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**MINUTES OF THE MEETING OF THE EXTENDED IQAC HELD IN
FR.CAUSSANEL HALL AT 9.30 A.M. ON 14th JUNE 2019**

AGENDA

1. Prayer
2. Welcome Address
3. Presentation of Dr.S.V.Sudh HRDC, University of Kerala
4. Presentation by Dr.V.S. Joseph Albert, Deputy Principal
5. Presentation by Dr.A.Lourdasamy, IQAC, Director
6. Any other matter

Only the internal members of IQAC and all Teachers (Shift I & II) were present. Rev.Dr.Mariadoss, S.J. Principal in-charge called the meeting to order. The meeting began with prayer by Dr.Francis Xavier, H.O.D of Tamil, Rev.Dr.Mariadoss S.J. welcomed all the teachers.

Then Prof. Dr.S.V.Sadheer, Director, HRDC, University of Kerala, Trivandrum spoke on the aspects of NAAC's Revised Accreditation Frame work. He motivated all teachers to embark upon the noble and historic responsibility to undergo NAAC accreditation in the 4th cycle.

Dr.V.S.Joseph Albert, Deputy Principal, outlined practical tips towards preparation for NAAC Peer Team Visit.

Dr.A.Lourdasamy, IQAC, Director, elaborated upon all aspects of documentation at Departmental level.

The following were resolved:

To conduct Academic Audit for Service Organizations, all Centres, Offices and Committees.

Action Taken

The Academic Audit was conducted for **Service Organisations, Different Centres, Offices and all committees on 22.07.2019 and the details of in-charge staff members are given below:**

S.No.	Unit	Name of the Director
1	Dean of students (Vice-Principal, Students Council & Fine Arts)	Dr. C. Mahimai Arul Ignatius Ms. J. Remy
2	STAND & DST STAND	Rev. Dr. M. Elias, S.J. Dr. T. Leon Stephen Raj
3	Campus Ministry	Rev. Fr. M. Vincent Irudhayaraj, S.J.
4	AAVE	Rev. Fr. V. Lawrence Benadict, S.J.
5	Alumni Association	Rev. Dr. Alphonse Manickam, S.J.
6	Vincent De Paul Typing institute	Dr. J. Jeya Ani
7	Vincent De Paul Society	Dr. A. Maria Ignatius
8	Counselors	Rev. Dr. M. Elias, S.J. Rev. Dr. Paul C. Jesuraja, S.J. Dr. D. Golda Grace Duraisingh Dr. S. Alphonsa
9	Xavier Hostel	Rev. Fr. V. Lawrence Benadict, S.J.
10	Mother Teresa Women Hostel	Rev. Sr. Cicily, JMJ
11	Britto Hostel for Women	Rev. Sr. Kalaiarasi, FSI
12	Centre for Women Studies Women's Forum	Mrs. B. Soundary
13	NSS	Dr. S. David Appathurai Dr. J. Antony Sahaya Sophia Ms. R. Princy Mr. S. Sethuramalinagam
14	NCC	Dr. Lt. S. Kanthan
15	Sports and Games	Dr. G. Peter Michael Raj
16	Centre for Ambethkar Studies	Rev. Dr. S. Arul Ravi, S.J.
17	Computer Centres & Internet Centre	Rev. Dr. S. Mariadoss, S.J.
18	Internet & College Website Committee	Dr. S. Chidambaranathan

