SX/FSD/03

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

Minutes of the Meeting

Date:11/12/2023 **Time:** 3:30 p.m. Venue: Board Room

Members attended: Enclosed

Agenda

1. To consider and review the minutes of previous meeting & action taken
2. To review the status of staff training programmes conducted and attended in 2023-2024(ODD semester)
3. Situation Analysis and to plan the staff development trainings
4. 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)

Minutes	Decision	Action Taken
The Principal presented the staff training programs organized and attended during the academic year 2022-2023.	Considered	Confirmed
It was decided to perform need analysis and plan for the trainings and events based on four different areas ➢ Knowledge Development ➢ Professional Development ➢ Research Development ➢ Personal	Considered	-

Development / Work-life Balance		
➢ Knowledge Development	Considered	▪ Workshop on Consultancy Opportunities ▪ Course In charges – attended FDPs, Workshops, Seminars and Online Courses in their respective domain
➢ Professional Development	Considered	➢ Teaching And Learning in General program(NPTEL) ➢ Designing Learner-Centric E-learning in Stem Disciplines (NPTEL) ➢ New Faculty members have taken courses on "Accreditation and Outcome Based Learning" (NPTEL) ➢ Generative AI in Teaching & Learning (IQAC) ➢ Workshop on Applications of Gen AI (IIC)
➢ Research Development	Accepted	➢ R & D Funding Opportunities and Challenges ➢ Exploring the Power of Chat GPT: Research and Academic Application ➢ Consultancy Opportunities ➢ Regular research consultancy with Scientist ➢ Organizing Field Visits
➢ Personal Development / Work-life Balance	Considered	Staff Tour, Eye Camp cum General Health Checkup, Research Promotion Awards and Academic Excellence Award

2. To review the status of staff training programmes conducted and attended in 2023-2024 (ODD Semester)

➢ 99 online courses have completed by 74 faculty members (NPTEL-74, NITTTR-8, Coursera-1, IITB Spoken Tutorial-3, Infosys Springboard-3, others-10)

- Trainings programmes attended by the faculty members from July 2023 to December 2023 are as follows FDP-125, Workshop- 13, Conferences-5, Seminar-50
- The following FDPs/ workshops/seminars were organized
  - Three Naan Mudhalvan FDPs (Concrete Building System Design, Surface Modeling, and Digital Marketing) were from 31/7/2023 to 04/8/2023.
  - Our Librarian organized "Recent Trends in Libraries" on 25-08-2023.
  - IQAC coordinator conducted a "Hands-on Workshop on Generative AI in Teaching & Learning" on 23-11-2023
  - Through ICT Academy 2 days' workshop on "Applications of Generative AI" from 24-11-2023 to 25-11-2023.
  - Following research oriented seminars and workshops "R & D Funding Opportunities and Challenges", "Exploring the Power of Chat GPT: Research and Academic Application", "Consultancy Opportunities" were organized to promote research. Regular field visits ((Coir Factory, Agriculture University, Paddy Research Centre, Thirupathisaram, Harbor, Water Treatment Plant) are arranged to study the local societal problems.
  - EEE department organized 2 days FDP on Electric Vehicle on 22-11-2023 & 23-11-2023 with resource persons from TVS company
  - Staff orientation programme on "Fundamentals and Applications of Photoshop" was conducted on 25/11/2023

3. Situation Analysis and to plan the staff development trainings

A brainstorming session was conducted to analyze the present situation of Students, Faculty, Technology and Industry in order to plan for the trainings and events

Sl.No.	Areas	Action Plan
1.	New Elective Courses and courses related to emerging areas	Each department should organize a one-week hands-on FDPs. FDP fund can be raised along with the institution contribution.
2.	Soft Skills Training	Organize orientation programs on Motivation and Soft skills.
3.	Lecture Capturing System	Conduct trainings for effective content creation, audio-video creation, editing and hosting on media
4.	Curriculum Development	Organize training programs on

		Curriculum Design, Implementation and Evaluation process
5.	AICTE Universal Human Values	Encourage faculty members to complete "Universal Human Values" hosted by AICTE

- The correspondent asked to create a database of experts (Academicians, Industrialist, Alumni, Others) in every domain

The Principal thanked all the members and the meeting came to an end at 5:45 pm.

Rev. Fr. Dr. M. Maria William

Dr. J. Maheswaran

Rev. Fr. M. Francis Xavier

Dr. V. Christus Jayasingh

Dr. M. Marsaline Beno

Dr. A. Milton

Dr. R.S. Shaji

Dr. R.P Anto Kumar

Dr. J. Annrose

Mr. M. Anto Xavier Roche

St. Xavier's Catholic College of Engineering

Faculty & Staff Development Committee

Attendance

Date: 11-12-2023 **Venue: Board Room**

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. V. Christus Jeya Singh, Vice Principal &Dean-Student Affairs	
5.	Dr. M. Marsaline Beno, Dean-Research	
6.	Dr. A. Milton, Controller of Examinations	
7.	Dr. R.S. Shaji, Dean Systems	
8.	Dr. R.P Anto Kumar, Dean - Academics	
9.	Mr. M. Anto Xavier Roche, Dean Student Futuristic Services	
10.	Dr. J. Annrose, Coordinator-IQAC	

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Indiranager 1st lane, Chunkankadai, Alur, Nagercoil, Tamil Nadu 629003, India
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