel |  |
| 5. | Mrs. Metilda Jasmine Shanthi |  |
| 6. | Dr. S. Sherlin |  |
| 7. | Dr. R. Sathesh Franklin |  |
| 8. | Dr. T. Raja |  |
| 9. | Rev. Dr. F. X. Domnic Royce SJ | - |
| 10. | Mr. A. Nicholas Jegan |  |
| 11. | Mr. U. Subramanian |  |
| 12. | Mrs. M. Rosary Kiruba Alexy |  |
| 13. | Miss. A. Anula Hyasinth | - |
| 14. | Mrs. Mercy Johana |  |

13th August 2021



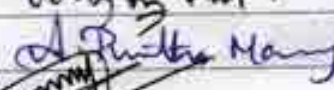


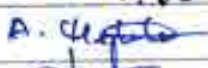
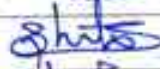
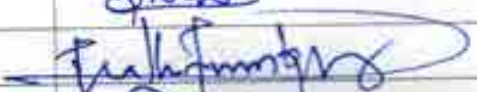

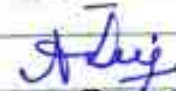
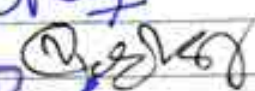



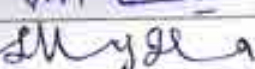
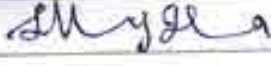
- A staff meeting was held on 13 August 2021 at 3.20 p.m.
- The meeting began with a prayer by the staff secretary.
- Fr. Principal thanked all the faculty and administrative staff for working day-and-night for the completion of NAAC works.
- Fr. Principal appreciated the successful completion of the other activities related to like subject club, St. Ignatius of Loyola feast and KOHA software installed in the library.
- The staffs were requested to motivate, alert and assist the students in answering the feedback forms received by our students directly from the NAAC.
- The staffs were asked to submit all the collected evidences related to NAAC works to Dean's Office.
- Fr. Secretary thanked all the staff for their whole-hearted cooperation in completing the NAAC uploading works.
- Fr. Secretary informed the appointment of the new management staffs:
 - Dr. Kavitha as the Associate Professor of English,
 - Miss. Rajeswari as the Assistant Professor of Mathematics,
 - Dr. Jebasheela as the Assistant Professor of Education, and
 - Fr. Loyola as the Assistant Professor of Education.
- Fr. Principal appreciated the on-going seven-day Value-added Certificate Course for our students by Dr. Thiyaagu.
- It was decided to conduct the college assembly in online on 14th August 2021 at 9.30 a.m.
- It was decided to conduct the Pre-Board of Studies on 17th August 2021 at 11.30; Board of Studies on 23rd August 2021 at 10.00 a.m. in the Google Meet; and Academic Council on 27th August 2021 at 10.00 a.m. in the Google Meet.
- It was decided that 20th August 2021 would be Muharam holiday & 30th August 2021 would be a Gogula Ashtamy holiday.
- It was decided to introduce a new elective paper on 'Disaster Management'.
- As the semester exams would be probably in September the staff was asked to complete the syllabus on time.

- It was decided to take over the 3rd semester intensive teaching practice to the 4th Semester; and the 4th semester syllabus to the 3rd semester in view of COVID pandemic
- It was decided to promote admission of students for the M.Ed. & B.Ed. History group


Rev. Dr. G. Pushpara SJ
Secretary


Rev. Dr. D. Thomas Alexander
Principal


Dr. A. John Lawrence
Staff Secretary


| S.No. | Name of the Staff | Signature |
|-------|---------------------------------|---|
| 1 | Dr. A. John Lawrence |  |
| 2 | Dr. M. Antony Raj |  |
| 3 | Dr. A. Punitha Mary |  |
| 4 | Dr. A. Michael Leo |  |
| 5 | Dr. Y. Daniel |  |
| 6 | Mrs. A. Metilda Jasmine Shanthi |  |
| 7 | Dr. S. Sherlin |  |
| 8 | Dr. R. Sathesh Franklin |  |
| 9 | Dr. T. Raja |  |
| 10 | Rev. Dr. FX. Dominic Royce, SJ |  |
| 11 | Rev. Fr. A. Loyola, SJ |  |
| 12 | Dr. A. Nicholas Jegan |  |
| 13 | Mr. U. Subramanian |  |
| 14 | Mrs. M. Rosary Kiruba Alexy |  |
| 15 | Dr. V.M. Kavitha |  |
| 16 | Mrs. S. Mercy Johana |  |

