

**St. Xavier's Catholic College of Engineering**  
**Internal Quality Assurance Cell**  
**IQAC Meeting**



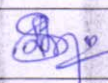
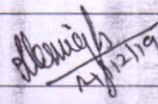
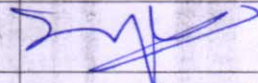
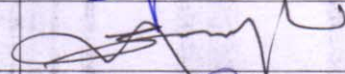
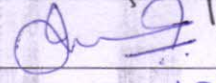

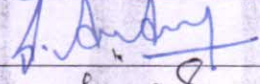
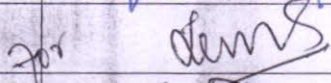
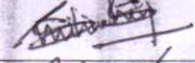
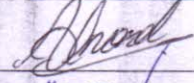
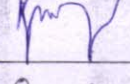
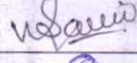

**Date: 14-12-2019**

**Time: 2:00 p.m. to 6 P.m.**

**Venue: Board Room**

*Anil*

**Members Present**

Sl. No.	Name	Signature
1.	Rev. Fr. Dr. M. Maria William, Correspondent	
2.	Dr. J. Maheshwaran, Principal	
3.	Rev. Fr. M. Francis Xavier, Bursar	-
4.	Dr. S.L. Rayar	
5.	Mr. M. Prince Paul Raj	-
6.	Mr. R. Leo Bright Singh	
7.	Dr. D. Anto Sahaya Dhas	-
8.	Dr. M. Marsaline Beno, Vice Principal	-
9.	Dr. V. Christus Jeya Singh, Dean-Student Affairs	
10.	Dr. R.S. Shaji, Dean-Research	
11.	Dr. M.M. Janeela Theresa	
12.	Mr. L.G.X. Agnel Livingston	
13.	Dr. G. Antony Miraculas	
14.	Dr. G. Sahaya Stalin Jose	
15.	Ms. D. Smiline Shiny	
16.	Mr. Almond D'Souza	
17.	Mr. K. Maria Vinu	
18.	Ms. V. Femila Savio	
19.	Ms. A. Maria Sheela	
20.	Mr. P.T. Justin Thiraviam	-
21.	Dr. A. Milton, Coordinator-IQAC	<i>Anil</i>



IQAC  
8/10  
23-10

**St. Xavier's Catholic College of Engineering**  
**Internal Quality Assurance Cell**  
**Minutes of the Meeting of IQAC Members**

The meeting of Members of IQAC was held on 14-12-2019 in the board room from 2:30 p.m. to 6:00 p.m. The following were the members present in the meeting.

1. Rev. Dr. M. Maria William, Correspondent
2. Dr. J. Maheshwaran, Principal and Chairperson
3. Dr. S.L. Rayar, External Member
4. Mr. R. Leo Bright Singh, External Member
5. Dr. V. Christus Jeya Singh, Dean Student Affairs
6. Dr. R.S. Shaji, Dean Research
7. Dr. M.M. Janeela Theresa, Associate Professor/MCA
8. Mr. L.G.X. Agnel Livingston, Assistant Professor/CSE
9. Dr. G. Antony Miraculas, Associate Professor/ME
10. Dr. G. Sahaya Stalin Jose, Assistant Professor/IT
11. Ms. D. Smiline Shiny, Assistant Professor/CE
12. Mr. Almond D'Souza, Assistant Professor/EEE
13. Mr. K. Maria Vinu, Assistant Professor/MBA
14. Ms. V. Femila Savio, Assistant Professor/ECE
15. Ms. A. Maria Sheela, Assistant Professor/H&S
16. Dr. A. Milton, Coordinator-IQAC

Chairperson of IQAC Dr. J. Maheswaran welcomed all the members. Coordinator-IQAC presented the minutes of the meeting held on 21-09-2019 and the action taken report.

