



INTERNAL QUALITY ASSURANCE CELL (IQAC)
ST. XAVIER'S COLLEGE (AUTONOMOUS)
PALAYAMKOTTAI

Venue: IQAC Office

Time: 12.30 p.m.

Date: 12.09.2023

IQAC Meeting - 1

MINUTES OF THE AUDIT OF AQAR - IQAC TEAM

Agenda

1. To inform the members about the internal audit procedures.
2. To explain the Standard Operating Procedure (SOP)
3. To tell the members the important things to be kept in mind during the Internal Audit.
4. Any other matter.

Members present:

- Dr. R. Azhagu Raj, IQAC Director, SXC
Dr.J. Sahaya Mary IQAC Asst. Director,SXC
Dr.A.Lourdusamy, Head and Associate Professor of Mathematics
Dr.M.Balaselvi, Assistant Professor, Dept. of Tamil
Dr.Y.Jeya Vinse Ruban, Assistant Professor, Dept. of Chemistry.
Dr.R.Princee, Assistant Professor, Dept. of English.
Mr.P.Paulraj, Assistant Professor, Dept.of Social work
Dr.L.Joelri Micheal Raj, Assistant Professor, Dept.of Botany.
Mrs.Rexy, Coordinator and Assistant Professor of Computer Science.
Dr.F.X.Robert Bellarmine, Dean of Service Organisations.
Dr.J.Margaret Sangeetha, Dean of Service Organisations.
Dr.M.Johnson Gritto, Director, UBA & standard Club.
Dr.S.Anna Venus, Direcor, Energy Research Centre and Assistant Professor of Physics.
Dr.S.Saraswathi, Head and Assistant Professor, Dept.of Computer Application.

The meeting began at 12.30 p.m. Dr.J.Sahaya Mary, Assistant Director of IQAC lead the team into prayer. After the prayer, **Dr. R. Azhagu Raj, Director** of IQAC welcomed the team members and explained the procedures to be followed during the AQAR Internal Audit.

He then explained one by one criteria wise the Standard Operating Procedures (SOP). Some of them are listed below:

- In Criterion III 3.2 information related to the Number of full time teachers. The full time teacher is one who is employed for atleast 90% of the normal or statutory number of hours of work over a complete academic year is classified as a full time teacher. ***A teacher employed only for a part of a year not to be considered.***
- In Criterion II 2.4.3 explains clearly the work experience of the teacher in ***other institutions not to be considered here.***
- In criterion VI 6.3.2 ***Without proof of payment on financial support*** for faculty development, mere name-list of the faculty will not be considered.
- In criterion VI 6.3.2 ***Mere cash vouchers*** for payment will not be considered.
- In criterion VI 6.3.4 Attending seminars / invited talks ***not to be considered.***
- In criterion VI 6.3.4 Programs of duration ***less than those stipulated*** by UGC/AICTE will not be considered.




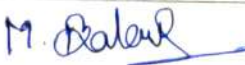

The committee members expressed their opinion and cleared their doubts regarding the NAAC – AQAR Internal Audit.




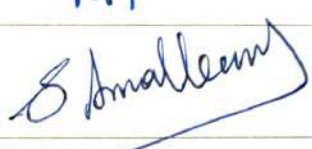
Dr. R. Azhagu Raj, IQAC Director, asked the members to be present at 9.00 a.m on 13.09.2023 for the Internal Academic and Administrative Audit which is to be held at conference hall.

The committee after discussion and clarification disbursed.

Finally, Dr. R. Azhagu Raj, IQAC Director, thanked the committee members.

The meeting came to an end by 1.30 p.m.

S.No	Name & Designation	Signature
1	Dr.R.Azhaguraj, IQAC Director	
2	Dr.J.Sahaya Mary, IQAC Assistant Director	
3	Dr.A.Lourdasamy, Head and Associate Professor of Mathematics	
4	Dr.M.Balaselvi, Assistant Professor, Dept. of Tamil	
5	Dr.Y.Jeya Vinse Ruban, Assistant Professor, Dept. of Chemistry.	

