



Date / /

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

Venue: Conference Hall

Time: 11.45 a.m

Date: 28.08.2024

69th Meeting of the IQAC – 2024 -2025

Agenda

1. Prayer
2. Minutes of the previous Meeting and Action Taken Report
3. Report of IQAC from 1st April 2024 to 27th August 2024
4. Report of NIRF 2024 Ranking
5. Action Plan for the year 2024 - 2025
6. Vote of thanks

Members present:

Name	Designation
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdusamy	Deputy Principal
Dr. S. Athisayanathan	Controller of Exams
Dr. R. Geetha	Dean of Science
Dr. S.Aloysius Albert	Dean of Arts
Dr. D. PremAnand	Dean of Research & UGC Affairs
Dr. A.Arockia Dass	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.S. Ignacimuthu, S.J	Rector

Teachers	
Dr. R.Raja	Associate Professor & Head, Dept. of Zoology
Dr. Y. Jaya VinseRuban	Assistant Professor, Dept. of Chemistry
Dr.A.Natarajan	Associate Professor & Head, Dept. of Data Science
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil
Dr. T. Rita Rebakah	Dean, XIBA
Dr. R. Princee	Assistant Professor, Dept. of English
Dr.G. Shunmuga Sundaram	Associate Professor & Head (i/c) Dept.of Criminology & Forensic science
Dr. L. Joelri Michael Raj	Assistant Professor & (HoDi/c), Dept. of Botany
Dr. J. Raxy	Assistant Professor, Co-ordinator, 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 session began with a prayer led by Dr. J. Sahaya Mary, Assistant Director, IQAC, invoking blessings for a productive and insightful meeting.

The meeting was initiated with a warm welcome by the Chairperson, Rev. Fr. Dr. Godwin Rufus, Principal, who extended his appreciation to all members for their commitment to quality enhancement in the institution.

Dr. J. Sahaya Mary, Assistant Director, IQAC, presented the minutes of the previous IQAC meeting held on 27.03.2024. The minutes were reviewed and unanimously approved by the members.

She also presented the Action Taken Report, highlighting the successful implementation of initiatives discussed in the previous meeting.

Dr. Azhagu Raj, Director, IQAC, presented the IQAC report, summarizing the key activities undertaken since the last meeting.

He also gave a detailed presentation on the NIRF (National Institutional Ranking Framework) data. The presentation covered various parameters, such as:

1. Teaching, Learning, and Resources.
2. Research and Professional Practices.
3. Graduation Outcomes.
4. Outreach and Inclusivity.
5. Institutional Perception.

He finally outlined the IQAC's strategic plan for the academic year 2024-2025, which focused on:

1. Enhancing academic quality and curriculum development.
2. Strengthening research initiatives.
3. Expanding industry partnerships.
4. Promoting faculty development programs.
5. Implementing sustainability initiatives across campus.

In the IQAC meeting, Dr. Joelry, Assistant Professor & (HoDi/c), Department of Botany inquired about student placements, and the forum suggested encouraging students to seek job opportunities in other districts rather than limiting their search to their native areas.

Dr. A. Arockiadass, Associate Professor, Dean of Students, proposed forming a committee in response to the discussion on increasing research publications. The committee would identify the challenges faced by staff members in publishing articles and provide support to encourage more publications.

Dr. F.X. Robert Bellarmine, Assistant Professor, Dean of Service Organization, inquired about the MoUs signed between St. Xavier's College (Autonomous), Palayamkottai, and the State Institute of Rural Development & Panchayat Raj – Tamil Nadu, Chennai. In response, Dr. R. Azhaguraj explained that the MoU was signed as part of the UNNAT BHARAT ABHIYAN initiative.

Dr. R. Geetha, Assistant Professor, Dean of Science, recommended encouraging students to pursue more skill-based and value-added courses to better prepare them for a wide range of job opportunities.

The meeting concluded at 12:45 p.m. with a vote of thanks by the Chairman, Rev. Fr. Dr. Godwin Rufus, Principal, who expressed his gratitude to all members for their contributions and dedication to the continuous improvement of the institution.