		Mr. B. Veniston
19	Placement Cell	Dr. V. Jeyabal
20	AICUF	Rev. Dr. A. Ignacy, S.J.
21	Democracy Forum & Electoral Literacy Club	Dr. R. Antony Raj
22	Consumer Forum	Dr. J. Joseph Antony Raj
23	Enviro Club	Dr. J. John Peter Paul
24	Anti-Ragging Committee	Mrs. J. Raxy
25	Student's Grievance Redress Cell	Mrs. J. Raxy
26	Prevention of Sexual Harassment	Dr. S. Mary Jelastin Kala
27	YRC, BDC & RRC	Dr. S. Balamurugan
28	Veeramamunivar Tamil Sangam	Dr. V. Rilbert Janarathanan
29	QUIZ CLUB	Mrs. J. Raxy
30	Startup and Incubation Centre	Dr. S. David Appathurai
31	Industry – Academia Cell	Dr. F.X. Robert Bellarmine
32	Intellectual Property Rights (IPR) Cell	Dr. K. Sahayaraj
33	Public Relations & Documentation	Dr. S. Ravi Jesuraj
34	Students Grievance Redress Cell	
35	SC/ST Cell	

1	Controller office	Dr. L. Louis Jesudass
2	Dean of students (Vice-Principal, Students Council & Fine Arts)	Dr. C. Mahimai Arul Ignatius Ms. J. Raxy
3	LIBRARY	Dr.C. Martin Arockiasamy
4	FRRC LIBRARY	Dr. J. Joseph Antony Raj


IQAC DIRECTOR


PRINCIPAL in-charge

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**MINUTES OF THE MEETING OF IQAC HELD IN THE CONFERENCE HALL
AT 9.30 A.M. ON 29.07.2019**

AGENDA

1. Prayer
2. Welcome Address
3. Presentation of Report by Research centres
4. Any other matter

The meeting started with a silent prayer. Rev. Dr. Mariadoss S.J. Principal in-charge, called the meeting to order and welcomed all the members and the Directors of Research Centres.

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The Directors of Research Centres presented the report detailing the work done from the year 2012-2013.

The details are given below

S.No.	Research Centre	Directors
	XAVIER RESEARCH FOUNDATION	Rev. Dr. S. Ignacimuthu, S.J.
	Dr. R. Mariselvam	Scientist
1	Centre for Biodiversity and Biotechnology (CBB)	Rev. Dr. S. Ignacimuthu, S.J.
2	Botany Research Centre	Dr. S. Beschi Antony Rayan
3	Plant Molecular Biology Research Unit (PMBRU)	Dr. T. Leon Stephan Raj
4	Centre for Plant Biotechnology (CPB)	Dr. M. Johnson
5	Centre for Advanced Research in Plant Sciences (CARPS)	Dr. J. John Peter Paul
6	Zoology Research Centre	Dr. K. Sahayaraj
7	Crop Protection Research Centre (CPRC)	Dr. K. Sahayaraj
8	Centre for Aquaculture Research and Extension (CARE)	Dr. M.A. Haniffa
		Dr. J. Ronald
		Dr. A. Jeyaseeli
		Dr. P. Raja
		Dr. R. Santhakumari

9	Entomology Research Unit (ERU)	Dr. Dunston P. Ambrose
		Dr. P. Selvaraj
		Dr. I. Pushpanathan
10	Vector Biology and Pharmacology (VBP)	Dr. J. Babila Jasmine
		Dr. S. Mabel Parimala
		Dr. T. Elizabeth Thangamani Sunitha
11	Chemistry Research Centre	Dr. M.S. Selvakumar
12	Physics Research Centre	Dr. D. Prem Anand
13	Materials Research Centre (MRC)	Dr. D. Prem Anand
14	Crystal Research Centre (CRC)	Dr. V. Siva Sankar
15	Computer Science Research Centre	Dr.S. John Peter
16	Mathematics Research Centre	Dr. S. Arul Raj
17	English Research Centre	Dr. Lize Williams
18	Folklore Resources and Research Centre (FRRC)	Dr. N. Ramachandran
19	Tamil Research Centre	Dr. R. Francis Xavier
20	National Testing Service, Regional Field Unit (NTS)	DR. S. J. Idhayaraja
21	Commerce Research Centre	Dr. A. Arockiadass
22	Entrepreneurial Development and Research Centre (EDRC)	Dr. S. David Appathurai
23	Economics Research Centre	Dr. Thaarais Albin

It was decided in the meeting to take up Face-Lift work for the Herbal Garden, Green House and Tissue Culture Lab.