6	Dr.R.Princee, Assistant Professor, Dept. of English.	
7	Mr.P.Paulraj, Assistant Professor, Dept.of Social work	
8	Dr.L.Joelri Micheal Raj, Assistant Professor, Dept.of Botany.	
9	Mrs.Rexy, Coordinator and Assistant Professor of Computer Science.	
10	Dr.F.X.Robert Bellarmine, Dean of Service Organisations.	
11	Dr.J.Margaret Sangeetha, Dean of Service Organisations	
12	Dr.M.Johnson Gritto, Director, UBA & standard Club.	
13	Dr.S.Anna Venus, Direcor, Energy Research Centre and Assistant Professor of Physics	
14	Dr.S.Saraswathi, Head and Assistant Professor, Dept.of Computer Application.	

Action taken report

The Internal Academic Audit was conducted on 13.09.2023.



IQAC DIRECTOR

Director

Internal Quality Assurance Unit
St. Xavier's College (Autonomous)
Palayamkottai - 627 002.



IQAC CHAIRMAN/PRINCIPAL

PRINCIPAL
ST. XAVIER'S COLLEGE,
(Autonomous)
PALAYAMKOTTAI



INTERNAL QUALITY ASSURANCE CELL(IQAC)
ST. XAVIER'S COLLEGE(AUTONOMOUS)
PALAYAMKOTTAI

Venue: Conference Hall Time: 9.00 a.m Date: 01.12.2023

Second Meeting of the IQAC – 2023 -2024

Agenda

1. To inform the members about the External Academic Audit Procedures
2. To explain the Standard Operating Procedure (SOP) for 7 criterions.
3. To tell the members the important things to be kept in mind during the External Academic Audit.
4. The questionnaire and the details of supporting documents to be submitted corresponding to the report of each metric (question).
5. Any other matter.

Members present:

Name	Designation
Rev. Fr. Dr. S..Mariadoss, S.J.	Principal & Chairman
Dr. R. Azhagu Raj	Director, IQAC
Dr. J. Sahaya Mary	Asst. Director, IQAC
Administrators:	
Rev. Fr. Dr. G. Pushparaj, S.J.	Secretary
Dr. B. Xavier Innocent	Deputy Principal
Dr. S. Athisayanathan	Controller of Exams
Dr. R. Geetha	Dean of Science
Dr. D. Jockim	Dean of Arts
Dr. D. PremAnand	Dean of Research & UGC Affairs
Dr. S. Aloysius Albert	Dean of Students
Dr. T. ShamilaJoster	Dean of Women Students
Dr. F.X. Robert Bellarmine	Dean of Service Organization
Dr. J. Margaret Sangeetha	Dean of Service Organization
Member from the Management	
Rev. Fr. Dr. V. Henry Jerome, S.J	Rector

Teachers	
Dr. A. Lourdusamy	Associate Professor & Head, Dept. of Data Science
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil
Dr. T. Rita Rebakah	Dean, XIBA
Dr. Y. Jaya VinseRuban	Assistant Professor, Dept. of Chemistry
Dr. R. Princee	Assistant Professor, Dept. of English
Mr. P. Paulraj	Assistant Professor, Dept. of Social Work
Dr. L. Joelri Michael Raj	Assistant Professor & (HoDi/c), Dept. of Botany
Dr. J. Raxy	Assistant Professor, Dept. of Computer Science
Special Invitees	
Dr. M. Johnson Gritto	Director, UBA & Standard Club
Dr. S. Anna Venus	Director, Energy Research Centre
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications

The meeting began at 9.00 a.m. After the silent prayer, **Dr. R. Azhagu Raj**, IQAC Director welcomed the team members and explained the procedures to be followed during the AQAR External Academic Audit, the purpose of this audit to assess the institution's adherence to quality standards, compliance with regulatory requirements, and effectiveness of quality assurance mechanisms. He outlined the various aspects about AQAR External Academic Audit.

The committee after discussion and clarification were ready to start the audit. Finally, Dr. R. Azhagu Raj, IQAC Director, thanked the committee members.