Action taken report:

S. No	Plan of Action	Achievement
1.	To conduct Internal Academic Audit for the Departments and Service Organizations for the Academic Year 2023 – 2024.	AQAR Internal Academic Audit (IAA) was conducted on 25 th and 26 th September 2024
2.	External Academic and Administrative Audit for AQAR for the Academic Year 2023 – 2024.	External Academic and Administrative Audit for AQAR was conducted on 11 th and 12 th December 2024.

3. ✓	Students' feedback on teachers for the odd semester to be collected	Students' feedback on teachers for the odd semester was collected from 14 th to 28 th October 2024.
4. ✓	To organize a one day national level seminar	One-day Awareness Programme on ORCID and INFLIBNET Services for Scholarly Communities sponsored by UGC was conducted on 23rd July 2024.
5. ✓	To conduct External Gender Audit	External Gender Audit was conducted on 13.09.2024 for the Academic Year 2022-2023.
6. ✓	Staff Enhancement and Empowerment Programme	A two-day Staff Enhancement and Empowerment Programme was conducted on 19 th & 20 th Nov. 2024 in collaboration with the Department of English, SXC.
7. ✓	Skill Based and Value Added Course	Skill Based and Value Added Course were offered for both UG and PG Programmes.
8.	MoU's	Scanned Copies of all the MoU's were uploaded in the college website.
9. ✓	Research publication	The challenges faced by staff members in publishing articles were discussed in research guides meeting and our college organized 3 Faculty Enhancement Programme on Preparation and finalising research papers for journals etc.


DIRECTOR, IQAC


CHAIRMAN/PRINCIPAL
PRINCIPAL
ST. XAVIER'S COLLEGE
(Autonomous)
BALAYAMKOTTAI



ST. XAVIER'S COLLEGE (AUTONOMOUS)
PALAYAMKOTTAI - 627 002

(Recognized as "College with Potential for Excellence" by UGC & Accredited by NAAC at A++ Grade with a CGPA of 3.66 out of 4)



First Meeting of IQAC

Venue : Conference Hall, SXC, Palayamkottai

Date: 28.08.2024

Name	Designation	Signature
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdusamy	Deputy Principal	
Dr. S. Athisayanathan	Controller of Exams	
Dr. R. Geetha	Dean of Science	
Dr. S. Aloysius Albert	Dean of Arts	
Dr. D. Prem Anand	Dean of Research & UGC Affairs	
Dr. A. Arockia Dass	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. S. Ignacimuthu, S.J	Rector	
Teachers		
Dr. R. Raja	Assistant Professor & Head, Dept. of Zoology	
Dr. Y. Jaya Vinse Ruban	Assistant Professor & Head, Dept. of Chemistry	

Dr. A. Natarajan	Assistant Professor & Head Dept. of Data Science	A. Natarajan
Dr. M. Balaselvi	Assistant Professor & Coordinator Dept. of Tamil	M. Balaselvi
Dr. T. Rita Rebakah	Dean, XIBA	
Dr. R. Princee	Assistant Professor, Dept. of English	R. Princee
Dr. G. Shunmuga Sundaram	Assistant Professor & Head (i/c) Dept. of Criminology & Forensic Science	G. Shunmuga Sundaram
Dr. L. Joelri Michael Raj	Assistant Professor & (HoD i/c) Dept. of Botany	L. Joelri Michael Raj
Dr. J. Remy	Assistant Professor, Coordinator Dept. of Computer Science	J. Remy
Placement Cell		
Dr. S. Chidambaranathan	Placement Officer	
Administrative Staff		
Mr. K. Sundararajan	Office Superintendent	K. Sundararajan
Special Invitees		
Dr. M. Johnson Gritto	Director, UBA & Standard Club	M. Johnson Gritto
Dr. S. Anna Venus	Director, Energy Research Centre	S. Anna Venus
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications	S. Saraswathi



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

Venue: Conference Hall

Time: 10.30 a.m

Date: 11.01.2025

70th Meeting of the IQAC – 2024 -2025

Agenda

1. Prayer
2. Minutes of the previous Meeting and Action Taken Report
3. Data of NIRF Ranking 2025
4. Any other matter

Members present:

Name	Designation
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdusamy	Deputy Principal
Dr. S. Athisayanathan	Controller of Exams
Dr. R. Geetha	Dean of Science
Dr. S.Aloysius Albert	Dean of Arts
Dr. D. PremAnand	Dean of Research & UGC Affairs
Dr. A.ArockiaDass	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
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Rev. Fr. Dr.S. Ignacimuthu, S.J	Rector
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Dr. R.Raja	Associate Professor & Head, Dept. of Zoology
Dr. Y. Jaya Vinse Ruban	Assistant Professor, Dept. of Chemistry
Dr. A.Natarajan	Associate Professor & Head, Dept. of Data Science

Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil
Dr. T. Rita Rebakah	Dean, XIBA
Dr. R. Princee	Assistant Professor, Dept. of English
Dr.G. ShunmugaSundaram	Associate Professor & Head (i/c) Dept.of Criminology & Forensic science
Dr. L. Joelri Michael Raj	Assistant Professor & (HoDi/c), Dept. of Botany
Dr. J. Remy	Assistant Professor, Co-ordinator, 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 commenced with a prayer led by Dr. J. Sahaya Mary, Assistant Director of IQAC.

Rev. Fr. Dr. Godwin Rufus, Principal, welcomed all members and expressed his appreciation for their commitment to quality improvement.

Dr. J. Sahaya Mary presented the minutes of the previous IQAC meeting, which were unanimously approved.

Dr. R. Azhaguraj, Director of IQAC, presented the Action Taken Report, highlighting the successful completion of initiatives from the previous meeting.

NIRF Data Presentation:

Dr. R. Azhaguraj also delivered a detailed presentation on the NIRF (National Institutional Ranking Framework) data required for uploading in NIRF portal in January 2025. The presentation covered all seven criteria.

Discussions:

Rev. Fr. Dr. G. Pushparaj, Secretary, inquired about the investment in scientific equipment and expressed concern about underutilized instruments in the Botany department. He also emphasized the need for starting new courses and invited the Departments to present their budget for the year 2025-26.

Dr. Joelry, Assistant Professor and Head in-charge of the Botany department, proposed establishing a central instrumentation centre within the college.

Dr. S. Aloysius Albert, Dean of Arts, suggested considering well-wisher's contributions for tuition fee reimbursement that could be added instead of showing zero-reimbursement funds under the head "Number of students getting full tuition fee reimbursement from the Private Bodies". He assured that details of contributors would be provided next year.

Dr. A. Lourdasamy, the Deputy Principal, recommended setting question papers based on Bloom's taxonomy.

Rev. Fr. Dr. Godwin Rufus concurred with Dr. Lourdasamy and proposed conducting a Staff Enhancement programme to train faculty on creating question papers aligned with Bloom's taxonomy.

The meeting concluded at 11:45 p.m. with a vote of thanks by the Chairman, Rev. Fr. Dr. Godwin Rufus, who expressed his gratitude to all members for their valuable contributions and dedication to the continuous improvement of the institution.

Action taken report:

S. No	Plan of Action	Achievement
1.	AQAR Report to be uploaded to the NAAC Portal	AQAR Report was uploaded to the NAAC Portal on 21.01.2025
2.	NIRF ranking data to be uploaded to the portal	It is under process
3.	AISHE to be uploaded to the portal	AISHE to be uploaded in the portal on 24.01.2025
4.	To conduct Gender Audit	It is under process


DIRECTOR, IQAC

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


CHAIRMAN/PRINCIPAL
PRINCIPAL
ST. XAVIER'S COLLEGE
(Autonomous)
PALAYAMKOTTAI

**ST. XAVIER'S COLLEGE (AUTONOMOUS)****PALAYAMKOTTAI - 627 002**

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**Second Meeting - IQAC****Venue : Conference Hall, SXC, Palayamkottai****Date: 11.01.2025**