MINUTES OF THE STAFF MEETING

28th August 2021

- A staff meeting was held on Saturday, the 28th August 2021 at 3.30 p.m. with a short invocation.
- Fr. Principal appreciated the staff for the successful completion of all the events in the previous month.
- Fr. Principal appealed the staff to publish research papers in UGC CARE listed journals and priority will be given to our staff in publishing our RRE journal.
- Fr. Principal appealed the staff to apply for projects and this will be helpful to gain scores in Performance Appraisal.
- Fr. Principal informed the dates of various committee meetings to be held in this month and it was approved by the members.
 - IQAC meeting on 2nd September at 2.00 p.m.
 - Library committee meeting on 3rd September at 2.00 p.m.
 - Magazine committee meeting on 3rd September at 3.30 p.m.
 - Public relations committee meeting on 4th September at 11.30 a.m.
 - Placement cell meeting on 4th September at 4.30 p.m.
 - Students welfare committee meeting on 6th September at 11.30 a.m.
 - College website committee meeting on 6th September at 3.30 p.m.
 - College development council meeting on 7th September at 11.00 a.m.
 - Research cell meeting on 7th September at 2.30 p.m.
 - Institutional innovational cell on 9th September at 2.00 p.m.
 - Placement cell on 11th September at 3.00 p.m.
- Fr. Principal informed the dates of E-content development programme in online mode for the B.Ed. students from 3.00 to 4.00 p.m. on the 1st, 3rd, 8th and 9th September 2021 and it was approved by the members.
- Fr. Principal informed that the new batch of 1st year B.Ed. students (2021-23) may be coming on 15th September and immediately the English Bridge Course will begin for them.

- Fr. Principal informed that a modern theatre play on 'AASUR/AASAM', written and directed by Mr. Namachvaayam, our Fine Arts Staff, will be staged in our campus on 5th September at 6.00 p.m. and invited all the staff to come and enjoy the show.
- Fr. Principal informed that 10th September (Friday) would be Vineyagar Sathurthi holiday; and 1st, 2nd and 3rd October (Friday to Sunday) would be a semester holiday.
- It was decided to conduct the following examinations on the following dates in offline mode.
 - 2nd Internal exams for the 1st year B.Ed. from 13th to 18th September
 - 2nd Internal exams for the 2nd year M.Ed. from 16th to 20th September
 - 2nd Semester exams for the 1st year B.Ed. from 23rd to 30th September
 - 2nd Semester exams for the 2nd year M.Ed. from 23rd to 29th September
- Fr. Secretary informed that efforts are on its way to get the posts sanctioned for the following non-teaching staff:
 - Mrs. Poornima, the office assistant;
 - Mr. James, the watchman; and
 - Mrs. Aruna, the sweeper.
- The meeting came to an end at 4.30 p.m.


Rev. Dr. G. Pushparaj SJ
Secretary


Rev. Dr. D. Thomas Alexander
Principal


Dr. A. John Lawrence
Staff Secretary

MINUTES OF THE STAFF MEETING

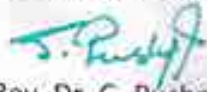
30th September
~~3rd November 20~~

- A staff meeting was held on Saturday, the 30th September 2021 at 3.00 p.m. with a short prayer by the Staff Secretary Dr. A. John Lawrence
- Fr. Principal thanked the staff for extending full cooperation for the successful conducting of the following events: E-content preparation workshop by Dr. Thiyagarajan coordinated by Dr. Sherlin; Kids-Corner programme for the M.Ed. students coordinated by Dr. Punitha Mary; and Staging of the drama 'AAVISUVAASAM' directed by Mr. Namachivaayam.
- It was unanimously decided to organize INTEL programme, coordinated by Dr. Daniel, Dr. Satish Franklin, Dr. Sherlin, and Mr. Subramaniam, @ 3.45 p.m. on 4th October 2021, the 1st day of the 3rd Semester.
- It was decided to conduct the Micro Teaching training programme for the 2nd year students from 4th to 12th October 2021 and a special time-table would be prepared for that.
- It was decided to have Lesson Plan writing for the 2nd year B.Ed. on 13th October from 9.30 to 12.45 a.m. and to celebrate Dr. A.P.J. Abdul Kalam's Birthday at 2.00 p.m.
- It was decided to declare POOJA HOLIDAYS from 14th to 19th October 2021.
- It was decided to organize the Students Induction Programme for the 1st yr. B.Ed. students on 20th October 2021 morning, and a session on 'Code of Conduct' would be given by Rev. Dr. Thomas Alexander SJ, and 'Orientation on Academic Matters' by Dr. A. Punitha Mary, the IQAC coordinator and the Dean of Studies. The 2nd year B.Ed. students will have the Lesson Plan writing from 9.30 to 12.45. The Inauguration of the academic year 2021-22 for all the students will be held at 1.45 p.m.
- It was decided to conduct 'Personality Development Programme' for the 1st year students on 21st & 22nd October 2021 and it would be coordinated by Dr. Daniel. The 2nd year B.Ed. students will have their Lesson Plan writing.
- It was decided to conduct the Students Induction Programme II for the 1st year B.Ed. students on 23rd October; Dr. Raja will give Orientation for the students on Library Resources, and Orientation to SWAYAM by Dr. Michael J. Leo. On the same day, the 2nd year B.Ed. students will have a training on 'Preparation of Teaching Learning Materials'.

from 9.30 to 12.45 by Mrs. Chellammal. In the afternoon, there will be inauguration of the Students Council at 2.00 p.m.

