

01 July 2021

## MINUTES OF THE STAFF MEETING

A staff meeting was held on 01<sup>st</sup> July 2021 at 3.45 p.m.

The meeting began with a silent prayer.

It was decided to inaugurate the subject club on 03<sup>rd</sup> July 2021 at 2.45 p.m.

It was decided to conduct the 1<sup>st</sup> internal test for the B.Ed. students from 5<sup>th</sup> to 10<sup>th</sup> July 2021.

It was decided to conduct the Tutor-Ward class on 13<sup>th</sup> July at 3.45 pm.

It was decided to have a presentation on the life of St. Ignatius of Loyola on 24<sup>th</sup> July 2021 between 2 and 4 p.m.

It was decided to conduct the event 'Teacher of the Month' on 28<sup>th</sup> July 2021 at 3.45 p.m.

It was decided to celebrate the feast of St. Ignatius of Loyola on 31<sup>st</sup> July 2021 and all were cordially invited to take part in the events and share the joy.

It was decided to collect the Teaching Learning Materials from the previous 2<sup>nd</sup> year students between 12<sup>th</sup> and 16<sup>th</sup> July 2021.

It was decided to complete all the evidence collection works before 10<sup>th</sup> July 2021 as the last date for the uploading is on 10<sup>th</sup> August 2021. Mr. Nicolas was assigned the responsibility of compiling photos yearwise and Mr. Subramanian was assigned the responsibility of invitation collection and creation.

The meeting came to an end at 4.25 p.m.

Rev. Dr. G. Pushparaj SJ

Secretary

Rev. Dr. D. Thomas Alexander

Principal

Dr. A. John Lawrence

Staff Secretary

Members Passed

1. Dr. M. Antony Raj

Antony Raj

2. Dr. A. Puritha Mary

A. Puritha Mary

3. Dr. A. Michael J Leo

~~Michael J Leo~~

4. Dr. Y. Daniel

Y. Daniel

5. Mrs. Merilda Jasmine Shanthi

A. Merilda

6. Dr. S. Sherlin

Sherlin

7. Dr. R. Sathesh Franklin

~~Sathesh Franklin~~

8. Dr. T. Raja

T. Raja

9. Rev. Dr. F. X. Dominic Royce SJ

-

10. Mr. A. Nicholas Jegan

Nicholas Jegan

11. Mr. U. Subramanian

U. Subramanian

12. Mrs. M. Rosary Kiruba Alexy

M. Rosary

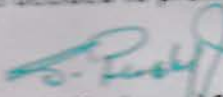
13. Mrs. Mercy Johana


Mercy Johana

13<sup>rd</sup> August 2021

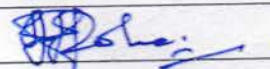
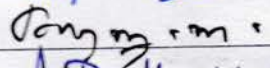



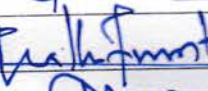

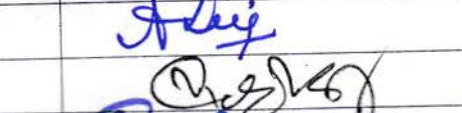
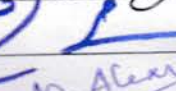
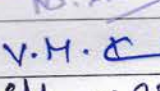






- A staff meeting was held on 13 August 2021 at 3.20 p.m.
- The meeting began with a prayer by the staff secretary.
- Fr. Principal thanked all the faculty and administrative staff for working day-and-night for the completion of NAAC works.
- Fr. Principal appreciated the successful completion of the 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. Thiyagu.
- It was decided to conduct the college assembly in online on 14<sup>th</sup> August 2021 at 9.30 a.m.
- It was decided to conduct the Pre-Board of Studies on 17<sup>th</sup> August 2021 at 11.30; Board of Studies on 23<sup>rd</sup> August 2021 at 10.00 a.m. in the Google Meet; and Academic Council on 27<sup>th</sup> August 2021 at 10.00 a.m. in the Google Meet.
- It was decided that 20<sup>th</sup> August 2021 would be Muharam holiday & 30<sup>th</sup> 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 3<sup>rd</sup> semester Intensive teaching practice to the 4<sup>th</sup> Semester; and the 4<sup>th</sup> semester syllabus to the 3<sup>rd</sup> 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 J 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. F.X. 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


28<sup>th</sup> August 2021

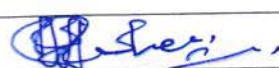
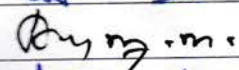
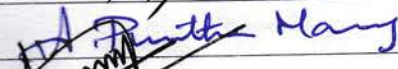

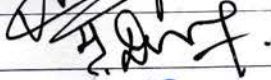
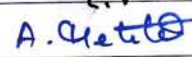
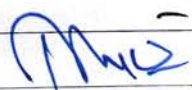
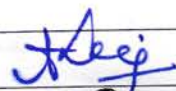

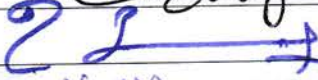
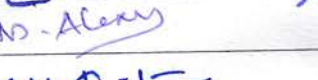
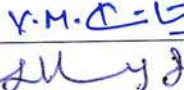
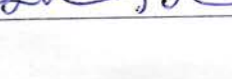

- A staff meeting was held on Saturday, the 28<sup>th</sup> August 2021 at 3.30 p.m. with a short invocation.
- Fr. Principal appreciated the staff for the successful completion of all the events in the previous month.
- Fr. Principal appealed the staff to publish research papers in UGC CARE listed journals 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 2<sup>nd</sup> September at 2.00 p.m.
  - Library committee meeting on 3<sup>rd</sup> September at 2.00 p.m.
  - Magazine committee meeting on 3<sup>rd</sup> September at 3.30 p.m.
  - Public relations committee meeting on 4<sup>th</sup> September at 11.30 a.m.
  - Placement cell meeting on 4<sup>th</sup> September at 4.30 p.m.
  - Students welfare committee meeting on 6<sup>th</sup> September at 11.30 a.m.
  - College website committee meeting on 6<sup>th</sup> September at 3.30 p.m.
  - College development council meeting on 7<sup>th</sup> September at 11.00 a.m.
  - Research cell meeting on 7<sup>th</sup> September at 2.30 p.m.
  - Institutional innovational cell on 9<sup>th</sup> September at 2.00 p.m.
  - Placement cell on 11<sup>th</sup> 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 1<sup>st</sup>, 3<sup>rd</sup>, 8<sup>th</sup> and 9<sup>th</sup> September 2021 and it was approved by the members.
- Fr. Principal informed that the new batch of 1<sup>st</sup> year B.Ed. students (2021-23) may be coming on 15<sup>th</sup> September and immediately the English Bridge Course will begin for them.

- Fr. Principal informed that a modern theatre play on 'AASUVAASAM', written and directed by Mr. Namachivaayam, our Fine Arts Staff, will be staged in our campus on 5<sup>th</sup> September at 6.00 p.m. and invited all the staff to come and enjoy the show.
- Fr. Principal informed that 10<sup>th</sup> September (Friday) would be Vinayagar Sathurthi holiday; and 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> October (Friday to Sunday) would be a semester holiday.
- It was decided to conduct the following examinations on the following dates in offline mode.
  - 2<sup>nd</sup> Internal exams for the 1<sup>st</sup> year B.Ed. from 13<sup>th</sup> to 18<sup>th</sup> September
  - 2<sup>nd</sup> Internal exams for the 2<sup>nd</sup> year M.Ed. from 16<sup>th</sup> to 20<sup>th</sup> September
  - 2<sup>nd</sup> Semester exams for the 1<sup>st</sup> year B.Ed. from 23<sup>rd</sup> to 30<sup>th</sup> September
  - 2<sup>nd</sup> Semester exams for the 2<sup>nd</sup> year M.Ed. from 23<sup>rd</sup> to 29<sup>th</sup> 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

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## MINUTES OF THE STAFF MEETING


30<sup>th</sup> September  
~~3<sup>rd</sup> November 2021~~


- A staff meeting was held on Saturday, the 30<sup>th</sup> 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 successfully conducting the following events: E-content preparation workshop by Dr Thiyagu, 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 4<sup>th</sup> October 2021, the 1<sup>st</sup> day of the 3<sup>rd</sup> Semester.
- It was decided to conduct the Micro Teaching training programme for the 2<sup>nd</sup> year students from 4<sup>th</sup> to 12<sup>th</sup> October 2021 and a special time-table would be prepared for that.
- It was decided to have Lesson Plan writing for the 2<sup>nd</sup> year B.Ed. on 13<sup>th</sup> 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 14<sup>th</sup> to 19<sup>th</sup> October 2021.
- It was decided to organize the Students Induction Programme for the 1<sup>st</sup> yr. B.Ed. students on 20<sup>th</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> year students on 21<sup>st</sup> & 22<sup>nd</sup> October 2021 and it would be coordinated by Dr. Daniel. The 2<sup>nd</sup> year B.Ed. students will have their Lesson Plan writing.
- It was decided to conduct the Students Induction Programme II for the 1<sup>st</sup> year B.Ed. students on 23<sup>rd</sup> 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 2<sup>nd</sup> year B.Ed. students will have a training on 'Preparation of Teaching Learning Materials'




