

MEMBERS OF THE PLANNING & EVALUATION COMMITTEE

Date: 16.07.2024 (Tuesday)

Venue: Conference Hall

Time: 10.30 a.m.

S.NO.	NAME OF THE MEMBERS	DESIGNATION	SIGNATURE
1.	Rev. Fr. Dr. Godwin Rufus, S.J.,	Principal & Chairman	
2.	Rev. Fr. Dr. G. Pushparaj, S.J.,	Secretary	16.7.24
3.	Dr. A. Lourdasamy	Deputy Principal	
4.	Dr. S. Athisayanathan	Controller of Examinations	16.7.24
5.	Dr. R. Geetha	Dean of Science	
6.	Dr. S. Aloysius Albert	Dean of Arts	
7.	Dr. D. Prem Anand	Dean of Research & UGC Affairs	
8.	Dr. R. Azhagu Raj	Director, IQAC	
9.	Dr. J. Sahaya Mary	Asst. Director, IQAC	
10.	Dr. A. Arockiadoss	Dean of Students	16/7/24
11.	Dr. T. Shamila Joster	Dean of Women Students	
12.	Dr. F.X. Robert Bellarmine	Deans of Service Organisations	
13.	Dr. J. Margaret Sangeetha		
14.	Rev. Sr. Dr. L. Vasanthi Medona, ICM	Principal, St. Ignatius College of Education, Palayamkottai	16/7/24
15.	Dr. S. Prabahar	University Representative	- Absent -
16.	Dr. S. Kalidas	University Representative	16/7/24
17.	Dr. S. Chidambaranathan	Placement Officer	16/7/24
18.	Mr. J. Jerold	Asst. Placement Officer	16/7/24
19.	Dr. J. Raxy	Member	16/7/24
20.	Dr. K. Thanga Glara	Member	
21.	J. Antony Rinitus (22UCH103)	Student Representative (Shift I UG)	K. Thal
22.	R. Sethulakshmi (23PCO125)	Student Representative (Shift I PG)	R. Sethulakshmi

26th PLANNING AND EVALUATION COMMITTEE MEETING

16.07.2024

10.30 a.m.

Conference Hall

MINUTES OF THE MEETINGS

Twenty Sixth Planning and Evaluation Committee Meeting was held on 16.07.2024 in Conference Hall at 10.30 a.m. The Meeting began with a prayer led by Dr. J. Rexy, Coordinator, Dept. of Computer Science. Rev. Fr. Dr. G. Pushparaj SJ, Secretary of the College, introduced the new Principal to the forum and welcomed him. Rev. Fr. Dr. Godwin Rufus, S.J., Principal and Chairman of the Planning and Evaluation Committee extended a warm welcome to all the members. Dr. S. Prabhakar, University Nominee, was not present due to personal reasons.

Rev. Fr. Principal in his inaugural address reminded the members of the upcoming NAAC visit in September 2026 and reiterated the importance of planning and evaluation quoting Stephen Covey's 7th habit "Sharpen your Saw" wherein he quotes Abraham Lincoln: "Give me six hours to chop down a tree and I will spend the first four sharpening the axe."

Dr. S. Aloysius Albert, Dean of Arts, Presented the minutes of the twenty fifth Planning and Evaluation Committee Meeting held on 10.01.2024 at 10.30 a.m. in the conference hall and read out the Action Taken Report of the previous meeting.

It was proposed to add the following information in the action taken report:

- Xavier Academy was inaugurated on April 14, 2024. Dr. Johnson Gritto and Dr. Christu Raja were appointed as Coordinators. TNPSC, UPSC, Group II Coaching, Music and Dance Classes were offered offline on Saturdays and Sundays. Rev. Fr. M. Berchmans, SJ was appointed as the Director of Xavier Academy from the Academic Year 2024-2025.

As there was no further clarification, the minutes were approved by the members.

26.1 MEETINGS OF STATUTORY & NON-STATUTORY BODIES

Dr. R. Geetha, Dean of Science, presented the schedule of the meetings of various statutory and Non – Statutory Bodies.

The schedule for statutory body meetings includes important dates such as the Finance Committee Meeting on 24th July 2024, Academic Council Meeting on 21st August 2024, and Governing Body Meeting on 11th September 2024. Non-statutory bodies' meetings include the Examination Committee Meeting on 1st August 2024 and the next Planning and Evaluation Committee Meeting on 22nd January 2025.

26.2 INTERNAL QUALITY ASSURANCE CELL (IQAC) REPORT

Dr. R. Azhagaraj, Director, IQAC, presented the report of the activities during the academic year 2023 – 2024 and proposed the action plan for the academic year 2024 – 2025.