- It was decided to conduct the Yoga Training for the 1st year B.Ed. students from 25th to 27th October 2021.
- It was decided to have the Demo Teaching for the 2nd year B.Ed. students on 25th and 26th October.
- It was decided to have the Lesson Plan Writing for the 2nd year B.Ed. students on 27th October from 9.30 to 12.45, and a Medical Check-up Camp, organized by the Women's Cell for the 1st and 2nd year girl students only.
- It was decided to organize ELT training programme on 28th and 29th October for the 1st year B.Ed. students by Rev. Dr. John Kennedy SJ; and Peer Teaching practice for the 2nd year B.Ed. students.
- It was decided to conduct on 'Orientation to Elective Courses' for the 1st year B.Ed. students by Rev. Fr. Principal on 30th October from 9.30 to 10.30 a.m.; Entry Behaviour Test from 10.30 to 11.00 a.m.; VENTEL programme from 11.15 to 12.45. For the 2nd year B.Ed. students 'Introduction to Educational Technology Record' by Dr. Daniel.
- Fr. Principal informed that cut-shoes would be introduced for the girls and the boys should not wear T-shirt or Pencil-bit pants.
- Fr. Secretary insisted the following:
 - Wearing of Masks in view of the expected 3rd wave COVID.
 - Staff being inside the campus by 9.15 a.m.
 - Keys must be kept back properly in the office and a register would be maintained
 - Learning-Resources Centre be ready for the NAAC
 - Lights and fans switched off when not in use
 - Proper maintenance of computers in the classroom
 - Participation of the staff in the viva-voce of Mr. Nicholas Jegan

- The meeting came to an end 4.30 p.m.


Rev. Dr. G. Pushparaj SJ
Secretary


Rev. Dr. Thomas Alexander
Principal


Dr. A. John Lawrence
Staff Secretary



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

PALAYAMKOTTAI – 627 002, TAMIL NADU, INDIA

A staff meeting was held on Wednesday, the 22nd December 2021 at 11.45 a.m. in the conference Hall. The meeting began with a prayer by the staff secretary.

Fr.Principal welcomed and thanked all the staff for their involvement and cooperation in the successful organization and completion of National Education Day, Deepavali celebration, Teacher of the month, Lesson plan writing exercises, Micro Teaching practice and in the preparation and sending of second year B.Ed students for their intensive teaching practice.

Fr.Principal reviewed the special visit to the internship schools by the staff members Dr.Daniel, Dr.Sherlin, Dr.Sathese Franklin, Mr. Subramanian, Mrs.Metilda, Mrs.Alexy, Mrs. Mercy and Dr.Kavitha. The staff members gave their feedback.

After a long discussion the schedule for the month of December 2021 and January 2022 was planned and fixed. It is as follows:

- a) To celebrate Christmas on 23rd December 2021 at 9.30 am in the college auditorium.
- b) To declare 24th December 2021 to 2nd January 2022 as Christmas holidays.
- c) To conduct the first internal test for the first year B.Ed students from 3rd January to 6th January.
- d) To Visit the internship schools on 7th January 2022
- e) To celebrate pongal in the college premise on 13th January 2022 at 9.00am.
- f) To declare pongal holidays from 14th January to 18th January 2022.
- g) To organize Swatch Campus on 21st January 2022.
- h) To conduct Psychology experiments for B.Ed Second year students on 21st and 22nd January 2022.
- i) To celebrate the Republic day on 26th of January at 8.00 am in our college campus. It was informed that the staff and students must come to the college for the Republic Day celebration.

- j) To organize college assembly .The first assembly shall be organized by the department of English Education on 31st January 2022 followed by the Departments Physical science Education, Mathematics Education and other departments respectively. The dates for the assembly shall be fixed in the next staff meeting.

The staff members were briefed on the General Body Meeting of the SXCE Alumni/ae to be held on 9th January 2022 by Fr.Pusparaj, the director of the alumni association SXCE.

After discussion the dates 19th & 20th January 2022, 24th & 25th January 2022 and 2nd & 3rd February 2022 were fixed as tentative dates to be proposed to NAAC if they ask for dates for peer team visit.

It was decided to have an orientation to the staff and students after pongal holidays on NAAC visit.

Fr.Principal appreciated the M.Ed scholars for their attempt in E-Content preparation. Further he asked the staff members to prepare at least one E-Content for each semester. He requested the staff members to arrange and display the Learning Resource Centre systematically.

As no other business was to be transacted the staff meeting was concluded at 12.35 pm with a word of thanks by Fr.Principal.


Rev. Fr. Principal


Rev. Fr. Secretary


Staff Secretary