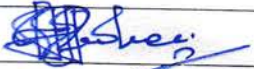
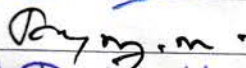


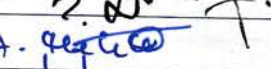
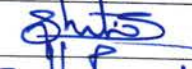
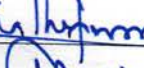

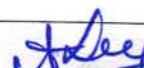
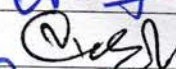


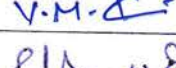
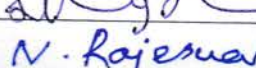
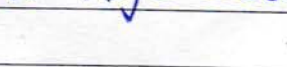

from 9.30 to 12.45 by Mrs. Chellammal. In the afternoon, there will be inauguration of the Students Council at 2.00 p.m.

- It was decided to conduct the Yoga Training for the 1<sup>st</sup> year B.Ed. students from 25<sup>th</sup> to 27<sup>th</sup> October 2021.
- It was decided to have the Demo Teaching for the 2<sup>nd</sup> year B.Ed. students on 25<sup>th</sup> and 26<sup>th</sup> October.
- It was decided to have the Lesson Plan Writing for the 2<sup>nd</sup> year B.Ed. students on 27<sup>th</sup> October from 9.30 to 12.45, and a Medical Check-up Camp, organized by the Women's Cell for the 1<sup>st</sup> and 2<sup>nd</sup> year girl students only.
- It was decided to organize ELT training programme on 28<sup>th</sup> and 29<sup>th</sup> October for the 1<sup>st</sup> year B.Ed. students by Rev. Dr. John Kennedy SJ; and Peer Teaching practice for the 2<sup>nd</sup> year B.Ed. students.
- It was decided to conduct on 'Orientation to Elective Courses' for the 1<sup>st</sup> year B.Ed. students by Rev. Fr. Principal on 30<sup>th</sup> October from 9.30 to 10.30 a.m.; Entry Behaviour Test from 10.30 to 11.00 a.m.; VENDEL programme from 11.15 to 12.45. For the 2<sup>nd</sup> 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 3<sup>rd</sup> 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. D. Thomas Alexander  
Principal

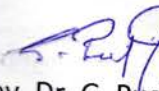
  
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Staff Secretary

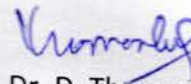
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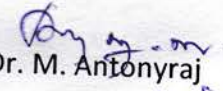
## MINUTES OF THE STAFF MEETING

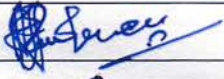




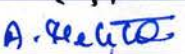

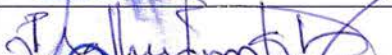
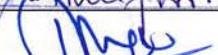


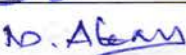

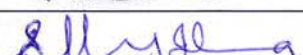
1<sup>st</sup> November 2021

- A staff meeting was held on Monday, the 1<sup>st</sup> November 2021 at 4.00 p.m. with a silent prayer .
- Fr. Principal appreciated and thanked the staff for successful completion of E- Content preparation training programme, Intensive English Training Programme, ELT seminar by Fr. John Kennedy SJ, INTEL Programme & Medical camp for women.
- It was decided that the B.Ed. students should write their Intensive Teaching Practice Lesson Plans only in English and not in Tamil.
- It was decided that Dr. Nicholas Jegan would take a class for the B.Ed. students on how to prepare the teaching aids better for effective teaching.
- It was decided that from 4<sup>th</sup> to 7<sup>th</sup> November 2021 would be declared as Deepavali Holidays.
- Fr. Principal asked the staff to write Research Papers; to participate in the International Webinar; to use the available time; mobile for research activities; to produce e-content materials using the facility available in the newly established E-content Lab.
- It was decided to publish a book with ISBN on research to celebrate the 125<sup>th</sup> candidate's PhD viva-voce completion through our college research centre.
- Dr. M. Antony Raj was elected as the new Staff Secretary for the academic year 2021-22 and he proposed Vote of Thanks for the services of the former Staff Secretary Dr. A. John Lawrence.
- The meeting came to an end at 4.50 p.m.

  
Rev. Dr. G. Pushparaj SJ  
Secretary

  
Rev. Dr. D. Thomas Alexander  
Principal

  
Dr. M. Antonyraj  
Staff Secretary 22/12/21

Sl.	Name of the Staff	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. S. Sherlin	
8	Dr. R. Sathesh Franklin	
9	Dr. T. Raja	
10	Rev. Dr. F.X. 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	



**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**

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A staff meeting was held on Wednesday, the 22<sup>nd</sup> 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 23<sup>rd</sup> December 2021 at 9.30 am in the college auditorium.
- b) To declare 24<sup>th</sup> December 2021 to 2<sup>nd</sup> January 2022 as Christmas holidays.
- c) To conduct the first internal test for the first year B.Ed students from 3<sup>rd</sup> January to 6<sup>th</sup> January.
- d) To Visit the internship schools on 7<sup>th</sup> January 2022
- e) To celebrate pongal in the college premise on 13<sup>th</sup> January 2022 at 9.00am.
- f) To declare pongal holidays from 14<sup>th</sup> January to 18<sup>th</sup> January 2022.
- g) To organize Swatch Campus on 21<sup>st</sup> January 2022.
- h) To conduct Psychology experiments for B.Ed Second year students on 21<sup>st</sup> and 22<sup>nd</sup> January 2022.
- i) To celebrate the Republic day on 26<sup>th</sup> 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 31<sup>st</sup> 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 9<sup>th</sup> January 2022 by Fr.Pusparaj, the director of the alumni association SXCE.

After discussion the dates 19<sup>th</sup> &20<sup>th</sup> January 2022, 24<sup>th</sup> &25<sup>th</sup> January 2022 and 2<sup>nd</sup> &3<sup>rd</sup> 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



**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 Thursday, the 06<sup>th</sup> January 2022 at 10.15 a.m. in the conference Hall. The meeting began with a prayer by Fr.Principal.

Fr.Principal welcomed and thanked all the staff for their dedication and involvement in the Teaching and Learning g process.

Fr. Principal explained the ongoing global pandemic in the name of Omicron. He said that the students will have on line classes as per the instruction of the Tamil Nadu government. A special time table with 10 minutes breaks for each period will be prepared and distributed to the staff by the Vice Principal. He instructed the teachers to use official Google link for their online classes.

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

- a) To visit the students at internship schools on 07<sup>th</sup> January 2022.
- b) To have on line classes from 08<sup>th</sup> January 2022 onwards.
- c) To declare pongal holidays from 14<sup>th</sup> January to 18<sup>th</sup> January 2022.
- d) To submit answer scripts of the first internal test on 10<sup>th</sup> January 2022.

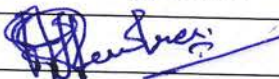
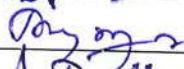


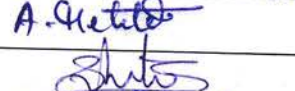

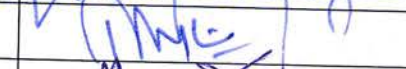



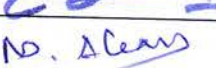
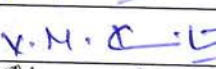
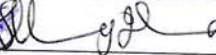



Fr.Principal advised the staff members to prevent the spread of Omicron with the proven health and social measures as so as to keep oneself out of hospital.

As no other business was to be transacted the staff meeting was concluded at 10.40 am.

  
Rev.Fr.Principal

  
Rev. Fr.Secretary

  
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 J 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. F.X. 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	





**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 Thursday, the 28<sup>th</sup> January 2022 at 03.45pm in the conference Hall. The meeting began with a prayer by Dr. Michael J Leo. Fr. Principal welcomed all the staff members.

The minutes of the previous meetings held on 23<sup>rd</sup> December 2021 and 06<sup>th</sup> January 2022 were presented by the staff secretary. The minutes of the previous meetings were unanimously approved by the members present.

Fr. Principal expressed his satisfaction on the special visit to internship schools on 07<sup>th</sup> January 2022. Further he appreciated the Vice principal and Staff Secretary for the arrangement made to celebrate pongal in the college campus by the staff members on 13<sup>th</sup> January 2022.

