

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

Minutes of the Meeting

Date: 20/07/2023

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 2022-2023
3. 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 ODD semester of 2022-2023.	Considered	-
It was suggested to ensure that all faculty members have attended at least one- 1 week FDP per year as per the requirements of accreditation bodies.	Accepted	138 faculty members attended one week FDP /STTP
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 26 th 2023.	Considered	99 faculty members completed Student Psychology MOOC course.
It was decided that for those who didn't complete the above are asked to take the pending course in the next year.	Considered	29 faculty members attended Student Psychology FDP

The Principal presented the proposed staff training programs on Examination Reforms, Consultancy services workshop, NAAC Tier 1 autonomous SOP and Benchmarks	Accepted	One day workshop on “NAAC SOP & Benchmarks for Autonomous Colleges” was conducted on March 18 th 2023 (Resource Person : Deans)
It was planned to provide Computer Training, Poster Designing and Personality development to the Non-Teaching staff	Considered	“Personality Training” program was conducted on March 30 th 2023 (Resource Person : Deans)
It was advised to create MOOC courses in the Swayam Platform (especially for these courses Tamil Poriyal, Engineering Teaching Methodology, Digital Teaching Techniques etc.)	Considered	So far no faculty created courses in Swayam

2. To review the status of staff training programmes conducted and attended in 2022-2023

- 116 faculty members have completed Swayam and NPTEL online courses.
- Trainings programmes attended by the faculty members from February 2023 to June 2023 are as follows FDP-173, Workshop-37, Conference Particiaption-37, Seminar-30
- The following FDPs/ workshops were organized
 - Our college acted as a remote center for one week STTP on “Free and Open Source Software for Effective Curriculum Design” from NITTTR- Chandigarh during 20/2/2023 to 24/02/2023
 - Three Naan Mudhalvan FDPs on Electrical Vehicle Design, Block Chain Development, Digital Marketing were conducted from 13/2/20223 to 17/2/2023
 - Staff orientation programme on “Personality Development” was conducted on 30/3/2023
 - One day faculty orientation program on “Autonomous NAAC SOP & Benchmarks” was conducted on 18/3/2023
 - Three research related workshops were conducted on “Project proposal” during April 2023.

3. To plan the staff development trainings

The correspondent asked to perform need analysis through surveys and plan for the trainings and events based on four different areas

- Knowledge Development
 - ✓ It was suggested to provide trainings/workshops to improve the knowledge of our faculty on Examination Reforms, Consultancy, Intellectual Property Rights and NBA Tier-1 autonomous guidelines.
- Professional Development
 - ✓ For the professional growth, it was also planned to empower the faculty members in OBE based teaching, Digital Teaching Techniques (Experiential Learning), Free and Open Source Software tools, Student-centric activities etc.
- Research Development
 - ✓ Encourage the faculty to complete domain specific courses and provide guest lecture
- Personal Development / Work-life Balance
 - ✓ Plan for the health benefits, medical insurance, staff welfare schemes, department get together, dinner party, orphanage visit, other outreach activities, cafeteria in each department etc.
 - ✓ Provide staff orientation and awareness program on yoga, retirement benefits, plans after retirement, environmental issues, disaster management
 - ✓ Organize motivational program on caring, mutual sharing, interpersonal communication etc.
 - ✓ Conduct training programs on finance management for Non-teaching staff

The Principal thanked all the members and the meeting came to an end at 5:35 pm.

Rev. Fr. Dr. M. Maria William

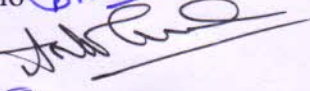
Dr. J. Maheswaran 

Rev. Fr. M. Francis Xavier

Dr. S.L. Rayar

Dr. V. Christus Jayasingh 

Dr. M. Marsaline Beno 

Dr. R.P Anto Kumar 

Dr. J. Annrose 

St. Xavier's Catholic College of Engineering

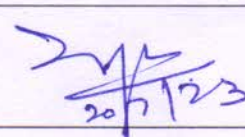
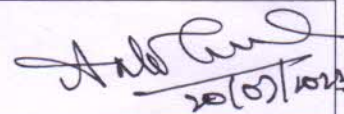
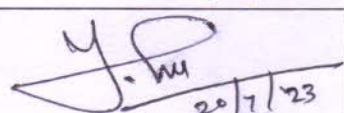
Faculty and Staff Development Review Meeting

