

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

**Minutes of the Meeting**

**Date: 26/11/2024**

**Time: 3:00 p.m.**

**Venue: Board Room**

Members attended: Enclosed

**Agenda**

1. To consider the Minutes of Previous Meeting & Action Taken
2. Training Programmes Organized and attended
3. Plan for the training programmes in the even semester
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 the Minutes of Previous Meeting & Action Taken**

<b>Discussion and Decisions</b>	<b>Action Taken</b>
<b>Agenda 01: To consider the Minutes of Previous Meeting &amp; Action Taken</b>	Considered and confirmed
<b>Agenda 02: Training programs organized and attended during the academic year 2023-2024</b>	Reviewed and considered
<b>Agenda 03: Planning for the training programmes</b> 1. Effective Curriculum Design and New NBA SAR – 29 <sup>th</sup> June 2024 2. IPR & Effective Research - 4 <sup>th</sup> July 2024	1. Dr. Thayagarajan, Pro Vice Chancellor VIT, Former Professor, MIT, Anna University 2. Dr. Jothy Souruben, RMK Engineering College 3. Mr. Roshan Roy, Director Talentus HR Solutions Pvt Ltd., Dr. James R

3. Soft Skills – 18 <sup>th</sup> and 19 <sup>th</sup> of July 2024	Daniel Former Principal SCC, Dr. Mercia Xavier Institute of Management, Bangalore
4. Mentoring- How to speak with the parents – July 4 <sup>th</sup> 2024	4. Rev. Dr. Alwin Mathan Raj, Rev. Dr. J. Francis Xavier Nelson
5. Five ATAL FDPs were applied (CSE, IT, ECE, MECH and EEE)	5. 2 FDPs got sanctioned [IT dept. – Cloud DevOps (19 <sup>th</sup> Aug to 24 <sup>th</sup> Aug 2024), ECE dept. – Research applications in AI & ML (2 <sup>nd</sup> Dec to 7 <sup>th</sup> Dec 2024)]
6. Two online courses are suggested <ul style="list-style-type: none"> <li>o Soft Skills</li> <li>o Area of their interest</li> </ul>	6. 96 NPTEL courses completed
7. Video Recording & Video Editing, Designing and Content Creation- 28 <sup>th</sup> Sep	7. Mr. M. John Roobert/ Computer Operator, CSE/SXCCE
8. Plumbing, Carpentry, Hardware-vocational training	8. Yet to be Planned
9. Sports Meet and Medical Camp for staff	9. Yet to be Planned

## 2. Training Programmes Organized and attended

- 96 NPTEL Online Courses have completed (SC-19, Elite-48, Silver-28, Gold-1, Topper- 9)
- 132- Training programmes have been attended by the staff members (Conferences- 9, Workshop- 9, FDPs- 101, Seminar-3)
- 25 Faculty members acted as Resource Person / Guest Lecture
- One Conferences- (International Conference on Innovative Strategies for Linguistic Research and Effective Communication-2024 [HSC Dept])
- 3 fdps organized FDP (AI in Education (CSE)-Online, ATAL fdp on Cloud DevOps (IT)- Offline, Exploratory Data Analysis (AI &DS)-Hybrid)
- 2 staff workshops have been conducted (New Faculty Orientation, Non-teaching workshop)

## 3. To plan for the training programmes

- The departments that have not conducted FDP programs are requested to organize them in the even semester.
- To continue the Mentoring Orientation Program, the second phase can be conducted before the end of March 2025.
- A Video Creation and Editing workshop can be extended to interested faculty members.
- Non-teaching skill training can be arranged, and the Vice Principal will be in charge of organizing this program.

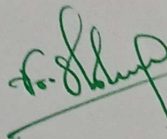
- A medical camp has been planned by the Dean of Research for the staff members on December 19<sup>th</sup> or 20<sup>th</sup>.
- An evening sports meet can be organized for staff members after 4:15 PM, and the Physical Director is the in charge.
- A NIRF strategy meeting can be planned. To initiate the process, an online meeting is scheduled for Thursday, November 28<sup>th</sup>, 2024.
- It was suggested to plan programs related to the SDG 17 goals.
- An Industry-Academia Connect event will be held on December 14<sup>th</sup> and 15<sup>th</sup>, during which nine industry-related problems will be discussed.
- Training sessions on topics such as Yoga, Handling Teenagers, Stress Management, Family Budgeting, etc., are also planned.


#### 4. Other Matters

- The tour coordinators should frame rules and etiquette for the smooth conduct of staff tours.

The Principal thanked all the members and the meeting came to an end at 04:30 pm.

Rev. Fr. S. Godwin Selva Justus -


 26/11/2024

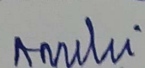
Dr. J. Maheswaran - 

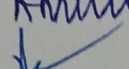
Rev. Fr. R. Xavier Raj -

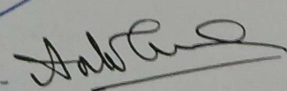
Dr. V. Selvam -


Dr. V. Christus Jeya Singh -

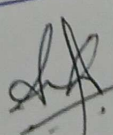
Dr. M. Marsaline Beno - 

Dr. A. Milton - 

Dr. R.S. Shaji - 

Dr. R.P Anto Kumar - 

Dr. J. Annrose - 

Mr. M. Anto Xavier Roche - 



## Attendance

St. Xavier's Catholic College of Engineering

Internal Quality Assurance Cell

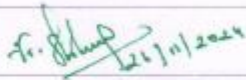


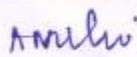

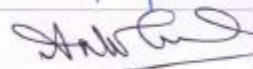
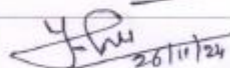
Faculty and Staff Development Committee Meeting

Date: 26-11-2024

Time: 03:00 p.m. to 4:30 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	AB
4.	Dr. M. 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	
8.	Dr. J. Annrose, Coordinator-IQAC	
9.	Mr. M. Anto Xavier Roche, Dean – Student Futuristic Services	AB