After discussion the schedule for the month of February 2022 was planned and fixed. It is as follows:

1. To resume offline classes for first year B.Ed. on 01st February 2022.
2. To conduct meetings of different committees on the following dates:

<b>Date</b>	<b>Time</b>	<b>Events</b>
01.02.2022	10.30 a.m.	Research Cell Meeting
03.02.2022	4.30 p.m.	'Aasaan' E-Magazine Meeting
05.02.2022	3.00 p.m.	Career Guidance and Placement Cell Meeting
09.02.2022	3.00 p.m.	Anti Tobacco Committee Meeting
14.02.2022	3.00 p.m.	Website Committee Meeting
15.02.2022	3.30 p.m.	Magazine Committee Meeting
17.02.2022	11.00 a.m.	Equal opportunity Cell Meeting
	3.30 p.m.	Extension Service Committee Meeting
18.02.2022	3.00 p.m.	Women's Cell Meeting
19.02.2022	2.30 p.m.	Students' Appeals and Grievances Redressal Cell Meeting

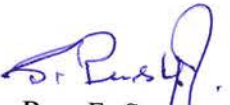
21.02.2022	3.00 p.m.	Disciplinary Committee Meeting
22.02.2022	3.30 p.m.	Students Welfare and Extra Curricular Activities Committee Meeting
03.03.2022	10.30 am	Board of Studies Meeting
12.03.2022	10.30am	Academic Council Meeting

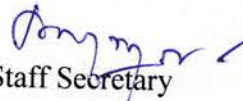
After further discussion it was resolved to do the following:


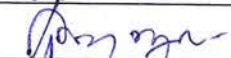
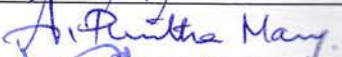

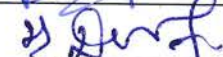
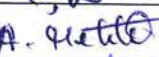



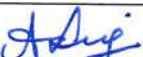
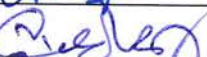

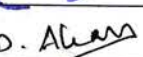
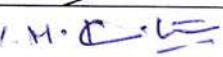
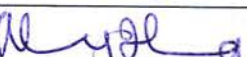
1. To conduct second internal test of the first semester from 23<sup>rd</sup> February to 26<sup>th</sup> February 2022.
  2. To organize a Faculty development program on Ignatian Pedagogical Paradigm (IPP) on 26<sup>th</sup> February 2022.
  3. To inform the staff to submit the internal test marks on 01<sup>st</sup> march 2022.
  4. To Release of CIA Marks and Hall Tickets on 02<sup>nd</sup> march 2022.
  5. To conduct the first semester examination from 04<sup>th</sup> to 11<sup>th</sup> march 2022.
  6. To have college assembly on 07<sup>th</sup> and 14<sup>th</sup> of ~~March~~ <sup>February</sup> lead by the departments English and physical science respectively.
  7. To begin the second semester from 14<sup>th</sup> march 2022.
  8. To ask the staff to submit the details of the modes of internal assessment they follow through mail or in person on or before 31<sup>st</sup> January 2022.
- ❖ Dr.Punitha Mary, the Dean briefed and updated the status of the NAAC, PAR and AQAR of the college.
  - ❖ Dr.Michael J Leo, the Controller of Examinations gave the observations of the Examination Cum Awards committee on the analysis of the first Internal test marks. Based on the observations Fr.Principal instructed the staff to take different remedial measures to help the low achievers.
  - ❖ Dr.Antony Raj the present Staff Secretary presented the previous year account of the staff association as handed over to him by then secretary Dr.John Lawrence.

As no other business was to be transacted the staff meeting was concluded at 05.00pm.

  
Rev.Fr.Principal

  
Rev. Fr.Secretary

  
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 J 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. F.X. Dominic Royce, SJ	
11	Rev. Fr. A. Loyola, SJ	
12	Dr. A. Nicholas Jegan	
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16	Mrs. S. Mercy Johana	



**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, March 9th, 2022, at 3.00 pm in the conference hall. The meeting began with a prayer by Mrs. Rosary Kiruba Alexy. Fr. Principal welcomed the staff members.

The minutes of the previous meeting held on January 28th, 2022, was presented by the staff secretary and approved by the members present.

After discussion, it was resolved to do the following:

1. To raise the monthly contribution to the staff association from 100 rupees to 200 rupees for aided teaching staff.
2. To fix Rs. 100 as a monthly contribution to the staff association for unaided teaching staff.
3. To fix the monthly contribution of the non-teaching staff, both aided and unaided, to the staff association after a meeting with them.

After discussion, the schedule for the month of March 2022 was planned and fixed.

It is as follows:

**EVENTS FOR THE MONTH OF MARCH 2022**

<b>Date</b>	<b>Events</b>
14.03.2022	I B.Ed : Dean meets the Ist Year students (9.30 a.m to 10.30 a.m) Introduction to Citizenship training record (10.30 a.m to 11.30 a.m) Dental Checkup ( 2.00 p.m) II B.Ed : Fr. Principal meets the IInd year students: Receives the feedback on Intensive School Teaching (9.30 a.m to 11.30 a.m) Psychology Experiments (1.45 p.m) I & II B.Ed: Holy Spirit Mass at the College church (11.45 a.m to 12.45 p.m)
15.03.2022	I B.Ed: Visit to Government Museum (9.30 a.m to 12.30 p.m) Visit to Saranalayam (1.45 p.m to 4.30 p.m)

	<p>II B.Ed : Psychology Experiments/ Submission of Topics for Internal/External Teaching Competency Assessment</p> <p>II M.Ed : Internship</p>
16.03.2022	<p>I B.Ed : Visit to Science Centre (9.30 a.m to 12.45 p.m) : Talk on Consumer rights (1.45 p.m to 4.30 p.m)</p> <p>II B.Ed : Visit to Deaf &amp; Dumb school (9.30 a.m to 12.45 p.m) Visit to Blind school (1.45 p.m to 4.30 p.m)</p> <p>II M.Ed : Internship</p>
17.03.2022	<p>I B.Ed : Creative crafts (9.30 a.m to 4.30 p.m)</p> <p>II B.Ed : Visit to Mentally retarded school (9.30 a.m to 12.45 p.m) Science Experiment</p> <p>II M.Ed : Internship</p>
18.03.2022	Local Holiday
	<p>I B.Ed : Legal Education(9.30 a.m to 4.30 p.m)</p> <p>II B. Ed : SUPW / Submission of Test and Measurement calculation</p>
21.03.2022	<p>P.hd Viva Voce to Mrs. Joel (11.00a.m)</p> <p>II M.Ed : Data collection (21<sup>st</sup> March to 11<sup>th</sup> April)</p> <p>I B.Ed : Creative crafts (9.30 a.m to 4.30 p.m)</p> <p>II B.Ed : Club Activity (10 a.m to 12.45 p.m) Health club (1.45 p.m to 4.30 p.m)</p>
22.03.2022	<p>College Assembly by Mathematics department (9.15a.m)</p> <p>I B.Ed : Creative crafts (9.30 a.m to 4.30 p.m)</p> <p>II B.Ed : Record writing</p>
23.03.2022	<p>I B.Ed : Swacch Bharat</p> <p>II B.Ed : Record writing</p>
24.03.2022	<p>I B.Ed : Quiz competition (9.30 a.m to 12.45 p.m)</p> <p>I &amp; II B.Ed: Women's day celebration (2.00p.m to 4.30 p.m)</p>
25.03.2022	<p>I B.Ed : Regular class</p> <p>II B.Ed : Record writing</p>

26.03.2022	I B.Ed : Seminar on "The Ladder" (9.30 a.m to 4.30 p.m) II B.Ed : Record writing
28.03.2022	I B.Ed : Regular class II B.Ed : Record writing
29.03.2022	I B.Ed : Creative crafts (9.30 a.m to 4.30 p.m) II B.Ed : Record writing
30.03.2022	I B.Ed : Regular class II B.Ed : Record writing
31.03.2022	I B.Ed : Creative crafts (9.30 a.m to 4.30 p.m) II B.Ed : Refresher classes on Practical Records (See the special timetable)
01.04.2022	II B.Ed : Evaluation of Teaching Aids
02.04.2022	Holiday- Telugu New year
04.04.2022 & 05.04.2022	II B.Ed : Internal Teaching Competency Assessment
07.04.2022 & 08.04.2022	II B.Ed : External Teaching Competency Assessment

