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

Minutes of the Meeting

Date:19/06/2024 **Time:** 3:00 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(EVEN semester)
3. To plan for the staff development trainings
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 and review the minutes of previous meeting & action taken

Minutes	Action Taken
The Principal presented the staff training programs organized and attended during the academic year 2023-2024 (ODD Sem)	Confirmed
Decided to conduct FDPs related to New Elective Courses and courses related to emerging areas	➢ CSE & IT- 3 full days offline FDP on DevOps (24 hours) ➢ AI & DS- Online 2 hours One-week FDP on Teaching Learning & Research Methodology (10 hours) ➢ ECE- Online 2 hours One-week FDP on Artificial Intelligence integrated with Cloud Applications (10 hours) ➢ MBA- Online 2 hours for 3-days, 8 hours for 2-days One-week FDP on Power of AI for enhancing Decision- Making in Financial Management (22 hours)

Soft Skills Training	One day orientation on Soft Skills programme was conducted on March 8th 2024. Planned to conduct 2 days training on Soft Skills on 18th and 19th of July 2024.
Lecture Capturing System-Conduct trainings for effective content creation, audio-video creation, editing and hosting on media	Started the initial process of installing smart board in the Recording Centre.
Encourage faculty members to complete "Universal Human Values" hosted by AICTE	Waiting the announcement of the online FDP from the AICTE
IPR, Research Groups (Dr. Jothies Souruben)	Planned on 4th July 2024
NBA Tier-1 Guidelines & Curriculum Design and Implementation	Scheduled on 29th June 2024
Computer Training to Non-Circuit branches	Not Yet

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

- 62 online courses have completed by 57 faculty members (NPTEL-57, Coursera-1, others-4)
- Trainings programmes attended by the faculty members from Dec 2023 to June 2024 are as follows FDP-207, Workshop- 12, Conferences- 33, Seminar-33
- The following FDPs/ workshops/seminars were organized
  - The ECE department organized an Online Faculty Development Program (FDP) on 'Artificial Intelligence integrated with Cloud Applications' from May 27, 2024, to May 31, 2024.
  - The Naan Mudhalvan FDP focused on 'Electric Vehicle Technology & Manufacturing' and took place from January 29, 2024, to February 3, 2024.
  - The MBA department hosted a hybrid mode FDP titled 'Power of AI for enhancing Decision-Making in Financial Management' from April 1, 2024, to April 5, 2024.

- The AI&DS department organized an Online FDP on Teaching Learning & Research Methodology from February 19, 2024, to February 23, 2024.
- The IQAC hosted a one-week STTP conducted by NITTTR-Chandigarh on 'Developing Soft Skills' through our college remote center from February 12, 2024, to February 16, 2024.
- The IQAC coordinator conducted a New Faculty orientation on 'Effective Assessment Tools and Measuring Attainment of Outcomes' on April 25, 2024.

➢ 57 faculty members have completed 62 online courses (NPTEL-57, Coursera-1, others-4).
- Faculty members attended the following training programs from December 2023 to June 2024: FDP: 207, Workshops: 12, Conferences: 33, Seminars: 33.

➢ The decision was made to appreciate staff members who completed trainings and certifications through proper outcome evaluation using impact assessment tools.

3. To plan the staff development trainings

It is planned to provide following training to the faculty members

- Effective Curriculum Design and New NBA SAR – 29th June 2024
- Soft Skills – 18th and 19th of July 2024
- IPR & Research Group- 4th July 2024
- Five ATAL FDPs were applied
  - (CSE, IT, ECE, MECH & EEE)
- Mentoring- How to speak with the parents
- Two online courses are suggested
  - Soft Skills
  - Area of their interest

Non-teaching training

- Computer Skills
- Video Editing, Designing and Content Creation
- Plumbing, Carpentry, Hardware- vocational training

It was suggested to use our student expertise as a resource person.

4. Other Matters

- Organize a Sports Meet and Medical Camp for staff members.
- If necessary, provide counseling to the individual staff members

The Principal thanked all the members and the meeting came to an end at 5:00 pm.