Name	Designation	Signature
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdusamy	Deputy Principal	
Dr. S. Athisayanathan	Controller of Exams	
Dr. R. Geetha	Dean of Science	
Dr. S. Aloysius Albert	Dean of Arts	
Dr. D. Prem Anand	Dean of Research & UGC Affairs	
Dr. A. Arockia Dass	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. S. Ignacimuthu, S.J	Rector	-
Teachers		
Dr. P. Raja	Assistant Professor & Head, Dept. of Zoology	-
Dr. Y. Jaya Vinse Ruban	Assistant Professor & Head, Dept. of Chemistry	

Dr. A. Natarajan	Assistant Professor & Head Dept. of Data Science	A. Natarajan
Dr. M. Balaselvi	Assistant Professor & Coordinator Dept. of Tamil	-
Dr. T. Rita Rebakah	Dean, XIBA	Rita
Dr. R. Princee	Assistant Professor & Head, Dept. of English	R. Princee
Dr. G. Shunmuga Sundaram	Assistant Professor & Head (i/c) Dept. of Criminology & Forensic Science	G. Shunmuga Sundaram
Dr. L. Joelri Michael Raj	Assistant Professor & (HoD i/c) Dept. of Botany	L. Joelri Michael Raj
Dr. J. Remy	Assistant Professor, Coordinator Dept. of Computer Science	J. Remy
Placement Cell		
Dr. S. Chidambaranathan	Placement Officer	-
Administrative Staff		
Mr. K. Sundararajan	Office Superintendent	-
Special Invitees		
Dr. M. Johnson Gritto	Director, UBA & Standard Club	M. Johnson Gritto
Dr. S. Anna Venus	Director, Energy Research Centre	S. Anna Venus
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications	S. Saraswathi



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

Venue: Conference Hall

Time: 10.30 a.m

Date: 24.01.2025

71st Meeting of the IQAC – 2024 -2025

Agenda

1. Minutes of the Previous Meeting of IQAC
2. Report of AISHE
3. Internal Gender Audit
4. Any other matter

Members present:

Name	Designation
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdusamy	Deputy Principal
Dr. S. Athisayanathan	Controller of Exams
Dr. R. Geetha	Dean of Science
Dr. S.Aloysius Albert	Dean of Arts
Dr. D. PremAnand	Dean of Research & UGC Affairs
Dr. A.ArockiaDass	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.S. Ignacimuthu, S.J	Rector
Teachers	
Dr. R.Raja	Associate Professor & Head, Dept. of Zoology
Dr. Y. Jaya Vinse Ruban	Assistant Professor, Dept. of Chemistry
Dr.A.Natarajan	Associate Professor & Head, Dept. of Data Science
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil
Dr. T. Rita Rebakah	Dean, XIBA
Dr. R. Princee	Assistant Professor, Dept. of English
Dr.G. ShunmugaSundaram	Associate Professor & Head (i/c) Dept.of Criminology & Forensic science

Dr. L. Joelri Michael Raj	Assistant Professor & (HoDi/c), Dept. of Botany
Dr. J. Remy	Assistant Professor, Co-ordinator, 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 commenced with a prayer led by Dr. J. Sahaya Mary, Assistant Director of IQAC.

Rev. Fr. Dr. Godwin Rufus, the Principal, warmly welcomed all members and expressed his sincere appreciation for their dedication to advancing excellence.

Dr. J. Sahaya Mary presented the minutes and action taken report of the previous IQAC meeting, which received unanimous approval.

AISHE Data Presentation:

Dr. R. Azhaguraj delivered an insightful and comprehensive presentation on the AISHE (All India Survey on Higher Education) data, scheduled for submission on the AISHE portal on 24.01.2025.

Internal Gender Audit:

Dr. R. Azhaguraj, Director of IQAC, presented the Internal Gender Audit, providing a comprehensive overview of various aspects, including student admissions, examination results, teaching staff, and administrative officials. The report highlighted the percentage of female students and staff, offering valuable insights into gender representation within the institution.

Discussions:

Dr. A. Lourdasamy, the Deputy Principal, proposed including extension activities in the gender audit. He also recommended incorporating data related to the Centre for Women's Studies (CWS).

Dr. P. Raja, Assistant Professor and Head of the Department of Zoology, suggested including data on student dropouts in the gender audit for a more comprehensive analysis. He also recommended adding female students in student council as part of the gender audit.