**SUBMISSION OF RECORDS – II B.ED**

Date	Records
15.03.2022	Lesson Plan (Opt I & Opt II)
16.03.2022	Observation, Criticism (Opt I & Opt II)
17.03.2022	Microteaching (Opt I & Opt II)
18.03.2022	Local Holiday
19.03.2022	Educational Technology, Physical Education Submission of special lesson plan for Internal/External Teaching Competency Assessment
21.03.2022	Text Book Review, Action Research
22.03.2022	Case study, Citizenship


23.03.2022	School Based Activities, Diversified Needs of Learners
24.03.2022	School Visit, Seminar & Symposium
25.03.2022	Subject Club Activity, SUPW
26.03.2022	Test & Measurement
28.03.2022	Psychology Experiment
29.03.2022	Science Experiment

**SPECIAL TIMETABLE FOR REFRESHER CLASSES  
ON PRACTICAL RECORDS  
TO II B.Ed on 31st MARCH 2022**

Time	Records
9.30 a.m to 11.30 a.m	Lesson Plan, Observation, Criticism, Microteaching, Subject club, Science Experiment, Action research, Text book review (optional I)
11.45 a.m to 12.45 p.m	Lesson Plan, Observation, Criticism, Microteaching (optional-II)
1.45 p.m to 3.00 p.m	Psychology Experiment, Diversified needs of the learner, School based activity, Test & Measurement
3.00 p.m to 3.30 p.m	School visit, Seminar & Symposium
3.30 p.m to 4.00 p.m	Case study , Citizenship training
4.00 p.m to 4.30 p.m	Educational Technology
4.30 p.m to 5.00 p.m	Physical education, SUPW

After further discussion it was resolved to do the following:

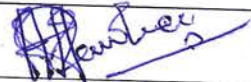
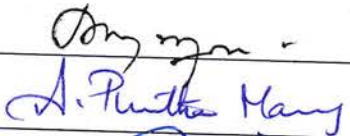


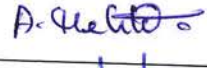

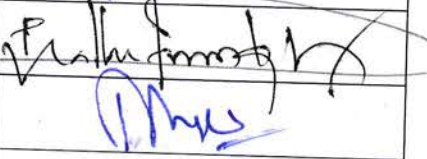




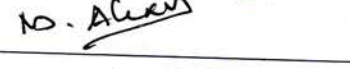
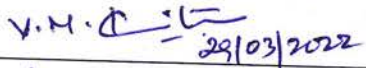

1. Dr. Nicholas Jegan will lead the preparation of a question bank on practical records with the support of the respective teacher educators.
  2. To fix the 15th of March as the deadline for completing and submitting documents for the AQAR.
  3. To remind the staff that they should submit the staff profile and course plan promptly.
  4. To form committees for the NAAC peer team visit after consulting with the Steering committee.
- 
- The status of NAAC, PAR, and AQAR of our college were briefed and updated by Dr. Punitha Mary, the Dean. She also informed us that the NAAC peer team will be visiting on April 22nd and 23<sup>rd</sup> 2022.
  - The Secretary advised the staff to contact him by April 10th if they had any infrastructure development needs.
  - Fr.Principal told the staff that the students needed to be intellectually and mentally prepared for the forth coming NACC peer team visit.
  - As no other business was to be transacted the staff meeting was concluded at 04.00pm.

  
Rev.Fr.Principal

  
Rev. Fr.Secretary

  
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 J Leo	
5	Dr. Y. Daniel	
6	Mrs. A. Metilda Jasmine Shanthi	
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8	Dr. R. Sathesh Franklin	
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10	Rev. Dr. F.X. Dominic Royce, SJ	
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12	Dr. A. Nicholas Jegan	
13	Mr. U. Subramanian	
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**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 Tuesday, March 29th, 2022, at 3.35 pm in the conference hall. The meeting began with a prayer by Dr. Sherlin. Fr. Principal welcomed the staff members. The minutes of the previous meeting held on March 9th, 2022, was presented by the staff secretary and approved by the members present.

- The Dean, Dr. Punitha Mary, provided an update on the status of our college's AQAR. The staff members were thanked by Fr. Principal for completing the AQAR on time.

**After discussion, the committees for NAAC visit on 22nd 23<sup>rd</sup> April 2022 was planned and fixed. It is as follows:**

**COMMITTEES LIST**

**1. College Reception Committee**

Mrs. A. Metilda Jasmine Shanthi (Coordinator)

Dr. R. Sathesh Franklin

Mrs. S. Mercy Johanna

Mrs. R. Poornam Thayammal

***Responsibilities :***

Reception at the Gate \* Rangoli \* Garland \* Bouquet \* Aarathi \* Chorus of Welcome by Students \* Introduction Team by Principal \* Preparation for Exit meeting \* Gifts for Peer Team \* Receiving the Alumni \* Banner or Flex

**2. Travel & Logistics Committee**

Dr. S. Sherlin (Coordinator)

Dr. R. Sathesh Franklin

Mr. U. Subramanian

Mr. P. Bernet Sagaya Joe

***Responsibilities:***

Visit the Hotel before three days \* If the room is not good, booking new rooms \* Receiving the team in the Air Port \* Vehicle arrangement \* Making all the arrangement for their stay \* Accompanying the team members from the hotel to the college and vice versa \* Accompanying them in the evening \* See the team members off in the Airport

**3. Refreshment Committee**

Dr. Y. Daniel (Coordinator)

Mr. R. Murugaiah

Mr. A. Arockiaraj

Mr. X. Alphonse

***Responsibilities:***

Refreshment for peer team members in the Principal's room / Conference hall in the morning \* Refreshment for peer team as well as staff members at 11.30 am and 3.30 pm on both days \* Lunch for peer team as well as staff members \* Arranging dining hall for peer team and staff \* Refreshment for peer team in the evening \* Refreshment for Students, Alumni and Parents

**4. Committee for College Assembly**

Dr. A. John Lawrence (Coordinator)

Rev. Fr. A. Loyola, S.J.

Mr. Antony Sebastian

***Responsibilities:***

Preparation for Assembly \* Items according to the team in consultation with staff and Principal \* Micro Phone setting in the open stage \* Flag Hoisting \* Back drop

**5. Cultural Committee**

Dr. M. Antony Raj (Coordinator)

Mr. U. Subramanian

Dr. S. Mercy Johanna

Dr. D. Namasivayam

***Responsibilities:***

Programme Selection \* Stage Arrangements \* Practice for students \* Rehearsal \* Costumes of students \* Preparing the students on time

**6. Campus Decoration Committee**

Dr. R. Sathesh Franklin (Coordinator)

Mr. A. Arockiaraj

Mr. R. Nagaraj

Mr. M. Paulraj

Mr. Esaki

Mrs. Muthumari

**Responsibilities:**

Decorating the Campus with Sound and Light \* Decorating the Open Stage \*  
Decorating the Entrance \* Decorating the Ground with Colorful Flags \* Decorating the  
Auditorium, Seminar Hall and other Classrooms

**7. Public Relation Committee**

Dr. T. Raja (Coordinator)

Dr. A. Nicholas Jegan

Mr. Antony Sebastian

Mr. V. Maria Joachim Brenardshaw

**Responsibilities:**

Preparing the Press report \* Informing the Press before and after the visit \* Arranging  
for press meet in the college \* Taking photos & videos \* Preparing Album after the visit

**8. Stakeholders Committee**

Dr. A. Michael J Leo (Coordinator)

Mr. T. Thangaraj

Mr. S. Joseph

Mr. N. Rajkumar

**Responsibilities:**

Contacting the Alumni and Parents \* Preparation of the Hall for meeting \* Receiving  
the Alumni and Parents \* Orienting Alumni and Parents \* Taking peer team to  
internship Schools and Hostels

**9. Academic Accompaniment**

Dr. A. Punitha Mary (Coordinator)

Mrs. A. Metilda Jasmine Shanthi

Mrs. M. Rosary Kiruba Alexy

Mrs. A. Arul Mary Grace

**Responsibilities:**

Checking all the classrooms, seminar halls, laboratories, learning resource centres before NAAC visit \* Accompanying the peer team to all the rooms \* Keeping the documents ready at Dean's Office and Conference Hall \* Checking Notice Boards \* Preparing a visit schedule

**10. Exhibition Committee**

Dr. V. M. Kavitha (Coordinator)

Mr. U. Subramanian

Mrs. R. Poornam Thayammal

Mrs. S. Chellammal

**Responsibilities:**

Displaying all materials prepared by the students (Arts & Crafts materials) \* Decorating the Library 1st Floor

**11. Orientation**

Rev. Fr. D. Thomas Alexander SJ

Dr. A. Punitha Mary

Mrs. A. Metilda Jasmine Shanthi

**Responsibilities:**

Briefing the students, non-teaching staff and staff \* Preparing a few students to answer.