Action Taken

- A team comprising*
1. Dr. T. Leon Stephan Raj
 2. Dr. M. Johnson Gritto
 3. Dr. N. Maria Francis Jeffrey Bose

was constituted to take up Face-Lift work for Herbal Garden, Herbarium, Green House and Tissue Culture Lab.


IQAC DIRECTOR


PRINCIPAL in-charge

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**MINUTES OF THE MEETING OF THE EXTENDED IQAC HELD IN THE
CONFERENCE HALL AT 2.30 P.M. ON 16.08.2019**

Agenda

1. Prayer
2. Welcome Address
3. Presentations of Report by Directors of Service Organizations
4. Any other matter

The meeting started with a silent prayer. Rev. Dr. Mariadoss S.J. Principal in-charge, called the meeting to order and welcomed all the members and the Directors of Service Organizations. Then the Directors of Service Organizations presented the second round of report detailing the work done from the year 2012-2013.

The following were decided in the meeting:

1. To conduct second round of Audit for Research centres
2. To conduct External Audit for all units of the college
3. To undertake the historic task of facing NAAC Peer team Visit

Action Taken

IQAC Conducted second round of Audit for Research centres on 19.08.2019 at ~~2.30 p.m.~~ in the conference hall

IQAC conducted External Audit on 20th August 2019.

The External Peer Team members were

Dr. S. ALFRED CECIL RAJ (Convenor)
Associate Professor, Dept. of Physics
St. Joseph's College (Autonomous),
Tiruchirappalli-620 002, Tamilnadu, India.

Dr. S. Sagayaraj (Member)
IQAC Co-ordinator & Head, PG Dept. of Computer Science,
Sacred Heart College (Autonomous), Tirupattur-635601

Dr. S. Sudha Rani (Member)
Associate Professor, Dept. of English
St Mary's College (Autonomous),
Thoothukudi -628001, Tamilnadu, India.

NAAC Peer Team Visit was held on 26th & 27th August 2019.

The NAAC Peer Team members were

1. Prof. Mohd Muzammil

Chairperson

Former Vice Chancellor, Dr Br Ambedkar University Agra.

2. Prof. Rajendra Sonkawad

Member Co-ordinator

Professor Department of Physics, Shivaji University Kolhapur Maharashtra.

3. Dr. Kashmir Singh

Member

Principal, Mata Gujri College, Fatehgarh Sahib Punjab



IQAC DIRECTOR



PRINCIPAL in-charge

**MINUTES OF THE MEETING OF EXTENDED IQAC HELD IN FR. CAUSSANEL
HALL AT 10.30 A.M. ON 24TH OCTOBER 2019**

Agenda

1. Prayer
2. Welcome Address
3. NAAC-Result Analysis
4. Fr. Rector's sharing
5. Fr. Secretary's address
6. Enhancement of academic activities – Fr. Principal
7. Any other matter

Only the internal members of IQAC and all Teachers (Shift I & Shift II) were present. Rev. Dr. S. Mariadoss, S.J., Principal in-charge called the meeting to order. The meeting began with prayer by Dr. Francis Xavier, HoD of Tamil. After welcoming the members Rev. Dr. S.Mariadoss, S.J., said that quality was an ongoing process and stressed the need for implementing quality enhancement manures in the forthcoming years.

