



ST. XAVIER'S COLLEGE (AUTONOMOUS)
PALAYAMKOTTAI - 627 002
(Recognized as "College with Potential for Excellence" by UGC &
Accredited by NAAC at A++ Grade with a CGPA of 3.66 out of 4)
INTERNAL QUALITY ASSURANCE CELL (IQAC)



Action Taken Report – I (2024 – 2025)

IQAC 69th meeting on 28.04.2024

S. No	Plan of Action	Achievement
1.	To conduct Refresher Course for Faculty Member	As per the UGC–PMMMNTT, New Delhi guidelines, the 14 days Refresher Course on "ICT-Enabled Teaching and Learning" was conducted from May 29, 2024, to June 14, 2024, for teaching staff (Shift I & Shift II) appointed since 2014. A total of 98 faculty members participated in the course, which aimed to enhance their proficiency in integrating Information and Communication Technology (ICT) into their teaching methodologies. The course was financially supported by the SXC management, with a total amount of Rs. 3,06,251.
2.	To conduct staff Orientation Programme	The orientation programme on "Qualities of an Effective Teacher, Workplace Ethics, and Benchmarks for Research" for the teaching staff (Shift – I & Shift – II) appointed before 2014 on 15.06.2024, benefiting a total of 75 participants.
3.	To conduct Orientation Programme for newly recruited staff members	The Orientation Programme for newly recruited faculty members was conducted on 29th June 2024 and 6th July 2024. 50 faculty members participated in the Programme. This programme was designed to introduce the new faculties to the institutional culture, academic policies, and teaching practices. It

		provided an overview of their roles and responsibilities, equipping them with essential tools and strategies for success in their academic careers.
4.	To organize a one-day national level seminar	One-day Awareness Programme on ORCID and INFLIBNET Services for Scholarly Communities sponsored by UGC - INFLIBNET was conducted on 23rd July 2024. The programme was financially supported by the UGC INFLIBNET Centre, Gujarat, India, with a total amount of Rs. 45,000.
5.	To encourage Faculty Members to register in Vidwan portal	As per UGC Communication D.O.No.25-5/2011 (1UC) dated 5 th November 2020 and Ministry of Education (MoE), INFLIBNET Centre dated 30 th January 2023, Faculty members (Shift I 86+ shift II 124; totally 210) registered in Vidwan portal (https://vidwan.inflibnet.ac.in)
6.	To sign Memorandum of Understanding (MoU) between St. Xavier's College Palayamkottai and other institutions.	Totally 50 MoUs were signed. The MoUs were allocated to Departments / IQAC / Research Centres for further academic collaboration. MoUs with Higher Educational Institutions across the country were established for the promotion of Academic and Administrative collaboration, co-curricular, extra-curricular, Research and extension activities.

[Signature]

Director

[Signature]
Principal / Chairman
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Action Taken Report – II (2024 – 2025)

IQAC 70th meeting on 11.01.2025

S. No	Plan of Action	Achievement
1.	To conduct Capacity Building Programme for Officials and Administrative Staff	Capacity Building Programme for Officials and Administrative Staff, in collaboration with Arul Anandar College (Autonomous), Karumathur, was held on 6 th September 2024 at St. Xavier's College (Autonomous), Palayamkottai.
2.	To conduct Internal Academic Audit for the Departments and Service Organizations for the Academic Year 2023 – 2024.	AQAR Internal Academic Audit (IAA) was conducted on 25 th & 26 th September 2024.
3.	To conduct External Gender Audit – 2023 - 2024	External Gender Audit was conducted on 13.09.2024 for the Academic Year 2022-2023.
4.	Students' feedback on teachers for the odd semester to be collected	Students' feedback on teachers for the odd semester was collected from 14 th to 28 th October 2024.
5.	To conduct Staff Enhancement and Empowerment Programme - I	The Faculty Enhancement and Empowerment Programme on "Personal and Professional Wellbeing" was held on 11 th September 2024, with the participation of 180 faculty members from Shift I and Shift II.
6.	To conduct Staff Enhancement and Empowerment Programme - II	A two-day Staff Enhancement and Empowerment Programme was conducted