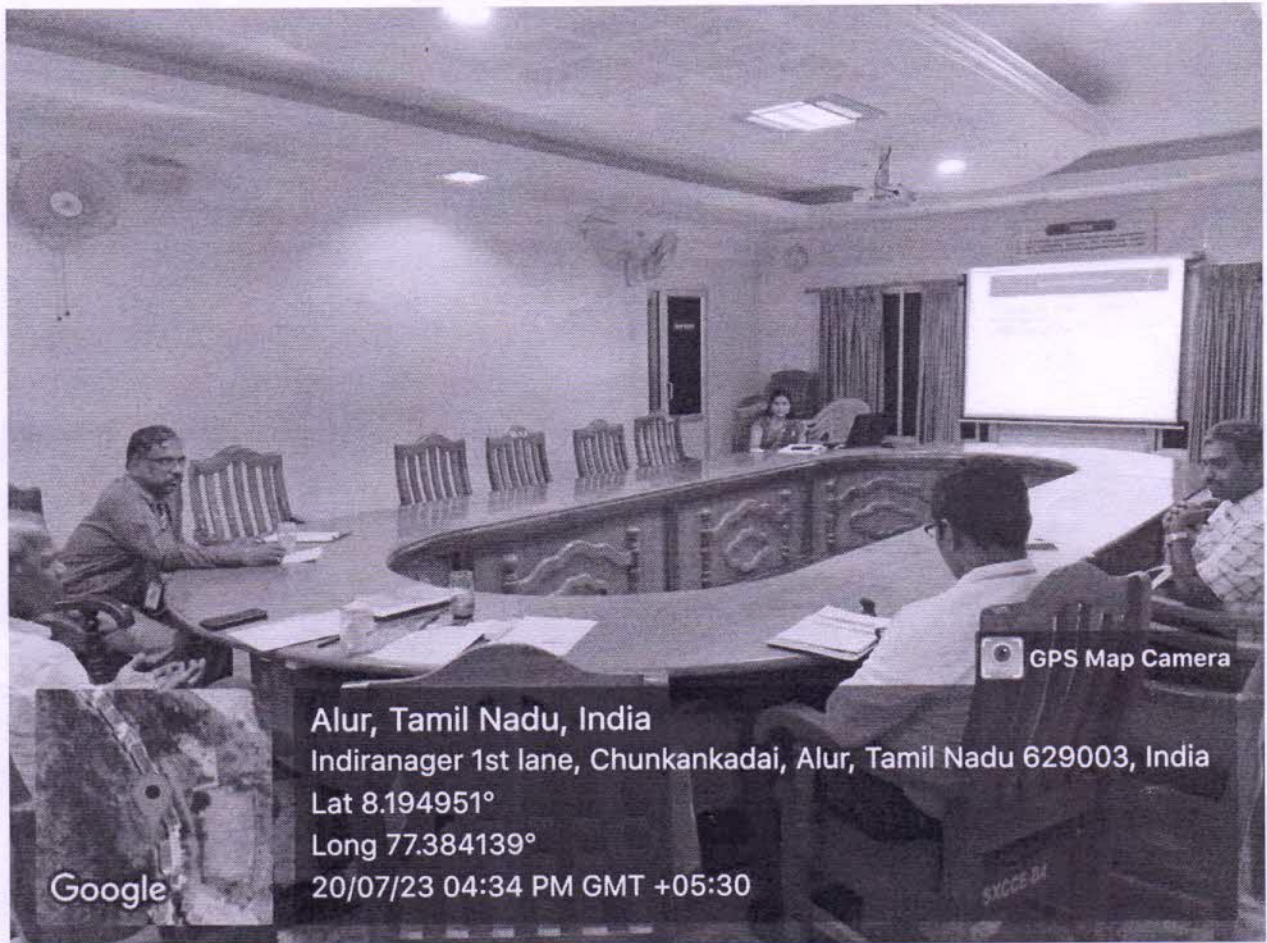
Date: 20-07-2023

Time: 02:30 p.m. to 5:35 pm

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	AB
4.	Dr. S.L. Rayar, Member – Management Member	AB
5.	Dr. V. Christus Jeya Singh, Vice Principal & Dean-Student Affairs	
6.	Dr. M. Marsaline Beno, Dean-Research	AB
7.	Dr. R.P Anto Kumar, Dean - Academics	
8.	Dr. J. Annrose, IQAC Coordinator	



St. Xavier's Catholic College of Engineering

SXCCE/CIR/PRL/G/70/2023

18-07-2023

CIRCULAR

Sub: SXCCE- Autonomous –Faculty & Staff Development committee - Review meeting - Reg.

A meeting of Faculty & Staff Development committee is arranged on 20.07.2023, Thursday at 02:30 pm at the Board Room.

Agenda:

- **To consider and review the minutes of previous meeting & action taken**
- **To review the status of staff training programmes conducted and attended in 2022-2023**
- **To plan the staff development trainings for 2023-2024**
- **Other matters**

All members are requested to attend the meeting.

To

Fr. Correspondent
Fr. Bursar
Dr. Rayar- Management Member
Vice Principal
Dean/ Academics
Dean/ Research
IQAC Coordinator