After that the Format for MOCK Visit to be on 12<sup>th</sup> April 2022 was presented by the Dean and it was approved by the staff members. It is as follows:

**PROFILE OF THE INSTITUTION**

S.No	Items	Observations
1.	Name of the Institution	
2.	Address	
3.	Type of Institution	
4.	Is it a recognized minority institution?	
5.	Date of establishment of the College/Institution	
6.	Details of programmes offered by the College/Institution	
7.	Number of Teachers in the Institution	
8.	Number of Non-teaching positions in the Institution	
9.	Outdoor games/sports facilities available in the institution	
10.	Lab facilities available in the institution	
11.	Other Physical facilities	

**Criterion I – Curricular Aspects**

S.No	Items	Observations	Suggestions
1	Curriculum Planning, reviewing and revising		
2	Opportunities provided for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas		
3	Institution familiarizes students with the diversities in school system in Indian as		

	well as in an international and comparative perspective.		
4	Number of optional/ elective courses including pedagogy courses offered B.Ed M.Ed		
5	Efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements		
6	Value-Added Courses		
7	Self-study Courses		
8	Feedback System		

## Criterion II

### Teaching-Learning and Evaluation

S.No	Items	Observations	Recommendations
1	Assessment process at entry level and the academic support		
2	Student-Mentor Ratio		
3	Teaching Methodology		
4	Continual mentoring is provided by teachers for developing professional attributes in students		
5	Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students		

6	Assignment to Students		
7	Preparation for Internship		
8	Monitoring mechanism during internship		
9	Nature of efforts by teachers to keep themselves updated professionally		
10	Internal Evaluation System		
11	Mechanism and procedure for Grievance redressal cell		
12	Mechanism of adhering to academic calendar for the conduct of Internal Evaluation		
13	Alignment of stated PLO's and CLO's in the teaching learning process		
14	Attainment of professional and personal attributes in line with the PLOs and CLOs		
15	Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to		

### Criterion III – Research and Outreach Activities

S. NO	Items	Observations	Suggestions
1	Research Project		
2	Journal Publications		
3	Books/Chapter Publications		



4	Sensitizing students to social issues through Outreach activities		
5	Awards for extension activities		
6	Faculty Exchange Programmes		
7	Student Exchange Programmes		
8	Functional MoUs		
9	Linkages with Schools		

#### Criterion IV- Infrastructure and Learning Resources

S.No	Items	Observations	Recommendations
1	Physical facilities available for teaching learning		
2	Library Automation		
3	Remote access to library resources		
4	Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities		
5	e-content development facilities		

#### Criterion V- Student Support and Progression

S.No	Items	Observations	Recommendations
1	Capability building and skill enhancement initiatives		
2	Campus Interview		
3	Role of Student Council		
4	Alumni Association acts as an effective support system to		

	the institution in motivating, nurturing special talent		
5	Contribution of Alumni Association to College		

**Criterion VI: Governance, Leadership and Management**

S.No	Items	Observations	Recommen dations
1.	Governance of the institution is reflective of an effective leadership		
2.	Decentralization and participative management		
3.	Transparency in finance, administrative and other functions		
4.	Strategic plan with details of deployment strategy,		
5.	Functioning of Institutional Bodies		
6.	Effectiveness of various bodies/cells/committees		
7.	Welfare measures for teaching and non-teaching staff		
8.	Performance Appraisal System		
9.	Internal Audit and External Audit		
10	Procedure for Mobilization of funds		
11	Quality Assurance through IQAC		
12	Process adopted by the institution for reviewing Teaching-Learning Process		
13	Incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives		

**Criterion VII**  
**Institutional Values and Best Practices**

<b>S.No</b>	<b>Items</b>	<b>Observations</b>	<b>Recommendations</b>
1	Energy Policy statement streamlining ways of energy conservation		
2	Institutional Policy for Waste management		
3	Maintenance of cleanliness, sanitation, green cover of the campus		
4	Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges		
5	Best Practices		
6	Institutional Distinctiveness		

**Overall Suggestions:**

Strengths:

Weaknesses:

Challenges:

Opportunities

After that the things to be prepared for NAAC Visit was presented by the Dean and it was approved by the staff members. It is as follows:

**THINGS TO BE PREPARED**

**Learning Resource Rooms** – \*Inventory List \*Arrangement of teaching- aids \* welcome words if possible \* Decoration in the entrance of room

**Tamil Resource Centre** - Mr. U. Subramanian

**English Resource Centre** - Dr. A. John Lawrence

**Mathematics** - Mrs. A. Metilda Jasmine Shanthy

**Biological Science** - Dr. Y. Daniel

**Physical Science** - Dr. S. Sherlin

**Social Science** - Dr. M. Antony Raj

**Computer Science** - Dr. A. Nicholas Jegan

**Physical Education** - Dr. R. Sathesh Franklin

**Laboratories :** \* Checking the expiry date of the chemicals \* Stock register with Principal's Signature \* List of equipments/ software/ computers/ specimens\* list of experiments done in the laboratory \* Sample Record note for the same \* checking the working condition of the equipments \* Maintenance of attendance register in the computer lab and language lab.

**Psychology Lab** - Dr. A. Michael J Leo

**Educational Technology & ICT lab** - Dr. A. Nicholas Jegan

**Physical Science** - Dr. S. Sherlin

**Bio-Science** - Dr. Y. Daniel

**Digital Language Lab** - Dr. S. Mercy Johanna

**Arts & Craft Lab** - Mrs. M. Rosary Kiruba Alexy

**Right Centre for e-content Creation** - Mr. V. Maria Joachim Bernard haw

**Website** – Dr. A. Nicholas Jegan – Checking the matters uploaded

**Library** - Dr. T. Raja

\*Preparation of Brochure Containing details of library and their activities\*Stock Register \* Stock Details \* Decorating the library \* Checking the neatness of the library.

**Research Centre – Dr. M. Antony Raj**

\* Preparation of Brochure indicating the objectives and activities \*Checking the neatness of the Centre \*Stock list \* Details of Journal ‘Research and Reflections on Education’ and Xavier Journal of Educational Abstract \* Display of Books Published \* Research Scholars Details \* Attendance register of Research Scholars \* Entry register \* Minutes of Research Committee

**Controller of Examinations Office – Dr. A. Michael J Leo**

\*Preparing Brochure indicating the results of our students \* Displaying the sample record note books since 2015 \*Internal Mark Statement from 2015 onwards \* Result copy from 2015 \* Time table for both internal and external examination \* Internal mark register \* List of examiners\* List of question paper setters \* Minutes of Awards Committee / Grievance Committee.

**Dean’s Office – Dr. A. Punitha Mary**

\*Preparing Brochure Indicating objectives and activities \* Documentation of College events from 2015 \* IQAC Newsletter \* Feedback reports \* Minutes notebooks \* Criterion-wise arrangement of documents (Original) \* Prospectus \* College Calendar \* PowerPoint presentation for Principal’s Presentation \* Binding the NAAC report \* Printing the photos from 2018 \* Entry & Exit behavior test and analysis \* Course plan collection \*Profile of the staff \* AQAR \*Log book

**LCD Projector’s in Classrooms – Dr. A. Nicholas Jegan**

\*Checking the functioning of LCD projectors \* Checking the neatness of the computer cupboard \*Providing internet connection in the computer \* Providing free wi-fi

**Hostel – Bellarmine – Fr. Stanly**

\*Checking the neatness of rooms, rest rooms, drinking water, dining table, list of students in the hostel

**Women’s Room – Mrs. A. Metilda Jasmine Shanthi**

\*Checking the neatness of the room \* Checking the function of vending machine and incinerator \* Checking the neatness of restrooms \*First aid kit \* Providing Carom Board

**Sick Room--Mrs. A. Metilda Jasmine Shanthi**

\*First Aid Kit \* Checking the restrooms

**Britto Hostel-Rev. Sr. Kalaiarasi (Dr. Leo)**

\*Checking the neatness of rooms, rest rooms, drinking water, dining table, list of students in the hostel \*Medical record in the hostel

**Men's Room \_ Dr. R. Sathesh Franklin**

\*Checking the neatness of the room \* Indoor games material

**Judge Joseph Clinic – Mrs. Rosary Kiruba Alexy**

\* List of activities with JJ Clinic from 2015

**Visiting Internship Schools – Dr. A. Michael J Leo**

\*Getting permission from the internship schools like St. Xavier's Hr.Sec.School, Christhuraja Hr. Sec. School, and Angelo Matriculation School

**Joy Bhavan - Dr. Y. Daniel**

\*Attendance register \* Meeting the sisters before the visit \* Certificate details