The meeting came to an end by 9.30 a.m.

Action taken report:

1. AQAR External Audit was conducted on 01.12.2023 at 10.00 a.m.



IQAC DIRECTOR
DIRECTOR

INTERNAL QUALITY ASSURANCE CELL (IQAC)
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PALAYAMKOTTAI, 627002



IQAC CHAIRMAN/PRINCIPAL

PRINCIPAL
ST. XAVIER'S COLLEGE
(Autonomous)
PALAYAMKOTTAI



**ST. XAVIER'S COLLEGE (AUTONOMOUS)
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**Meeting for all the team members of IQAC to discuss about External Academic
Audit, to discuss about AQAR**

Venue : Conference Hall, SXC, Palayamkottai

Date: 1.12.2023

Name	Designation	Signature
Rev. Fr. Dr. S. Mariadoss, S.J.	Principal & Chairman	
Dr. R. Azhagu Raj	Director, IQAC	
Dr. J. Sahaya Mary	Asst. Director, IQAC	
Administrators:		
Rev. Fr. Dr. G. Pushparaj, S.J.	Secretary	
Dr. B. Xavier Innocent	Deputy Principal	
Dr. S. Athisayanathan	Controller of Exams	
Dr. R. Geetha	Dean of Science	
Dr. D. Jockim	Dean of Arts	
Dr. D. Prem Anand	Dean of Research & UGC Affairs	
Dr. S. Aloysius Albert	Dean of Students	
Dr. T. Shamila Jöster	Dean of Women Students	
Dr. F.X. Robert Bellarmine	Dean of Service Organization	
Dr. J. Margaret Sangeetha	Dean of Service Organization	
Member from the Management		
Rev. Fr. Dr. V. Henry Jerome, S.J.	Rector	
Teachers		
Dr. A. Lourdusamy	Associate Professor & Head, Dept. of Data Science	
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil	
Dr. T. Rita Rebakah	Dean, XIBA	
Dr. Y. Jaya Vinse Ruban	Assistant Professor, Dept. of Chemistry	
Dr. R. Princee	Assistant Professor, Dept. of English	

Mr. P. Paulraj	Assistant Professor, Dept. of Social Work	Paulraj
Dr. L. Joelri Michael Raj	Assistant Professor & (HoD i/c) Dept. of Botany	JMJ 18/01/24
Dr. J. Remy	Assistant Professor, Dept. of Computer Science	JR
Special Invitees		
Dr. M. Johnson Gritto	Director, UBA & Standard Club	MJG 18/01/24
Dr. S. Anna Venus	Director, Energy Research Centre	SAV 18/01/24
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications	SS 18/01/24
IQAC - External Peer Team		
Dr. K. Senthamarai Kannan	Senior Professor, Head of the Department, Department of Statistics, MS University.	
Rev. Fr. Dr. Joseph Varghese	Professor, Department of Mathematics, Christ University, Bangalore	
Prof. A. Amora	Dean of UGC Affairs, Department of Commerce St. Mary's College (Autonomous) Tuticorin.	
Dr. S. Sujitha	Assistant Director, IQAC & Assistant Professor Department of Mathematics Holy Cross College (Autonomous) Nagercoil.	



INTERNAL QUALITY ASSURANCE CELL(IQAC)
ST. XAVIER'S COLLEGE(AUTONOMOUS)
PALAYAMKOTTAI

Venue: Conference Hall Time: 3.30p.m Date: 18.01.2024

Third Meeting of the IQAC – 2023 -2024

Agenda

1. Prayer
2. Minutes of Previous IQAC Meeting and report of Internal Academic Audit
3. Report of the AQAR-External Academic Audit (EAA) - Data Presentation for the year 2023 – 2024
4. NIRF – 2024 Data Presentation
5. Any other matters.
6. Vote of thanks

Members present:

Name	Designation
Rev. Fr. Dr. S..Mariadoss, S.J.	Principal & Chairman
Dr. R. Azhagu Raj	Director, IQAC
Dr. J. Sahaya Mary	Asst. Director, IQAC
Administrators:	
Rev. Fr. Dr. G. Pushparaj, S.J	Secretary
Dr. B. Xavier Innocent	Deputy Principal
Dr. S. Athisayanathan	Controller of Exams
Dr. R. Geetha	Dean of Science
Dr. D. Jockim	Dean of Arts
Dr. D. PremAnand	Dean of Research & UGC Affairs
Dr. S. Aloysius Albert	Dean of Students
Dr. T. ShamilaJoster	Dean of Women Students
Dr. F.X. Robert Bellarmine	Dean of Service Organization
Dr. J. Margaret Sangeetha	Dean of Service Organization

Member from the Management	
Rev. Fr. Dr. V. Henry Jerome, S.J	Rector
Teachers	
Dr. A. Lourdusamy	Associate Professor & Head, Dept. of Data Science
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil
Dr. T. Rita Rebakah	Dean, XIBA
Dr. Y. Jaya VinseRuban	Assistant Professor, Dept. of Chemistry
Dr. R. Princee	Assistant Professor, Dept. of English
Mr. P. Paulraj	Assistant Professor, Dept. of Social Work
Dr. L. Joelri Michael Raj	Assistant Professor & (HoDi/c) Dept. of Botany
Dr. J. Remy	Assistant Professor, Dept. of Computer Science
Special Invitees	
Dr. M. Johnson Gritto	Director, UBA & Standard Club
Dr. S. Anna Venus	Director, Energy Research Centre
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications

The meeting began at 3.30 p.m and it was presided over by Rev. Fr. Dr. S. Mariadoss S.J. Principal & IQAC Chairman. Dr. J. Sahaya Mary, Asst. Director of IQAC invoked Gods blessings through her Prayers. Rev. Fr. Dr. S. Mariadoss S.J. Principal & IQAC Chairman, welcomed everyone. Dr. J. Sahaya Mary, Asst. Director of IQAC, read the Minutes of the Previous IQAC Meeting. Dr. R. Azhagu Raj, Director of IQAC, Presented the Report of the AQAR- External Academic Audit (EAA) for the year 2023 – 2024 and the NIRF – 2024 Data and invited the members for discussion.

Rev. Fr. Dr. Mariadoss S.J, Principal appreciated that IQAC takes efforts to conduct External Peer Review (External Academic Audit) every year. He invited the Heads of the Departments and Directors of Service Organizations to submit the report of the activities on

time to IQAC. And he also expressed that for improvement of NIRF suggestions can be given at the beginning of the Academic year. Rev. Fr. Dr. G. Pushparaj S.J. pointed out that the percentage of first generation students can be specified as 60% and other reports in the AQAR report could also be given in concrete measures. And he recommended to the placement cell to have linkages with recruited companies for the further improvement of NIRF ranking. Dr. A. Lourdasamy suggested that if we publish a greater number of papers in Scopus and in Web of Science, our NIRF ranking can be improved to a large extent.

The committee members expressed their opinion and cleared their doubts regarding the Report of the AQAR-External Academic Audit (EAA)/External Peer Review for the year 2023 – 2024 and the NIRF – 2024 Data. Finally, Rev. Fr. Principal thanked the members and the meeting came to an end by 4.15 p.m.

Action taken report:

1. AQAR External Audit was conducted and the report was sent to the SXC Management on 01.12.2024. 2023
2. National Institutional Ranking Framework (NIRF) data was submitted to the portal 20.01.2024.
3. Seed money to the Faculty members for Minor Research projects were initiated.


