

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

Minutes of the Meeting

Date: 16/02/2023

Time: 11:00 a.m.

Venue : Board Room

Members attended: Enclosed

Agenda

1. To review the status of staff training programmes conducted and attended in 2022-2023(ODD semester)
2. To plan for the Current Semester
3. Other matters

Discussion and Decision

The principal welcomed the members and presented the agenda

1. To review the status of staff training programmes conducted and attended in 2022-2023(ODD semester)

- The Principal presented the staff training programs organized and attended by the faculty during the ODD semester of 2022-2023.
- It was suggested to ensure that the entire faculty members have attended at least one- 1 week FDP per year as per the requirements of accreditation bodies.
- From AICTE & SPICES, Ensav Club received 1 lakh funding to enrich the activities.
- It was noted that less no. of MOOC courses were completed in the ODD semester. This is due to the delay of conduct of end proctored exam for "Student Psychology" course by Swayam. It will be scheduled on February 26th 2023.
- It was decided that for those who didn't complete the above are asked to take the pending course in the next year.

2. To plan for the Current Semester

- The status of current ongoing training programmes was reviewed.
- The Principal presented the proposed staff training programs on Examination Reforms, Consultancy services workshop, NAAC Tier 1 autonomous SOP and Benchmarks.

- It was planned to provide Computer Training, Poster Designing and Personality development to the Non-Teaching staff.
- It was advised to create MOOC courses in the Swayam Platform (especially for these courses Tamil Poriyal, Engineering Teaching Methodology, Digital Teaching Techniques etc.)
- The Correspondent suggested that to conduct trainings separately to the Skilled Assistance, Administrative Office Staff and Maintenance staff.

The Principal thanked all the members and the meeting came to an end at 12:15 am.

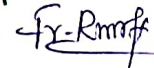
Rev. Fr. Dr. M. Maria William



Dr. J. Maheswaran


16.2.23

Rev. Fr. M. Francis Xavier



Dr. S.L. Rayar



Dr. M. Marsaline Beno



Dr. R.P Anto Kumar



Dr. J. Annrose



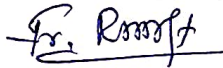
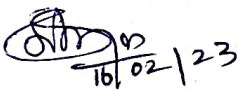
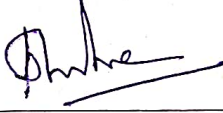
St. Xavier's Catholic College of Engineering
Faculty and Staff Development Review Meeting

Date: 16-02-2023

Time: 11:00 a.m. to 12.15 PM

Venue: Board Room

Members Present

Sl. No.	Name	Signature
1.	Rev. Fr. Dr. M. Maria William, Correspondent	
2.	Dr. J. Maheshwaran, Principal	 16.2.23
3.	Rev. Fr. M. Francis Xavier, Bursar	
4.	Dr. S.L. Rayar, Member – Management Member	 16/02/23
5.	Dr. M. Marsaline Beno, Dean-Research	
6.	Dr. R.P Anto Kumar, Dean - Academics	
7.	Dr. J. Annrose, IQAC Coordinator	