**St. Thomas Hostel – Dr. Y. Daniel**

\*Attendance register \* Meeting the brothers before the visit \* Certificate details

**Fine Arts Room – Mr. U. Subramanian**

\*List of events participated outside the campus \* Prize list \* Prizes \* Costumes

**College Office – Mr. T. Thangaraj**

\*Admission details \* provisionally selected list \* staff details \* Account Details

**Vice Principal Room – Mrs. A. Metilda Jasmine Shanthi**

\*Students Council Details \* List of College Events \* Time Table \* Minutes of Disciplinary Committee \* Details of Internship

**Physical Education Room – Dr. R. Sathesh Franklin**

\*Stock Register \*Achievement in Sports \* List of Play materials

**NSS – Dr. R. Sathesh Franklin**

\*Brochure containing objectives and functions

**Alumni/ae Office – Dr. A. Michael J Leo**

\*Students Database \* Alumni Activities \* Xavierian Best Teacher Award Details

**Career Guidance and Placement Cell – Dr. S. Sherlin**

- \* Students Database \* Details of Campus Interview \* Appointment Orders of students
- \* Brochure Containing the CGPC activities

**Counsellor Room – Mrs. A. Metilda Jasmine Shanthi**

\*Checking the neatness of the room \*Counsellor's Diary

**Extension Service- Dr. Y.Daniel**

\*Brochure containing objectives, functions and activities \* MOTESC Attendance Register \*ARCH Attendance \* Certificates of appreciation

**Guest room – Dr. S. Sherlin**


**Herbal Garden & Vermi Compost – Dr. Y. Daniel**

**Principal and Secretary Office – Mr. Murugaiah**

After further discussion, it was resolved to do the following:


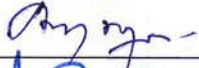
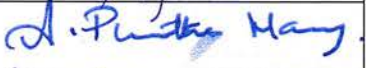

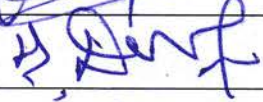
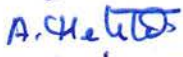
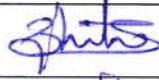
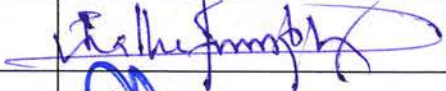

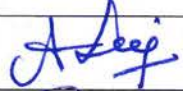
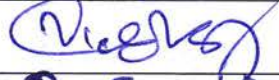



1. To have a refresher class on practical records for second year B.Ed students on March 31st, 2022.
2. To conduct an internal evaluation of teaching aids on April 1st, 2022.
3. To have a model practical examination for records on April 6th, 2022.
4. To conduct internal practical examinations for second year B.Ed students on April 4<sup>th</sup> and 5th, 2022.
5. To conduct external practical examinations for second year B.Ed students on April 7<sup>th</sup> and 8th, 2022.
6. To face the NAAC Mock Visit on April 12th, 2022.
7. To ask the coordinators of the different committees to present their actual plans and budgets at the next staff meeting to be held on April 9th, 2022.

As no other business was to be transacted, the staff meeting was concluded at 05.20pm.

  
Rev. Fr. Principal

Rev. Fr. Secretary

  
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 J 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. F.X. 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	





## 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 at the conference hall on Wednesday, May 11th, 2022, at 3.30 pm. Mr. U. Subramanian said prayer and the meeting began. The staff members were welcomed by Fr. Principal. The staff secretary submitted the minutes of the last meeting, which took place on March 29, 2022, and the members present approved them.

Fr. Principal appreciated all members of the organising committees, teaching personnel, supporting staff members, and the Dean for their complete dedication and support during the NAAC Peer team visit. He further stated that this assessment will motivate us to work much harder.

Then Fr. Secretary extended his sincere gratitude to all the teaching and non-teaching staff for their tireless efforts throughout the accreditation process.

After discussion the schedule for the month of May and June was planned and fixed. It is as follows:

DATE	Day	TIME	EVENTS
11.05.2022	Wednesday	11.45 am-12.45pm	Tutor-Ward Interaction: I B.Ed.
14.05.2022	Thursday	3.30 pm	Teacher of the Month
18.05.2022	Wednesday	11.45 am	Video Conferencing
19.05.2022	Thursday	1.45 pm	Subject Club Inauguration (I B.Ed.)
19.05.2022	Thursday	3.00 p.m.	Board of studies (online)
20.05.2022	Friday	1.45 pm	Seminar on De-addiction
22.05.2022	Sunday	10.00 am	Golden Jubilee of Rev. Fr. G. Pushparaj, SJ at Madurai.
24.05.2022	Tuesday	9.30 am	Finale of Cultural Competition
28.05.2022	Saturday	2.30 pm	Sports Day

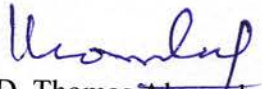
29.05.2022	Sunday	10.00 am	Alumni Association General Body Meeting
30.05.2022 & 31.05.2022	Monday & Tuesday	10.00 am	CIA-II for Diploma in Digital Pedagogy
31.05.2022	Tuesday	10.30 am	Academic Council Meeting
01.06.2022 & 02.06.2022	Wednesday & Thursday		Semester for Diploma in Digital Pedagogy
04.06.2022	Saturday		Graduation Day
06.06.2022 to 09.06.22	Monday to Wednesday		CIA-I of II/IV semester
10.06.2022- 11.06.2022	Friday & Saturday		Educational Tour (I B.Ed./II B.Ed.)
13.06.2022- 14.06.2022	Monday & Tuesday		Psychology Experiment (I B.Ed.)
15.06.2022	Wednesday		AIDS/ Transgender Awareness
18.06.2022	Saturday		Traditional Food- Inter Collegiate Competition
21.06.2022	Tuesday		Inter Collegiate Short films Contest

The following was decided after further deliberation:

1. Dr.Y.Daniel will lead the inauguration of the subject club.
2. The seminar on De addiction will be led by Dr. Sathesh Franklin.
3. The Transgender / AIDS awareness programme will be led by Dr. John Lawrence.
4. The Women's Cell will lead the Traditional Food Intercollegiate Competition.
5. Dr. Sathesh Franklin and Mr. Brenardshaw will be the in charge of Intercollegiate Short Films Contest.

Fr.Principal requested that staff members review the B.Ed first semester and M.Ed third semester syllabuses and make any necessary changes in black and white and to submit them to the Dean's office by May 14, 2022.

The meeting came to an end at 4.35 pm.



Rev. Dr. D. Thomas Alexander SJ  
Principal



Rev. Fr. S. Maria Singarayar SJ  
Secretary



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

S. No	Name	Signature
1.	Dr. A. John Lawrence	
2.	Dr. M. Antonyraj	
3.	Dr. A. Punitha mary	
4.	Dr. A. Michael J Leo	
5.	Dr. Y. Daniel	
6.	Mrs A. Metilda Jasmine Shanthi	
7.	Dr. S. Sherlin	
8.	Dr. T. Raja	
9.	Dr. R. Sathesh Franklin	
10.	Rev. Dr. F.X. 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. S. Mercy Johanna	



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

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

PALAYAMKOTTAI-627002, TAMILNADU, INDIA

A staff meeting was held at the conference hall on Monday, June 13, 2022, at 04.15 pm. Mrs. A. Metilda Jasmine Shanthi said prayer and the meeting began. The staff members were welcomed by Fr. Principal. The staff secretary submitted the minutes of the last meeting, which took place on May 11, 2022, and the members present approved the same.

Fr. Principal appreciated all teaching, non-teaching staff for their complete dedication and support in effecting the planned schedule of the month of May meticulously.