Dr. A. Loudusamy, IQAC Director, Presented the item: NAAC – Result Analysis-on the agenda. The main points in his presentation were the following:

1. The criterion-wise Grade Point Averages are:

S.No.	Criteria	Weightage (Wi)	Criterion-wise weighted grade point (CrWGP:)	Criterion-wise Grade Point Averages (CrWGP:/W:)
1	Curricular Aspects	150	600	4
2	Teaching Learning & Evaluation	285	944	3.31
3	Research Innovations & Extension	135	501	3.71
4	Infrastructure & Learning Resources	90	355	3.94
5	Student support & Progression	99	350	3.54

6	Governance Leadership & Management	92	349	3.79
7	Institutional Values & Best Practices	100	386	3.86
	Total	951	3485	3.66

2. The PO, PSO, CO are to be rewritten
3. The pass percentage of students to be improved
4. Automation of Exam Division to be improved
5. Number of days taken to declare results to be lessened
6. There should be a smaller number of applications for revaluation
7. Seed money provided by the college for research to be increased
8. Teachers should apply for international *in fellowship*
9. Apart from getting research projects from Government sources, teachers should get research projects from Non-Government sources
10. Consultancy to be improved
11. Teachers should publish more papers in Scopus, Web of science and SCI indexed journals

The IQAC Director said that these are some of the measures to be taken to sustain quality and improve score in the next cycle of Accreditation.

Rev. Dr. V. Henry Jerome, S.J., Rector, appreciated both teaching & non-teaching staff for working hard to get 3.66 out of 4 in IV cycle of accreditation by NAAC. He said that initiatives were being taken to construct a new building so that more programmes could be started in forthcoming years.

Rev. Dr. Alphonse Manickam, S.J., Secretary, appreciated staff, students Alumni, and parents for their role in getting the high score in NAAC accreditation. He said that there should be more add-on courses to be introduced so that students are imparted skills that are necessary for getting placements

Rev. Dr. S. Mariadoss, S.J., elaborated on "Enhancement of academic activities". He said that lecture method should be supplemented by innovative methods to make the students active participants. He said that we must march ahead to reach newer greater heights with curricular and co-curricular activities. He thanked the members for their active participation in the deliberations.

There being no further business the meeting came to an end at 1.00 p.m.

Action Taken Report

- IQAC is planning to conduct workshop on International Databases so that researchers can publish papers in Scopus and web of science Journals.
- Research Advisory Board was reconstituted with the inclusion of external experts
- IQAC in collaboration with Xavier Research Foundation on 18.12.2019 to Ministry of Science and Technology, Govt. of India to get recognition of Scientific and Industrial Research Organization (SIRO) for the college This will enable to purchase scientific equipments at a reduced rate of GST. In this connection, Rev. Dr. S. Ignacimuthu, S.J., Director, Xavier Research Foundation and Dr. A. Lourdasamy, Director, IQAC participated in Interface meeting invited by Ministry of Science and Technology, New Delhi for Presentation and discussion on 10th February 2020.

submitted application

all Departments

equipments

[Signature]
IQAC DIRECTOR

[Signature]
PRINCIPAL in-charge

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Minutes of the meeting of the extended IQAC (With all research Scholars) held in Fr. Caussanel Hall at 9.30.a.m on 7th March 2020.

AGENDA

1. Prayer
2. Welcome Address
3. Presentation by Mr. Benjamin Franklin and Mr. A. Jothi Kumar
4. Any other matter

The meeting started with prayer by Sr. Velankanni, Rev. Dr. S. Mariados, Mr. Benjamin Franklin gave input on "Quantitative Techniques" for research Mr. A. Jothikumar gave input on Statistical Packages.

S.J called the meeting to order.

The following were decided in the

meeting

- ❖ To conduct Training programme on Research Databases.
- ❖ To conduct Training programme on outcome Based Education
- ❖ To get SIRO recognition for the college.

Action Taken

- ❖ IQAC conducted a Training Programme on "Research Databases and Outcome Based Education" on 12.03.2020 the recognition of Scientific and Industrial Research
- ❖ The College received Organization on 30th March 2020 from Ministry of Science and Technology Govt. of India, New Delhi. This will enable all Departments & Research centers to procure scientific equipments with a reduced rate of GST
- ❖ IQAC conducted a webinar on "Outcome Based Education and student entered Teaching Technology on 8th & 9th June 2020.


IQAC DIRECTOR


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