Dr. D. Prem Anand, Dean of Research, recommended including data on Ph.D. scholars receiving scholarships in the gender audit. He further suggested adding information on research journals published by women scholars, the number of women reviewers, and women serving as editors in academic journals for a more detailed analysis.

Dr. Shunmuga Sundaram, Assistant Professor and Head i/c of Criminology and Forensic Science suggested organizing sensitization programmes for female students to raise awareness about online cybercrimes and safety. He recommended inviting experts to educate students on issues related to women's security both on campus and outside.

Dr. S. Aloysius Albert, Dean of Arts, suggested that tailoring courses conducted with a focus on providing employment opportunities for female students be incorporated into the gender audit.

Dr. M. Johnson Gritto, Assistant Professor in the Department of Botany highlighted that while the UN framed 17 Sustainable Development Goals (SDGs), the Indian Government has modified and categorized them into 9 themes. He specifically pointed out that gender equality is one of the key themes under this framework.

The meeting concluded at 11:20 a.m. with a vote of thanks delivered by Dr. R. Azhaguraj, Director of IQAC, who expressed sincere gratitude to all members for their valuable contributions to the ongoing development of the institution.

Action taken report:

S. No	Plan of Action	Achievement
1.	AISHE to be uploaded to the portal	AISHE was uploaded in the portal on 24.01.2025
2.	Capacity Building Programme for Officials and Administrative Staff	Capacity Building Programme for Officials and Administrative Staff was conducted on 06.09.2024
3.	To conduct Gender Audit	Internal gender audit was conducted on 24.01.2025.
4.	NIRF ranking data to be uploaded to the portal	NIRF data was uploaded in the portal on 30.01.2025
5	To Register for the UTSHA Portal (Undertaking Transformative Strategies and Actions in Higher Education)	Registered on the UTSHA Portal (Undertaking Transformative Strategies and Actions in Higher Education) on 22.01.2025.


DIRECTOR, IQAC

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


CHAIRMAN/PRINCIPAL
PRINCIPAL
ST. XAVIER'S COLLEGE
(Autonomous)
PALAYAMKOTTAI



ST. XAVIER'S COLLEGE (AUTONOMOUS)
PALAYAMKOTTAI - 627 002

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Meeting - IQAC

Venue : Conference Hall, SXC, Palayamkottai

Date: 24.01.2025

Name	Designation	Signature
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdasamy	Deputy Principal	
Dr. S. Athisayanathan	Controller of Exams	
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Dr. D. Prem Anand	Dean of Research & UGC Affairs	
Dr. A. Arockia Dass	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. S. Ignacimuthu, S.J	Rector	—
Teachers		
Dr. P. Raja	Assistant Professor & Head, Dept. of Zoology	
Dr. Y. Jaya Vinse Ruban	Assistant Professor & Head, Dept. of Chemistry	

Dr. A. Natarajan	Assistant Professor & Head Dept. of Data Science	A. Natarajan
Dr. M. Balaselvi	Assistant Professor & Coordinator Dept. of Tamil	M. Balaselvi
Dr. T. Rita Rebakah	Dean, XIBA	
Dr. R. Princee	Assistant Professor & Head, Dept. of English	R. Princee
Dr. G. Shunmuga Sundaram	Assistant Professor & Head (i/c) Dept. of Criminology & Forensic Science	G. Shunmuga Sundaram
Dr. L. Joelri Michael Raj	Assistant Professor & (HoD i/c) Dept. of Botany	L. Joelri Michael Raj
Dr. J. Remy	Assistant Professor, Coordinator Dept. of Computer Science	J. Remy
Placement Cell		
Dr. S. Chidambaranathan	Placement Officer	S. Chidambaranathan
Administrative Staff		
Mr. K. Sundararajan	Office Superintendent	—
Special Invitees		
Dr. M. Johnson Gritto	Director, UBA & Standard Club	M. Johnson Gritto
Dr. S. Anna Venus	Director, Energy Research Centre	S. Anna Venus
Dr. S. Saraswathi	Assistant Professor HoD, Dept. of Computer Applications	—