IQAC DIRECTOR

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IQAC CHAIRMAN/PRINCIPAL

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Meeting for all the team members of IQAC to discuss about NIRF 2024 data

Venue : Conference Hall, SXC, Palayamkottai

Date: 18.01.2024

Name	Designation	Signature
Rev. Fr. Dr. S. Mariadoss, S.J.	Principal & Chairman	<i>[Signature]</i> 18/1/24
Dr. R. Azhagu Raj	Director, IQAC	<i>[Signature]</i>
Dr. J. Sahaya Mary	Asst. Director, IQAC	<i>[Signature]</i>
Administrators:		
Rev. Fr. Dr. G. Pushparaj, S.J.	Secretary	<i>[Signature]</i> 18.1.24
Dr. B. Xavier Innocent	Deputy Principal	<i>[Signature]</i> 18/1/24
Dr. S. Athisayanathan	Controller of Exams	<i>[Signature]</i>
Dr. R. Geetha	Dean of Science	<i>[Signature]</i>
Dr. D. Jockim	Dean of Arts	<i>[Signature]</i>
Dr. D. Prem Anand	Dean of Research & UGC Affairs	<i>[Signature]</i>
Dr. S. Aloysius Albert	Dean of Students	<i>[Signature]</i> 18/01/24
Dr. T. Shamila Joster	Dean of Women Students	<i>[Signature]</i>
Dr. F.X. Robert Bellarmine	Dean of Service Organization	<i>[Signature]</i>
Dr. J. Margaret Sangeetha	Dean of Service Organization	<i>[Signature]</i>
Member from the Management		
Rev. Fr. Dr. V. Henry Jerome, S.J.	Rector	—
Teachers		
Dr. A. Lourdasamy	Associate Professor & Head, Dept. of Data Science	<i>[Signature]</i>
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil	<i>[Signature]</i>
Dr. T. Rita Rebakah	Dean, XIBA	<i>[Signature]</i>
Dr. Y. Jaya Vinse Ruban	Assistant Professor, Dept. of Chemistry	<i>[Signature]</i>
Dr. R. Princee	Assistant Professor, Dept. of English	<i>[Signature]</i>
Mr. P. Paulraj	Assistant Professor, Dept. of Social Work	<i>[Signature]</i>

Dr. L. Joelri Michael Raj	Assistant Professor & (HoD i/c) Dept. of Botany	 18/01/24
Dr. J. Raxy	Assistant Professor, Dept. of Computer Science	
Special Invitees		
Dr. M. Johnson Gritto	Director, UBA & Standard Club	MT ² 18/01/24
Dr. S. Anna Venus	Director, Energy Research Centre	80 18/01/24
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications	Manavathur 18/01/24



INTERNAL QUALITY ASSURANCE CELL(IQAC)
ST. XAVIER'S COLLEGE(AUTONOMOUS)
PALAYAMKOTTAI

Venue: Conference Hall Time: 11.30 a.m Date: 27.03.2024

Fourth Meeting of the IQAC – 2023 -2024

Agenda

1. Prayer
2. Minutes of the IQAC Third Meet
3. Report of the AISHE
4. Gender Audit
5. Feedback
6. Vote of thanks

Members present:

Name	Designation
Rev. Fr. Dr. S..Mariadoss, S.J.	Principal & Chairman
Dr. R. Azhagu Raj	Director, IQAC
Dr. J. Sahaya Mary	Asst. Director, IQAC
Administrators:	
Rev. Fr. Dr. G. Pushparaj, S.J	Secretary
Dr. B. Xavier Innocent	Deputy Principal
Dr. S. Athisayanathan	Controller of Exams
Dr. R. Geetha	Dean of Science
Dr. D. Jockim	Dean of Arts
Dr. D. PremAnand	Dean of Research & UGC Affairs
Dr. S. Aloysius Albert	Dean of Students
Dr. T. ShamilaJoster	Dean of Women Students
Dr. F.X. Robert Bellarmine	Dean of Service Organization
Dr. J. Margaret Sangeetha	Dean of Service Organization
Member from the Management	
Rev. Fr. Dr. V. Henry Jerome, S.J	Rector

Teachers	
Dr. A. Lourdusamy	Associate Professor & Head, Dept. of Data Science
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil
Dr. T. Rita Rebakah	Dean, XIBA
Dr. Y. Jaya VinseRuban	Assistant Professor, Dept. of Chemistry
Dr. R. Princee	Assistant Professor, Dept. of English
Mr. P. Paulraj	Assistant Professor, Dept. of Social Work
Dr. L. Joelri Michael Raj	Assistant Professor & (HoDi/c), Dept. of Botany
Dr. J. Raxy	Assistant Professor, Dept. of Computer Science
Special Invitees	
Dr. M. Johnson Gritto	Director, UBA & Standard Club
Dr. S. Anna Venus	Director, Energy Research Centre
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications

The meeting began at 11.30 a.m . Dr. J. Sahaya Mary, Asst. Director of IQAC invoked Gods blessings through her Prayers. Dr. B. Xavier Innocent, Deputy Principal welcomed everyone. Dr. J. Sahaya Mary, Asst. Director of IQAC, read the Minutes of the Previous IQAC Meeting. Dr. R. Azhagu Raj, Director of IQAC, presented the following reports for the year 2022 – 2023: AISHE Report, Gender Audit Report.

The members engaged in a discussion regarding the presented reports:

Dr. B. Xavier Innocent, Deputy Principal, appreciated the efforts of IQAC in preparing various reports annually. He suggested considering students who passed JAM and JEE examinations for inclusion in the Gender Audit.

Prof. Paul Raj, Assistant Professor of Social Work, proposed including NET passed female candidates in the Gender Audit.

Dr. Jeya Vinse Ruban expressed that their department's assistance to some students with their academic studies can also be included in the gender audit.

Dr. Aloysius Albert said that one rupee a day scheme also be added in gender audit.

Dr. B. Xavier Innocent, Deputy Principal, thanked all the members, and the meeting concluded at 12.40 p.m.

Action taken report:

1. The AQAR report was uploaded in NAAC portal on 26.03.2024.
2. Feedback from final year students on curricular aspects (EXIT POLL) was conducted from March 21st to March 23rd, 2024 through the SXC - ERP Portal.
3. IQAC conducted student feedback on teachers for even semester from April 01, 2024, to April 04, 2024, through the SXC - ERP Portal.



IQAC DIRECTOR

DIRECTOR

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IQAC CHAIRMAN/PRINCIPAL

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4th Meeting of IQAC

Venue : Conference Hall, SXC, Palayamkottai

Date: 27.03.2024

Name	Designation	Signature
Rev. Fr. Dr. S. Mariadoss, S.J.	Principal & Chairman	
Dr. R. Azhagu Raj	Director, IQAC	
Dr. J. Sahaya Mary	Asst. Director, IQAC	
Administrators:		
Rev. Fr. Dr. G. Pushparaj, S.J.	Secretary	—
Dr. B. Xavier Innocent	Deputy Principal	
Dr. S. Athisayanathan	Controller of Exams	
Dr. R. Geetha	Dean of Science	
Dr. D. Jockim	Dean of Arts	—
Dr. D. Prem Anand	Dean of Research & UGC Affairs	
Dr. S. Aloysius Albert	Dean of Students	
Dr. T. Shamila Joster	Dean of Women Students	—
Dr. F.X. Robert Bellarmine	Dean of Service Organization	—
Dr. J. Margaret Sangeetha	Dean of Service Organization	
Member from the Management		
Rev. Fr. Dr. V. Henry Jerome, S.J.	Rector	—
Teachers		
Dr. A. Lourdusamy	Associate Professor & Head, Dept. of Data Science	
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil	—
Dr. T. Rita Rebakah	Dean, XIBA	—
Dr. Y. Jaya Vinse Ruban	Assistant Professor, Dept. of Chemistry	
Dr. R. Princee	Assistant Professor, Dept. of English	
Mr. P. Paulraj	Assistant Professor, Dept. of Social Work	

Dr. L. Joelri Michael Raj	Assistant Professor & (HoD i/c) Dept. of Botany	—
Dr. J. Remy	Assistant Professor, Dept. of Computer Science	—
Placement Cell		—
Dr. S. Chidambaranathan	Placement Officer	—
Special Invitees		
Dr. M. Johnson Gritto	Director, UBA & Standard Club	MT-2
Dr. S. Anna Venus	Director, Energy Research Centre	S. Anallay
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications	S. Saraswathi