After discussion the schedule for the month of June was planned and fixed. It is as follows:

### EVENTS IN THE MONTH OF JUNE & JULY 2022

DATE	Day	TIME	EVENTS
04.06.2022	Saturday	2.30-5.00 p.m.	Graduation Day
06.06.2022 to 09.06.2022	Monday to Thursday		CIA-I of II/IV semester
10.06.2022- 11.06.2022	Friday & Saturday		Educational Tour (II B.Ed.)
13.06.2022- 14.06.2022	Monday & Tuesday		Psychology Experiment (I B.Ed.)
15.06.2022	Wednesday	1.45 p.m.	Awareness Programme on AIDS
		3.30 p.m.	Parents-Teachers Meeting (I B.Ed.)
16.06.2022	Thursday	3.00 p.m.	Governing Body Meeting
20.06.2022	Monday	9.15 a.m.	College Assembly (Bio, Comp, Tamil & History)
24.06.2022	Friday	2.40 p.m.	Awareness on 'POCSO' (II B.Ed.)
25.06.2022	Saturday	1.30 p.m.	Inter Collegiate Food Competition (Women Cell)
26.06.2022	Sunday	10.00 a.m.	1985-1986 B.Ed. Batch Meets in SXCE


27.06.2022	Monday	9.15 a.m.	College Assembly (Students Council)
30.06.2022	Thursday	3.30 p.m.	Legal Awareness-TVL BAR free legal Unit
02.07.2022	Saturday	6.00 p.m.	College Day
08.07.2022	Friday	3.00 p.m.	Short Films Contest-Valediction
11.07.2022 to 14.07.2022	Monday to Thursday		CIA-II of II/IV semester CIA for Digital Pedagogy
18.07.2022	Monday		Hall Ticket 'No Due' submission
20.07.2022 to 28.07.2022	Wednesday to Thursday		Semester Examinations II/IV (I.B.Ed./II B.Ed./II M.Ed.)
30.07.2022	Saturday	9.30 a.m.-4.30 p.m.	Special Seminar for Primary School Teachers of Tirunelveli District


Further consideration led to the following decision:

1. To plan a seminar on POCSO Act for Xavierian teachers.
2. To prohibit the use of smart watches during exams.
3. To designate the first week of August as a semester holiday.
4. To begin writing of lesson plans from August 10, 2022.
5. To start the intensive teaching practice from September 1 to December 21, 2022.
6. To provide the concerned teachers permission to administer the internal exams for the self-study courses on their timetable.
7. To administer external exams for the self-study courses during the semester exam period.

Fr. Principal asked staff members to finish the syllabus and get students ready for their even semester exams.

The meeting came to an end at 05.15 pm.

  
Rev. Dr. D. Thomas Alexander SJ  
Principal

  
Rev. Fr. S. Maria Singarayar SJ  
Secretary

  
Staff Secretary



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

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



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

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

PALAYAMKOTTAI-627002, TAMILNADU, INDIA

On Friday, July 29, 2022, at 3:30 pm, a staff meeting was conducted online using Google Meet. Fr. Principal gave the staff a hearty welcome. The minutes of the last meeting that took place on June 13, 2022 was presented by the staff secretary and approved by the members present.

Fr. Principal expressed his gratitude to all of the teaching and non-teaching faculties for their hard work and dedication in finishing the previous academic year successfully. He said, "It was not simple to document the last five years of our college's existence, but you accomplished the enormous challenge by your cooperation, commitment, and hard work." Even though we gave the NAAC peer team our best, the grade given is not pleasing and reasonable. As a result, we filed an appeal and defended successfully on 25<sup>th</sup> July 2022.

After discussion the schedule for the month of August was planned and fixed. It is as follows:

### EVENTS IN THE MONTH OF AUGUST 2022

ST.XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

Palayamkottai-  
627002 SPECIAL TIME TABLE FOR IIB.ED

8<sup>th</sup> to 26<sup>th</sup> AUGUST 2022

Date	9.30-10.30	10.30 - 11.30	Break	11.45-12.45	Lunch Break	1.45-2.45	2.45-3.45	3.45-4.30
08.08.2022 Monday	Digital Pedagogy	Orientation on Observation & Criticism record (Optional I)	Break	Orientation on Observation & Criticism record (Optional II)		Lesson Plan writing for Internship (Optional)		
09.08.2022 Tuesday	Moharram-Holiday				Moharram-Holiday			



10.08.2022 Wednesday	Digital Pedagogy	Preparation of Diagnostic test (Optional I)	Break	Preparation of Diagnostic test (Optional II)	Lesson Plan writing for Internship (Optional II)		
11.08.2022 Thursday	Digital Pedagogy	Orientation on Test and Measurement record		Orientation on Action research & Text Book Review record	Lesson Plan writing for Internship (Optional II)		
12.08.2022 Friday	Digital Pedagogy			Lesson Plan Writing and Correction for PTPII (Optional I)	Lesson Plan Writing and Correction for PTPII (Optional I)	Lesson Plan Writing and Correction for PTPII (Optional II)	
13.08.2022 Saturday	Peer Teaching of PTP-II				Peer Teaching of PTP-II		
15.08.2022 Monday	Independence day-Holiday				Independence day-Holiday		
16.08.2022 Tuesday	Digital Pedagogy	Orientation on Case study record	Break	Orientation on School Based Activities record	Orientation on School Visit record	Orientation on Physical Education record	Orientation on Diversified Needs of Learners
17.08.2022 Wednesday	Inauguration of the Academic year 2022-23			Holy Mass		Digital Pedagogy	Lesson Plan Writing for Internship (Optional II)
22.08.2022 Monday	Digital Pedagogy	Preparation of Blue Print (Optional II)		Preparation of Blue Print (Optional II)	Lesson Plan Writing for Internship (Optional II)		
23.08.2022 Tuesday	Preliminary Teaching Practice-I at SXHSS				Preliminary Teaching Practice-I at SXHSS		
24.08.2022 Wednesday	Preliminary Teaching Practice-I at SXHSS				Preliminary Teaching Practice-I at SXHSS		
25.08.2022 Thursday	Digital Pedagogy			Lesson Plan Writing for Internship (Optional II)	Lesson Plan Writing for Internship (Optional II)	Lesson Plan Writing for Internship (Optional II)	
26.08.2022 Friday	Submission of 20 lesson plans (Optional II)				Submission of 20 lesson plans (Optional II)		

**Note**

1. All the students should have completed the writing and correction of 20 Lesson Plans in Optional I and Optional II on 26<sup>th</sup> August 2022

2. The teaching aids for 40 Lesson plans should be checked by the respective professors by 30<sup>th</sup> August 2022
3. The internship begins on 1<sup>st</sup> September 2022
4. During the quarterly exam holidays at school, all the IIB.Ed students should come back to the college

The following decisions <sup>were</sup> ~~was~~ made after further consideration:

1. To develop a totally new curriculum by the academic year 2023-2024
2. To conduct preliminary teaching practice session on August 23 and 24, 2022.

Fr. Principal thanked Dr. Michael J. Leo for overseeing both our college semester exams and the TNTEU exams successfully. He also mentioned that Dr. John Lawrence will be the camp officer for our TNTEU's evaluation camp to be held in our college.

The meeting came to an end at 05.15 pm.

Rev. Dr. D. Thomas Alexander SJ  
Principal

Rev. Fr. S. Maria Singarayar SJ  
Secretary

Staff Secretary



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

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



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

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

PALAYAMKOTTAI-627002, TAMILNADU, INDIA

A staff meeting was conducted on 30<sup>th</sup> August 2022 at 10.20 am in the conference hall. Dr. Michael J Leo invoked God's blessings. Fr. Principal gave the staff a hearty welcome. The minutes of the last meeting that took place on July 29<sup>th</sup> 2022 was presented by the staff secretary and approved by the members present.

Fr. Principal expressed his gratitude to all of the teaching faculties for their dedication in making the second year students to complete 20 lesson plans, 20 Charts and 60 flash cards for or each optional subjects.

Fr. Principal thanked Dr. John Lawrence for the successful completion of the TNTEU's evaluation camp held in our college.

After discussion the schedule for the month of September was planned and fixed. It is as follows:

### **EVENTS IN THE MONTH OF SEPTEMBER 2022**

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

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

**Palayamkottai - 627 002**

Date	Time	Classes
01.09.2022 Thursday		II B.Ed begins their Internship
09.09.2022 Friday	10.00 a.m	Valediction of Intensive English Training Programme
10.09.2022 Saturday		Staff Picnic
12.09.2022 Monday	9.30 am – 11.00 am 11.15 am -12.45 pm 1.45 pm – 3.00 pm 3.15 pm – 4.00 pm 4.00 pm – 4.30 pm	<b>Student Induction Programme Phase – I</b> Orientation on <ul style="list-style-type: none"><li>• Code of Conduct (Principal)</li><li>• Academic Matters (Dr. A. Punitha Mary)</li><li>• Usage of Library (Dr. T. Raja)</li><li>• Diploma Programme &amp; Certificate Programme (Principal)</li><li>• Entry Behavior Test (Dr. A. Punitha Mary)</li></ul>