**Action Taken Report** (till 14-12-2019)

- ✓ Number of faculty members completed online courses during 2019-2020 odd semester

Dept.	CE	CSE	EEE	ECE	IT	ME	MBA	MCA	H&S
<b>OBE</b>	8	5	10	9	7	10	5	1	5
<b>Subject</b>	2	2	3	12	4	1	3	1	6

- ✓ Number of students enrolled and registered for examination for the online courses

Dept.	CE	CSE	EEE	ECE	IT	ME	MBA	MCA	H&S
<b>Enrolled</b>	1	55	0	70	9	0	55	0	0
<b>Exam</b>	0	0	0	5	2	0	32	0	0



- ✓ Meeting of internal members of IQAC was held on 06-11-2019 and reviewed the actions taken with respect to Benchmarks 2019-2020.
- ✓ End-semester feedback questionnaires for theory, practical, project and mentors have been modified and used in 2019-2020 odd semester.
- ✓ Academic audit of laboratory courses of higher semester classes were conducted from 12-11-2019 to 15-11-2019 with the help of deans. HODs have been asked to submit a written response for the proposed activities to rectify the shortcomings found in the audit.
- ✓ Library audit was conducted on 11, 12 and 13-11-2019 with the help of library advisory board. Librarian has been asked to submit a written response for the findings in the audit.
- ✓ Application for NBA accreditation to CE, CSE and IT was filed on 05-11-2019. Pre Qualifier along with the 10% fee was submitted on 02-12-2019. All the three pre qualifiers were approved by NBA on 02-12-2019.
- ✓ Internal audit of CE, CSE, IT, H&S and central facilities with NBA guidelines was conducted on 04, 05 and 06-12-2019. The reports of observations have been submitted to the four departments and office for taking necessary actions.

- ✓ Number of students registered for GATE 2020

Dept.	CE	CSE	EEE	ECE	IT	ME
Registered	12	5	5	20	3	5

- ✓ NIRF data under engineering category was submitted on 04-12-2019. Data under overall category was submitted on 06-12-2019 with the coordination of Dean-Student Affairs.
- ✓ Committee with seven members for obtaining autonomous status has been formed by the Principal on 04-12-2019 and first meeting was conducted on 05-12-2019 towards obtaining autonomous status.
- ✓ Online AQAR 2018-2019 has been submitted to NAAC on 09-12-2019.
- ✓ Review meetings for the cell conveners were conducted from 19 to 28-11-2019 by Principal and Dean Student Affairs.

### Discussions:

- External member suggested to create a mechanism
  - to closely follow the faculty and students' online course activities and also faculty members attending FDP.
  - to monitor the activities of the cells and auditing the cells' activities.
  - for the proper conduct of class committee meetings.
  - to monitor the activities of the college by the respective deans
  - to create account in social media for college and follow MHRD announcements and schemes

- Departments have to take effort so that at least 50% of the students participate in internship.
- IQAC can create a checklist
- User friendliness of the college website can be evaluated by external members.

**Decisions:**

- Decided to re assign cells to deans for proper follow up.
- Decided to assign deans to the relevant benchmarks to follow it up.

*A. Milton*  
17/10/20

**Dr. A. Milton**

Coordinator

**Dr. A. MILTON, B.E., M.Tech., Ph.D.**  
**Co-ordinator of IQAC**  
**St. Xavier's Catholic College of Engineering**  
**Chunkankadai, Nagercoil - 629 003.**

*[Signature]*

**Rev. Dr. M. Maria William**  
Correspondent

*[Signature]*  
13/10/20

**Dr. J. Maheswaran**

Chairperson

**Dr. J. MAHESWARAN, M.E. Ph.D. FIE. MISTE.**  
**PRINCIPAL**  
**SLXAVIER'S CATHOLIC COLLEGE OF ENGINEERING**  
**CHUNKANKADAI**  
**NAGERCOIL - 629 003**









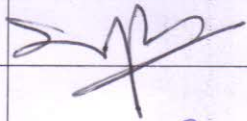
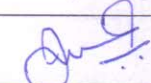
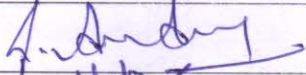



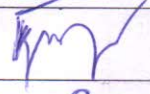
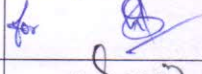
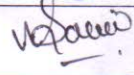