Dr. R. Azhaguraj presented the IQAC report, detailing completed programs such as a Faculty Empowerment Workshop (607 beneficiaries) and orientation for staff and newly recruited faculty. The action plan for 2024-2025 includes awareness programs on ORCID and INFLIBNET, academic audits, and the submission of AQAR to the NAAC portal. Dr. Azhaguraj emphasized the importance of staff and student enrollment in MOOC and SWAYAM courses, with further plans once the LMS is fully established.

26.3 PLACEMENT ACTIVITIES

Dr. S. Chidambaranathan presented the placement report, highlighting collaborations such as the REDHAT Academy and Mizpah Services for TOEFL & IELTS coaching. Other initiatives include digital marketing training via an MoU with Makerz Technologies, civil services coaching by Sivarajavel IAS Academy, and corporate management workshops. Dr.S. Kalidass suggested exploring NSQF courses and partnerships with MS University to enhance placement through vocational programs.

26.4 RESEARCH ACTIVITIES (2024-2025)

Dr. Prem Anand outlined research activities, including three major proposals submitted to DST for funding and the launch of the St. Xavier's College Research Grant. Nine proposals received funding in June 2024. The action plan for 2024-2025 includes workshops on patent filing and Mendlin software, as well as initiatives to promote Q1 and Q2 journal publications. Dr. S. Kalidass proposed seeking international funding for conferences, and Rev. Fr. Secretary emphasized prioritizing grant applications.

26.5 STUDENT ACTIVITIES

Dr. A. Arockia Dass, Dean of Students, presented the action plan for the student Council, Fine Arts Association and Sports Activities for the Academic year 2024 – 2025.

The Student Council and Fine Arts Association planned a diverse range of events for 2024-2025, including TRIFEST in July to welcome freshers and Independence Day, Gandhi Jayanthi, and Diwali celebrations. Awareness programs on cancer, women's health, and road safety were also highlighted. The year will end with cultural events such as College Day and the Valediction of the Student Council in April 2025.

26.5.1 SPORTS AND GAMES ACTIVITIES

Sports activities include the 102nd Sports Day in August 2024 and several State Level Inter-Collegiate Tournaments for shooting ball, floorball, Inter-School Volleyball, Football, Handball, International FIDE Chess tournaments. Rev. Fr. Secretary stressed the need to continue the women's basketball and men's hockey centenary tournaments.

26.6 EXTENSION SERVICES

Dr. F.X. Robert Bellarmine presented the annual plan for extension services, emphasizing leadership training, health check-ups, and blood donation camps. Rev. Fr. Principal proposed increasing

Vincent De Paul Society's prison and elderly visits, while Rev. Fr. Secretary recommended documenting service organization activities, including reports from the Typing Institute and Tailoring Centre.

26.7 REV. FR. SECRETARY'S REPORT

Rev. Fr. Secretary reported the approval of new courses such as B.A. Archaeology, B.Sc. Artificial Intelligence, and B.Sc. Geology. Major infrastructural upgrades were completed in the Centenary Buildings, including the relocation of key departments and classrooms, and the expansion of computer labs. He emphasized the need for further documentation improvement within departments and the inclusion of parents, alumni, and student representatives in future Planning and Evaluation Committee meetings.

During the meeting, Rev. Fr. Principal praised Rev. Fr. Secretary for his efforts in reallocating rooms and enhancing the campus greenery. He also recommended addressing the large size of classrooms in the new building. Rev. Fr. Rector suggested providing separate rooms for research scholars, while Dr. S. Kalidass proposed establishing a Reflexology Centre or introducing a B.Sc. in Reflexology. Rev. Sr. L. Vasanthi Madona, ICM emphasized the need to follow NCT criteria and strengthen MoUs with neighboring institutions to boost NIRF rankings.

Dr. R. Azhaguraj recommended implementing the Career Advancement Scheme (CAS) for Shift-II staff members to promote assistant professors to associate professors. Rev. Fr. Secretary noted that such promotions would require an increase in honorarium and possibly revising the student fee structure. He also suggested enhancing the scholarship fund.

A student representative called for ~~man~~ free certificate courses and better awareness of those offered by government agencies. Rev. Fr. Secretary proposed separate spaces for boys and girls to practice dance. Dr. J. Margaret Sangeetha highlighted the need for an RO plant and water dispenser in the women's staff room and requested that research scholars no longer share the women's staff restroom, a proposal supported by Rev. Fr. Principal.

Dr. A. Arockia Dass suggested increasing restroom facilities for male staff and proposed a dedicated changing room for students during events. Dr. S. Aloysius Albert recommended that departments create booklets and magazines for IQAC documentation. Rev. Fr. Secretary emphasized improving departmental documentation and suggested including parents, alumni, and student representatives from both shifts and the Student Council in the Planning and Evaluation Committee.

The meeting concluded at 12:30 p.m.


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