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

Venue: Conference Hall

Time: 12.10 a. m

Date: 13.02.2025

72nd Meeting of the IQAC – 2024 -2025

Agenda

1. Prayer
2. Minutes of the 71st IQAC Meeting and Action Taken Report
3. Presentation on External Gender Audit for the Academic Year 2023 - 2024
4. Any other matters

External Members:

Name	Designation
Dr. E. Enanalap Periyar	Assistant Professor Director i/c - Youth Welfare Department Department of Criminology and Criminal Justice Manonmaniam Sundaranar University Abishekapatti, Tirunelveli – 627 012
Lt. Dr. E. Angel Saral Rose	Assistant Professor & Associate NCC Officer Sarah Tucker College (Autonomous) Perumalpuram, Tirunelveli Tamil Nadu – 627007
Mrs. M. Vinodhini	Assistant Professor of Computer Science Assistant Coordinator Internal Quality Assurance Cell Rose Mary College of Arts & Science Kongandanparai Tirunelveli
Mrs. J. Sundara Kani	Social Worker PACHE Trust Tirunelveli
Name	Designation
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdusamy	Deputy Principal
Dr. S. Athisayanathan	Controller of Exams

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Dr. S.Aloysius Albert	Dean of Arts
Dr. D. PremAnand	Dean of Research & UGC Affairs
Dr. A.ArockiaDass	Dean of Students
Dr. T. ShamilaJoster	Dean of Women Students
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Teachers	
Dr. R.Raja	Associate Professor & Head, Dept. of Zoology
Dr. Y. Jaya Vinse Ruban	Assistant Professor, Dept. of Chemistry
Dr.A.Natarajan	Associate Professor & Head, Dept. of Data Science
Dr. M. Balaselvi	Assistant Professor, Dept. of Tamil
Dr. T. Rita Rebakah	Dean, XIBA
Dr. R. Princee	Assistant Professor, Dept. of English
Dr.G. ShunmugaSundaram	Associate Professor & Head (i/c) Dept.of Criminology & Forensic science
Dr. L. Joelri Michael Raj	Assistant Professor & (HoDi/c), Dept. of Botany
Dr. J. Remy	Assistant Professor, Co-ordinator, 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 commenced with a prayer led by Dr. J. Sahaya Mary, Assistant Director of IQAC. Rev. Fr. Dr. Godwin Rufus, the Principal, extended a warm welcome to all members and sincerely acknowledged their commitment to fostering excellence.

Dr. J. Sahaya Mary read the minutes of the 71st IQAC meeting, which received unanimous approval. The Action Taken Report was presented, highlighting the implementation of resolutions from the previous meeting.

Presentation of the External Gender Audit

Dr. R. Azhaguraj presented the External Gender Audit for the Academic Year 2023–2024. Key observations included gender representation among students, faculty, and staff. Recommendations were made to improve gender inclusivity and ensure equitable opportunities.

Suggestions and Recommendations by External Members

Dr. E. Enanalap Periyar, Assistant Professor, Director i/c - Youth Welfare Department, Department of Criminology and Criminal Justice, Manonmaniam Sundaranar University, Appreciated the report, describing it as excellent and comprehensive, serving as a model for universities. He recommended the Gender Champion Initiative in colleges, where one boy and one girl take on leadership roles to promote gender equality.

Lt. Dr. E. Angel Saral Rose, Assistant Professor & Associate NCC Officer, Sarah Tucker College (Autonomous), Perumalpuram, Tirunelveli, emphasized the importance of ensuring equal representation of men and women in leadership roles and decision-making bodies. She suggested conducting periodic gender sensitization workshops for staff, faculty, and students to foster inclusivity and awareness. Additionally, she proposed providing separate and well-maintained restrooms for all genders across campus, along with the introduction of gender-neutral restrooms and facilities for persons with disabilities. To further promote gender inclusivity, she recommended integrating gender studies and diversity-focused courses into the curriculum. Furthermore, she encouraged the implementation of mentorship programmes specifically designed for female and marginalized gender students, aiming to support and empower them in their academic and professional journeys.