**St. Xavier's Catholic College of Engineering**  
**Internal Quality Assurance Cell**  
**IQAC Meeting**

**Date: 21-09-2019**

**Time: 10:00 a.m. to 1 P.m.**

**Venue: Board Room**

**Members Present**

Sl. No.	Name	Signature
1.	Rev. Fr. Dr. M. Maria William, Correspondent	
2.	Dr. J. Maheshwaran, Principal	
3.	Rev. Fr. M. Francis Xavier, Bursar	
4.	Dr. S.L. Rayar	
5.	Mr. M. Prince Paul Raj	—
6.	Mr. R. Leo Bright Singh	—
7.	Dr. D. Anto Sahaya Dhas	
8.	Dr. M. Marsaline Beno, Vice Principal	
9.	Dr. V. Christus Jeya Singh, Dean Student Affairs	
10.	Dr. R.S. Shaji, Dean Research	
11.	Dr. M.M. Janeela Theresa	—
12.	Mr. L.G.X. Agnel Livingston	—
13.	Dr. G. Antony Miraculas	
14.	Dr. G. Sahaya Stalin Jose	
15.	Ms. D. Smiline Shiny	
16.	Mr. Almond D'Souza	
17.	Mr. K. Maria Vinu	
18.	Dr. V. Sreeja	
19.	Ms. V. Femila Savio	
20.	Mr. P.T. Justin Thiraviam	—
21.	Dr. A. Milton, Coordinator-IQAC	



**St. Xavier's Catholic College of Engineering**  
**Internal Quality Assurance Cell**  
**Minutes of the Meeting of IQAC Members**

The meeting of Members of IQAC was held on 21-09-2019 in the board room from 10:20 a.m. to 1:00 p.m. The following were the members present in the meeting.

1. Rev. Dr. M. Maria William, Correspondent
2. Dr. J. Maheshwaran, Principal and Chairperson
3. Dr. S.L. Rayar, External Member
4. Dr. D. Anto Sahaya Dhas, External Member
5. Dr. M. Marsaline Beno, Vice Principal
6. Dr. V. Christus Jeya Singh, Dean Student Affairs
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8. Dr. G. Antony Miraculas, Associate Professor/ME
9. Dr. G. Sahaya Stalin Jose, Assistant Professor/IT
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11. Mr. K. Maria Vinu, Assistant Professor/MBA
12. Ms. V. Femila Savio, Assistant Professor/ECE
13. Dr. A. Milton, Coordinator-IQAC

The meeting started at 10.20 a.m. with the introductory speech by the Chairperson of IQAC Dr. J. Maheswaran. Chairperson welcomed the internal and external members and requested coordinator-IQAC to present the minutes of the previous meeting. Coordinator-IQAC presented the minutes of the meeting held on 29-06-2019.

The following were the discussions on the minutes

- There was a discussion on a few faculty members who had not registered for the NPTEL online course on "Accreditation and Outcome Based Learning". Placement officer was given exception from IQAC prescribed online course and from submitting PBAS.
- Departments were asked to identify the curricular gaps and inform the students about the gap and the importance of the remedial activities taken to fill the gap. Departments were asked to identify relevant online courses and motivate the students to complete the courses.
- Decided to conduct one or two meeting for internal IQAC members to review the actions taken by the departments/unit towards implementing the benchmarks.
- Auto inverter, 3D modeling, PhP, Tally, Revit, Autocad, C++, Social network and IOT are the value added courses planned by the departments.



- Department of Humanities and Sciences was asked to conduct value added course incorporating English communication, notes taking, presentation preparation using ICT, and memory techniques.
- Departments can submit explanation for not taking appropriate actions related to the benchmarks.
- For all the developmental activities, suitable schemes available in AICTE/UGC/NAAC have to be checked and applied.
- Coaching provided for GATE 2020 and Training provided to CSE and IT students by CSS Corp under CSR were discussed.
- Departments were asked to generate links with tier-I industries.
- PFMS portal has been opened for the college.
- Decided to use Google class room instead of MOODLE for e-content generation.
- Decided to revise feedback questionnaires for students' mid and end semester feedbacks.
- Decided to conduct academic audit of conduct of practical works using updated audit form.
- Governing council's decision to make the college autonomous was informed to the members by the correspondent.
- Application for NBA accreditation to CE, CSE and IT would be filed in November 2019.
- Members insisted on taking appropriate actions to improve ranking in NIRF.
- It was tentatively decided to conduct IQAC meetings on the second Saturdays of December 2019, March and June 2020.

*Amulhi*  
14/12/19  
**Dr. A. Milton**  
Coordinator

**Dr. A. MILTON, B.E., M.Tech., Ph.D.**  
Co-ordinator of IQAC  
St. Xavier's Catholic College of Engineering  
Chunkankadai, Nagercoil - 629 003.

*Rev. Dr. M. Maria William*  
14.12.19.  
**Rev. Dr. M. Maria William**  
Correspondent

*14-12-19*  
**Dr. J. Maheswaran**  
Chairperson  
**Dr. J. MAHESWARAN, M.E. Ph.D. FIE. MISTE.**  
PRINCIPAL  
ST. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING  
CHUNKANKADAI  
NAGERCOIL - 629 003