St. Xavier's Catholic College of Engineering
(Autonomous)
Nagercoil
Faculty & Staff Development Committee

Minutes of the Meeting

Date: 05/05/2026 **Time:** 3:00 p.m. Venue: Board Room

Members attended: Enclosed

Agenda

1. To consider the Minutes of Previous Meeting & Action Taken
2. Training Programmes Organized and attended during the even semester of 2025-2026
3. Plan for the training programmes -next semester
4. Other matters

Discussion and Decision

The meeting started with the prayer and the principal welcomed the members and presented the agenda

1. To consider the Minutes of Previous Meeting & Action Taken

Discussion and Decisions	Action Taken
➢ Reviewed the staff training programs organized and attended during the academic year 2025–2026 (Odd Semester).	Considered and confirmed
➢ Special training programs may be organized with IIT and NIT academicians visiting the institution for Ph.D. viva voce examinations and other academic visits.	Implemented

➢ All departments are requested to conduct one FDP during the even semester.	CSE-1, Civil-1, IT-1, ECE-1, EEE-1, MBA-2, MCA-1, HSC-2, AI&DS-1, MECH-0
➢ The second phase of Communication Skills Training should be conducted for the skilled and office staff.	It was conducted on 20-03-2026 by Dr. James Ligorius, Professor, Communication Skills Trainer
➢ A workshop on Video Creation and Editing may be organized for faculty members.	NotebookLM and Vids (Video creation and editing) was conducted for the department IQAC coordinators on 12-3-2026 and in turn they delivered a hands-on training in the respective departments on 20-3-2026.
➢ NIRF strategy meeting	Plan to analyze our past 5 years submitted data and make a implementation strategy plan

2. Training Programmes Organized and attended

- 42 faculty members completed online courses on the NPTEL platform (SC – 3, Elite – 10, Silver – 26, Gold – 3, Topper – 8). The courses included *Design Thinking: A Primer, Edge Computing, Effective Writing, Python for Data Science, Electronic Waste Management – Issues and Challenges, Soft Skill Development, Bioinorganic Chemistry,* and *Graph Theory.*
- A total of 433 training programmes were attended, including Conferences – 46, Workshops/Seminars – 64, and FDPs – 365.
- 22 faculty members served as Resource Persons/Guest Lecturers for 36 events.
- A total of 11 FDP programmes were organized by various departments:
  1. Online FDP on *Emerging Technologies in Industry 4.0/5.0* (20 April – 25 April 2026) – MCA Department
  2. Two-day Hands-on Training Programme on *Computational Mathematics using Scilab and MATLAB* (10 & 11 April 2026) – HSC Department
     One-week Workshop on *Python for Managers: Data-Driven Decision Making* (12 March – 18 March 2026) – MBA Department

3. Online FDP on *Integrating AI into English Language Education* (9 February – 13 February 2026) – HSC Department
4. One-week Online FDP on *Research Applications in Generative AI* (5 January – 10 January 2026) – IT Department
5. One-week Offline FDP on *VLSI Design Flow from RTL to GDSII* (8 December – 12 December 2025) – ECE Department
6. One-week Online FDP on *Innovative Sustainable Solutions for Environmental Challenges* (17 November – 22 November 2025) – Civil Department
7. Online FDP on *Digital Productivity in AI* (10 November – 17 November 2025) – AI & DS Department
8. Online FDP on *AI and Applications in Management* (20 September – 26 September 2025) – MBA Department
9. Offline FDP on *Android Basics with Compose* (28 July – 1 August 2025) – CSE Department
10. ATAL FDP on *Electric Vehicles and Hydrogen Fuel Cell Vehicles: Technologies, Challenges, and Future Prospects* (21 July – 26 July 2025) – EEE Department.

3. To plan for the training programmes

- It was suggested to constitute a committee for NIRF to analyze the institutional data and formulate strategies for improving the score.
- As the institution is in the process of developing the next curriculum (R-2026), it was proposed that faculty members undertake online courses related to curriculum design and implementation. Additionally, newly recruited faculty members may apply for courses related to Outcome-Based Education (OBE).
- As per the NBA Tier-I guidelines, details regarding faculty contributions such as professional memberships, FDPs organized and attended, resource person engagements, online courses completed, etc., have been shared with the departments. Faculty members have been instructed to complete the pending requirements on or before 30 June 2026.

The principal thanked all the members and the meeting came to an end at 04:00 pm.

Rev. Fr. S. Godwin Selva Justus -

Dr. J. Maheswaran -

Dr. V. Selvam -

Dr. V. Christus Jeya Singh -

Dr. M. Marsaline Beno -

Dr. A. Milton -

Dr. R.P Anto Kumar -

Dr. J. Annrose -

Mr. M. Anto Xavier Roche -

Attendance

St. Xavier's Catholic College of Engineering
Internal Quality Assurance Cell
Faculty and Staff Development Committee Meeting

Date: 05-05-2026
Time: 03:00 p.m. to 4.00 PM
Venue: Board Room

Members Present

Sl. No.	Name	Signature
1.	Rev. Fr. S. Godwin Selva Justus, Correspondent	
2.	Dr. J. Maheswaran, Principal	
3.	Dr. V. Christus Jeya Singh, Vice Principal & Dean-Student Affairs	
4.	Dr. V. Selvam, Management Member	05/05/2026
5.	Dr. M. Marsaline Beno, Dean-Research	AB
6.	Dr. A. Milton, Controller of Examinations	
7.	Dr. R.P Anto Kumar, Dean - Academics	
8.	Dr. J. Annrose, Coordinator-IQAC	5/5/2026
9.	Mr. M. Anto Xavier Roche, Dean – Student Futuristic Services	5/5/26


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