Rev. Fr. S. Godwin Selva Justus -

Dr. J. Maheswaran -

Rev. Fr. R. Xavier Raj -

Dr. V. Christus Jeya Singh -

Dr. M. Marsaline Beno -

Dr. A. Milton -

Dr. R.S. Shaji -

Dr. R.P Anto Kumar -

Dr. J. Annrose -

Mr. M. Anto Xavier Roche -

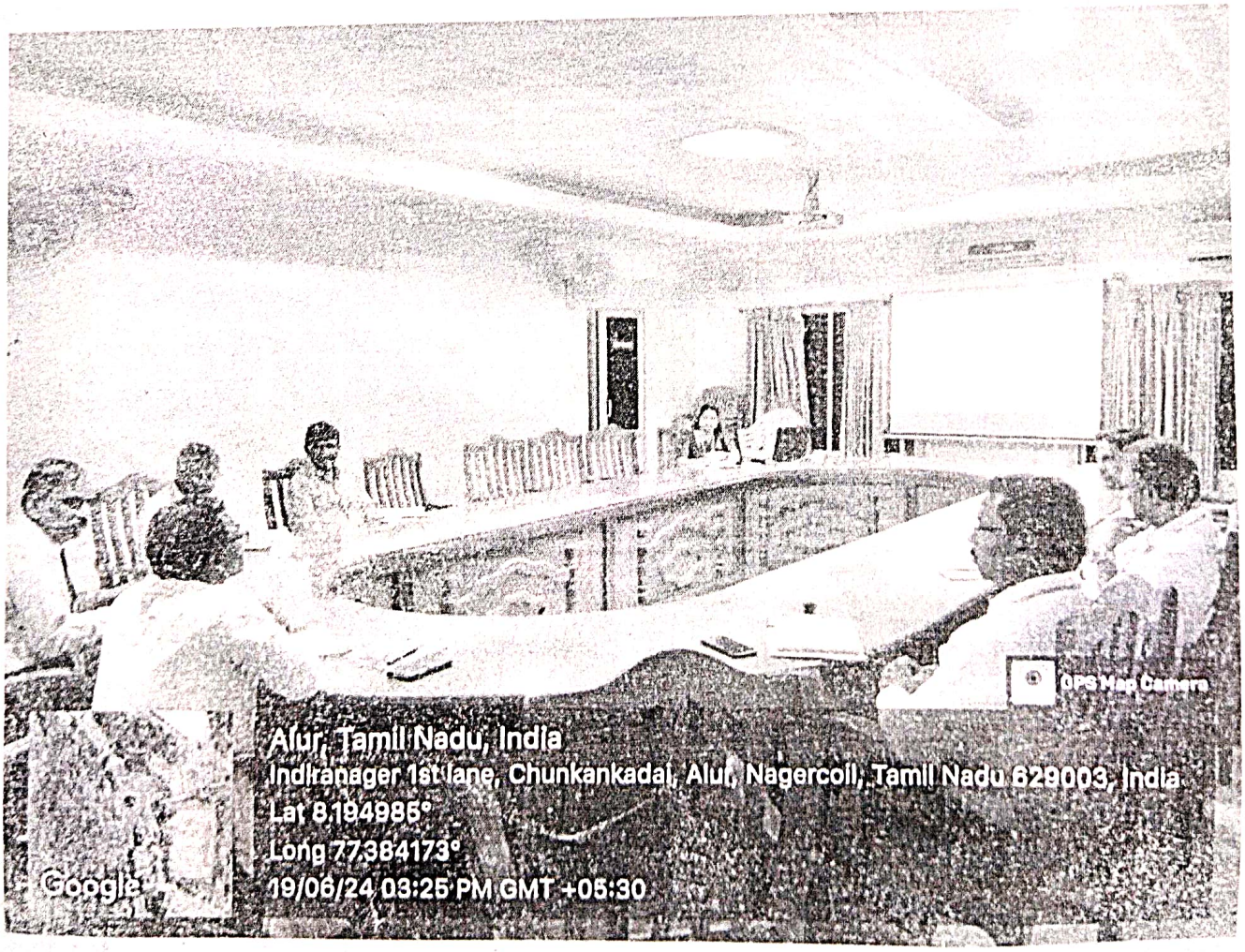
SX/FSD/04

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

Date: 19-06-2024 Venue: Board Room
Time: 03.00 p.m. to 04.50 p.m

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. SJ. Marsaline Beno - Dean-Research	
5	Dr. A. Milton, Controller of Examinations	
6	Dr. R.S. Shaji, Dean – Systems	
7	Dr. R.P. Anto Kumar, Dean – Academics	AB
8	Dr. J. Amruse, Coordinator-IQAC	
9	Mr. M. Anto Xavier Roche, Dean – Student Futuristic Services	



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

Date: 19-06-2024
Time: 03:00 p.m. to 4:50 P.M

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	19/6/24.
4.	Dr. M. Marsaline Beno, Dean-Research	19/6/24
5.	Dr. A. Milton, Controller of Examinations	19/06/24
6.	Dr. R.S. Shaji, Dean – Systems	19/6/24
7.	Dr. R.P Anto Kumar, Dean - Academics	AB
8.	Dr. J. Annrose, Coordinator-IQAC	19/6/24
9.	Mr. M. Anto Xavier Roche, Dean – Student Futuristic Services	19/06/24