	4.30 pm- 5.15 pm	<ul style="list-style-type: none"> <li>Physical Education (Dr. R. Sathesh Franklin)</li> </ul>
<b>13.09.2022</b> <b>Tuesday</b>	9.30 am – 10.15 am 10.15 am- 11.15 am  11.30 am – 12.45 pm 1.45 pm -2.15 pm  2.15 pm - 3.00 pm 3.15 pm – 4.00 pm  4.00 pm – 4.30 pm	<b>Student Induction Programme Phase – II</b> Orientation on <ul style="list-style-type: none"> <li>Elective Courses (Dr. A. Punitha Mary)</li> <li>Joy of Giving &amp; Extension Activities (Dr. Y. Daniel)</li> <li>SWAYAM (Dr.A. Michael J Leo)</li> <li>VENTEL Programme (Dr. R. Sathesh Franklin)</li> <li>CGPC (Dr. S. Sherlin)</li> <li>NSS &amp; SWACHH (Dr. R. Sathesh Franklin)</li> </ul> Self-Study Courses & Value Added Courses (Dr. A. Punitha Mary)
<b>14.09.2022</b> <b>Wednesday</b>	9.30 am -11.00 am 11.15 am – 12.45 pm 1.45 pm – 3.00 pm 3.15 pm – 4.30 pm	<b>Student Induction Programme Phase – III</b> Self-awareness (Fr. Secretary) Know your Personality (Dr.A. Michael J Leo) Self-Esteem (Rev. Fr. A. Loyola) Developing Positive Attitude (Dr. A. Punitha Mary)
<b>15.09.2022</b> <b>Thursday</b>	9.30 am- 11.00 am 11.15 am-12.45 pm 1.45 pm-3.00 pm 3.30 pm – 4.30 pm	<b>Student Induction Programme Phase – IV</b> Principles of Teaching (Dr. S. Sherlin) Time Management (Dr. Y. Daniel) Professional Ethics (Dr. A. John Lawrence) Anti-Suicidal Guidance Programme
<b>16.09.2022</b> <b>Friday</b>	9.30 am- 12.45 pm 1.45pm – 4.30 pm	Cyber Wisdom Inauguration of Environmental Club 1 <sup>st</sup> Visit to internship schools by the staff
<b>17.09.2022</b> <b>Saturday</b>	9.30 am- 11.30 am 11.45 pm – 12.45 pm  1.45 pm – 4.30 pm	Teaching Aids (Mrs. A. Chellammal) College Anthem. National Anthem Tamil Thai Vazhathu (Principal) Preparation for Teacher's day Celebration

	6.00 pm	Alumni Teachers' day celebration
19.09.2022 & 20.09.2022		Regular Classes
21.09.2022 to 30.09.2022		Micro teaching Practice
24.09.2022 Saturday		Holiday
1.10.2022 Saturday	9.30 am – 12.45 pm	Visit to Science Centre (I B.Ed)
2.10.2022 to 5.10.2022		Pooja Holidays
6.10.2022 to 8.10.2022		Lesson Plan Writing
10.10.2022 & 11.10.2022		Demo teaching

**TIME TABLE – MICROTEACHING FOR I B.Ed (ACADEMIC YEAR 2022-2023)**

Date	9.30-10.30	10.30-11.30		11.45-12.45		1.45-2.45	2.45-3.45	3.45-4.30
21-09-2022 Wednesday	<b>Introduction to Micro-teaching</b> PM	<b>Skill – I</b> Explanation & Demo (Opt-II) <b>Introducing a Lesson</b>	Break 11.30 a.m - 11.45 a.m	<b>Skill - I</b> Episode Writing & Correction	Lunch Break 12.45 p. m - 1.45 p. m	<b>Skill - I</b> Episode Writing & Correction	<b>Skill - I</b> Practice- <b>Introducing a Lesson</b>	<b>Skill - I</b> Practice- <b>Introducing a Lesson</b>
22-09-2022 Thursday	<b>Skill - II</b> Explanation & Demo (Opt-I) <b>Explaining</b>	<b>Skill – II</b> Episode Writing & Correction		<b>Skill – II</b> Episode Writing & Correction		<b>Skill - II</b> Practice- <b>Explaining</b>	<b>Skill - II</b> Practice - <b>Explaining</b>	<b>Skill - III</b> Explanation & Demo (Opt-II) <b>Stimulus Variation</b>
23-09-2022 Friday	<b>Skill – III</b> Episode Writing & Correction	<b>Skill – III</b> Episode Writing & Correction		<b>Skill - III</b> Practice - <b>Stimulus Variation</b>		<b>Skill - III</b> Practice - <b>Stimulus Variation</b>	<b>Skill - IV</b> Explanation & Demo (Opt. I) <b>Probing Questioning</b>	<b>Skill - IV</b> Episode Writing & Correction
24-09-2022 Saturday	Holiday			Holiday		Holiday		
25-09-2022 Sunday	Holiday		Holiday	Holiday				

26-09-2022 Monday	<b>Skill - IV</b> Episode Writing & Correction	<b>Skill – IV</b> Practice- <b>Probing</b> <b>Questionin</b> <b>g</b>	Break 11.30 a.m -11.45 a.m	<b>Skill – IV</b> Practice- <b>Probing</b> <b>Questionin</b> <b>g</b>	Lunch Break 12.45 p. m -1.45 p. m	<b>Skill – V</b> Explanation & Demo (Opt- II) <b>Reinforceme</b> <b>nt</b>	<b>Skill - V</b> Episode Writing & Correction	<b>Skill - V</b> Episode Writing & Correction
27-09-2022 Tuesday	<b>Skill – V</b> Practice- <b>Reinforceme</b> <b>nt</b>	<b>Skill – V</b> Practice- <b>Reinforce</b> <b>ment</b>		<b>Skill – VI</b> Explanation & Demo (Opt-I) <b>Increasing</b> <b>Pupil’s</b> <b>Participati</b> <b>on</b>		<b>Skill - VI</b> Episode Writing & Correction	<b>Skill - VI</b> Episode Writing & Correction	<b>Skill – VI</b> Practice- <b>Increasing</b> <b>Pupil’s</b> <b>Participati</b> <b>on</b>
28-09-2022 Wednesday	<b>Skill – VI</b> Practice- <b>Increasing</b> <b>Pupil’s</b> <b>Participatio</b> <b>n</b>	<b>Link</b> <b>Lesson</b> Explanatio & Demo (Opt- I)		<b>Link</b> <b>lesson</b> Writing & Correction Opt-I		<b>Link lesson</b> Writing & Correction Opt-I	<b>Link</b> <b>lesson</b> Writing & Correction Opt-I	<b>Link</b> <b>Lesson</b> Practice Opt-I
29-09-2022 Thursday	<b>Link Lesson</b> Practice Opt-I	<b>Link</b> <b>Lesson</b> Practice Opt-I		<b>Link</b> <b>Lesson</b> Practice Opt-I		<b>Link Lesson</b> Explanation & Demo (Opt- II)	<b>Link</b> <b>lesson</b> Writing & Correction Opt-II	<b>Link</b> <b>lesson</b> Writing & Correction Opt-II
30-09-2022 Friday	<b>Link lesson</b> Writing & Correction Opt-II	<b>Link</b> <b>Lesson</b> Practice Opt-II		<b>Link</b> <b>Lesson</b> Practice Opt-II		<b>Link Lesson</b> Practice Opt-II	<b>Link</b> <b>Lesson</b> Practice Opt-II	

**SPECIAL TIME TABLE FOR LESSON PLAN PREPARATION (I YEAR B.ED.)**

<b>Date</b>	<b>9.30-11.00</b>	Break -11.00-11.15	<b>11.15-12.45</b>	Lunch 12.45-01.45	<b>01.45-3.00</b>	Break- 3.00-3.15	<b>3.15-04.30</b>
06-10-2019 Thursday	Optional I		Optional II		Optional I		Optional II
07-10-2019 Friday	Optional I		Optional II		Optional I		Optional II
08-10-2019 Saturday	Optional I		Optional II		Optional I		Optional II

**SPECIAL TIME TABLE FOR DEMO TEACHING (I YEAR B.ED.)**

Date	9.30-11.00		11.15-12.45		01.45-3.00		3.15-04.30
10-10-2019 Monday	Optional I	Break- 11.00-11.15	Optional II (Prose)	Lunch 12.45-01.45	Optional I	Break-3.00-3.15	Optional II (Poetry)
11-10-2019 Tuesday	Optional I		Optional II (Grammar)		Optional I		Optional II (Supplementary reader)

The following decisions <sup>were</sup> ~~was~~ made after further considerations: -

1. To plan a staff picnic <sup>on</sup> ~~for~~ September 10, 2022.
2. To plan a single-day retreat for the staff on October.
3. To request that the staff upload their study materials to their own websites or Blocs.

Fr. Principal commended each staff for actively participating in the English Activity exercise for the first-year B.Ed students. He advised the staff to create E-Content for one unit from each of their assigned subjects. Additionally, he inspired the staff to produce articles and publish them in reputable publications.

The meeting came to an end at <sup>12</sup> ~~05~~.15 pm.



Rev. Dr. D. Thomas Alexander SJ  
Principal



Rev. Fr. S. Maria Singarayyar SJ  
Secretary



Staff Secretary