Mrs. M. Vinodhini, Assistant Professor of Computer Science and Assistant Coordinator of the Internal Quality Assurance Cell, Rose Mary College of Arts & Science, Kongandanparai, Tirunelveli, emphasized the need for clear representation of leadership roles assigned to female faculty and student representatives in various clubs and committees. She recommended that the SC/ST and Jesuit Scholarship data should explicitly showcase the ratio of female candidates availing the scholarships, ensuring transparency and inclusivity. Additionally, she recommended against marking zero representation in female-related columns, suggesting that even a minimal presence should be highlighted to acknowledge and encourage greater participation.

Mrs. J. Sundarakani, Social Worker at PACHE Trust, Tirunelveli, highlighted the absence of female editors in journals and stressed the importance of training and encouraging women to take up editorial roles. She suggested that programs attended outside the institution should be integrated into students' professional development to enhance skill-building and career advancement. Additionally, she recommended incorporating art-related work as part of

skill-based employment, advocating for the introduction of training programs to equip students with essential skills and create income-generating opportunities, ultimately fostering financial independence.

Suggestions and Recommendations by Internal Members

Dr. J. Raxy, Coordinator and Assistant Professor of Computer Science, recommended including details of class representatives and scholarships received by differently-abled students in the report.

Rev. Fr. Dr. Godwin Rufus, Principal, suggested enhancing staff toilets and other infrastructure facilities to accommodate the increasing number of female staff members. He also recommended organizing a staff refresher programme for women and a spiritual programme specifically for female staff.

Dr. A. Lourdusamy, Deputy Principal observed that the number of programmes attended, such as seminars and workshops, was relatively low and advised that staff members should be instructed to submit their participation details for inclusion in the college's annual report.

Dr. J. Margaret Sangeetha, Assistant Professor of Computer Science and Dean of Service Organizations suggested placing a water dispenser in the ladies' staff room to improve accessibility to drinking water.

Dr. R. Princee, Assistant Professor and Head, Department of English recommended providing a separate room and toilet facility for research scholars to ensure a conducive academic environment.

Dr. M. Johnson Gritto, Assistant Professor of Botany, Director of UBA & Standard Club emphasized the need to install a vending machine for sanitary napkins and conduct awareness programmes to encourage students to use it effectively. Additionally, he suggested making optimal use of the free sanitary napkins provided by the government.

The meeting concluded at 12.56 p.m. with a vote of thanks delivered by Rev. Fr. Dr. Godwin Rufus, the Principal, who expressed sincere gratitude to all members for their valuable contributions.

Action taken report:

S. No	Plan of Action	Achievement
1.	Feedback on Curricular Aspects from Alumni to be collected	Feedback on Curricular Aspects from Alumni was collected through departments on 26 th January 2025 and 22 nd February 2025.
2.	To conduct External Gender Audit	External gender audit was conducted on 13.02.2025.
3.	Staff Enhancement and Empowerment Programme	Staff Enhancement and Empowerment Programme on "Imparting Computing Skills to the Student Community" was held on 15 th February 2025 at Zoho Corporation Private Limited, Munnirpallam, with the participation of 30 faculty members.
4.	Capacity Building Programme for Officials and Administrative Staff	Capacity Building Programme for Officials and Administrative Staff was conducted on 25 th February 2025.
5	Student Feedback on Curricular Aspects (Exit Poll) to be collected	Student Feedback on Curricular Aspects (Exit Poll) was conducted from 11 th to 14 th March 2025 for the academic year 2024-2025.
6	Student Feedback on teachers for the Even semester to be collected	Student Feedback on teachers for the even semester 2024 -2025 was conducted on 3 rd to 11 th April 2025. The report will be submitted to the SXC management.
7	Submission of Data to Tamil Nadu Government Higher Education E-Governance Portal.	we have submitted the data to the Tamil Nadu Government's Higher Education E-Governance portal. We have provided complete details on college registration, society registration, and the composition of the board of management. Faculty information for both teaching and non-teaching staff was shared. Additionally, data on land and building details, classroom and laboratory facilities, infrastructure including buildings and hostels, was submitted to the TN-HEI - E-Governance portal.


DIRECTOR, IQAC

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


CHAIRMAN/PRINCIPAL

PRINCIPAL
ST. XAVIER'S COLLEGE
(Autonomous)
PALAYAMKOTTAI



ST. XAVIER'S COLLEGE (AUTONOMOUS)
PALAYAMKOTTAI - 627 002
(Recognized as "College with Potential for Excellence" by UGC &
Accredited by NAAC at A++ Grade with a CGPA of 3.66 out of 4)


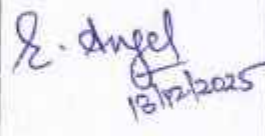
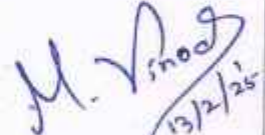



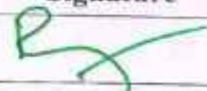

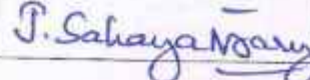
External Gender Audit

Venue : Conference Hall, SXC, Palayamkottai



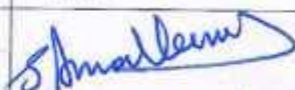

Date: 13.02.2025

External Members:

Name	Designation	Signature
Dr. E. Enanalap Periyar	Assistant Professor Director i/c - Youth Welfare Department Department of Criminology and Criminal Justice Manonmaniam Sundaranar University Abishekapatti, Tirunelveli - 627 012	 13/2/25
Lt. Dr. E. Angel Saral Rose	Assistant Professor & Associate NCC Officer Sarah Tucker College (Autonomous) Perumalpuram, Tirunelveli Tamil Nadu - 627007	 13/2/2025
Mrs. M. Vinodhini	Assistant Professor of Computer Science Assistant Coordinator Internal Quality Assurance Cell Rose Mary College of Arts & Science Kongandanparai Tirunelveli	 13/2/25
Mrs. J. Sundara Kani	Social Worker PACHE Trust Tirunelveli	 13/2/2025

Name	Designation	Signature
Rev. Fr. Dr. Godwin Rufus, 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. A. Lourdasamy	Deputy Principal	
Dr. S. Athisayanathan	Controller of Exams	→ <i>am. xugan</i>
Dr. R. Geetha	Dean of Science	<i>P. Geetha</i>
Dr. S. Aloysius Albert	Dean of Arts	<i>P. Aloysius</i>
Dr. D. Prem Anand	Dean of Research & UGC Affairs	
Dr. A. Arockia Dass	Dean of Students	<i>A. Arockia Dass</i>
Dr. T. Shamila Joster	Dean of Women Students	<i>Shamila Joster</i>
Dr. F.X. Robert Bellarmine	Dean of Service Organization	<i>F. X. Robert</i>
Dr. J. Margaret Sangeetha	Dean of Service Organization	<i>J. Margaret Sangeetha</i>
Member from the Management		
Rev. Fr. Dr. S. Ignacimuthu, S.J	Rector	
Teachers		
Dr. P. Raja	Assistant Professor & Head, Dept. of Zoology	<i>P. Raja</i>
Dr. Y. Jaya Vinse Ruban	Assistant Professor & Head, Dept. of Chemistry	—
Dr. A. Natarajan	Assistant Professor & Head Dept. of Data Science	<i>A. Natarajan</i>
Dr. M. Balaselvi	Assistant Professor & Coordinator Dept. of Tamil	<i>M. Balaselvi</i>
Dr. T. Rita Rebakah	Dean, XIBA	—
Dr. R. Princee	Assistant Professor & Head Dept. of English	<i>R. Princee</i>
Dr. G. Shunmuga Sundaram	Assistant Professor & Head (i/c) Dept. of Criminology & Forensic Science	<i>G. Shunmuga Sundaram</i>
Dr. L. Joelri Michael Raj	Assistant Professor & (HoD i/c) Dept. of Botany	—

Dr. J. Remy	Assistant Professor, Coordinator Dept. of Computer Science	
Placement Cell		
Dr. S. Chidambaranathan	Placement Officer	—
Administrative Staff		
Mr. K. Sundararajan	Office Superintendent	—
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	


Director

Director
Internal Quality Assurance Cell (IQAC)
St. Xavier's College (Autonomous)
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Principal
PRINCIPAL
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