		on 19 th & 20 th Nov. 2024 in collaboration with the Department of English, SXC.
	To conduct UGC-NAAC External Academic Audit	External Academic and Administrative Audit for AQAR was conducted on 11 th and 12 th December 2024.
7.	To participate in the NIRF ranking	The Participation in National Institutional Ranking Framework ranking-2024 (NIRF) was preregistered by our institution for the India Ranking 2024 under the College level category on 23.10.2024.
8.	To increase Research publications	The challenges faced by staff members in publishing articles were discussed in research guides meeting and our college organized 3 Faculty Enhancement Programme on Preperation and finalising research papers for journals etc.
9.	To introduce a Skill-Based Curricular Course under the NCrf framework	The Skill-Based curriculum will be offered in both UG and PG programmes.
10.	To prepare and submit a proposal for Computer Learning Skills training.	Rev. Fr. Secretary and the IQAC have prepared a proposal for Computer Learning Skills training for 4,483 students of St. Xavier's College (Autonomous), Palayamkottai, aimed at student empowerment. The proposal was submitted to the Rotary Club of Tirunelveli West, led by two district governors.


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Action Taken Report – III (2024 – 2025)

IQAC 71st meeting on 24.01.2025

S. No	Plan of Action	Achievement
1.	To submitted data to NIRF	The report for National Institutional Ranking Framework (NIRF) ranking for the year 2025 was submitted through the NIRF portal on January 30.01.2025.
2.	To submit the report for the All-India Survey on Higher Education (AISHE) for the academic year 2023-2024	The report for the All-India Survey on Higher Education (AISHE), conducted by the Ministry of Education (MoE), Government of India, for the academic year 2023-2024, was uploaded in the portal on 24 th January 2025.
3.	To upload AQAR Report for the year 2023 - 2024 in the NAAC Portal	The Annual Quality Assurance Report (AQAR) for the academic year 2023-2024 was uploaded in the NAAC portal on January 21, 2025.
4.	To conduct Internal Gender Audit for the academic year 2023 – 2024.	Internal gender audit for the academic year 2023 – 2024 was conducted on 24.01.2025.
5.	To revise the salaries of Shift II faculty members.	The Board of Management of SXC has approved the Career Advancement Scheme. The salaries of Shift II faculty members will be revised starting from the next academic year, June 2025-2026.
6.	To submit the Jesuit Higher Education Affidavit and Declaration forms from the staff members	The Jesuit Higher Education Affidavit and Declaration forms have been submitted to Rev. Fr. Secretary and the Office Superintendent of SXC.

7.	Feedback on Curricular Aspects from Alumni to be collected	Feedback on Curricular Aspects from Alumni was collected through departments on 26 th January 2025 and 22 nd February 2025.
8.	To submit the proposal to UGC-PMMMNMTH for the Faculty Development Programme / Refresher Course	The IQAC of SXC and St. Xavier's College of Education, Palayamkottai, jointly prepared and submitted a proposal for a Faculty Development Programme / Refresher Course to Rev. Fr. Secretary and the UGC-PMMMNMTH.
9.	To implement the UGC parameters as suggested by the Jesuit Higher Education Commission, Madurai Province.	The Jesuit Higher Education of the Madurai Province has suggested the inclusion of Indian Knowledge Systems (IKS) with a 5% integration, the introduction of 40% skill-based courses, and the promotion of writing in Tamil in the School of Human Excellence. These initiatives are to be implemented in the next academic year, 2025-2026.


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Action Taken Report – IV (2024 – 2025)

IQAC 72nd meeting on 13.02.2025

S. No	Plan of Action	Achievement
1.	To conduct External Gender Audit for the academic year 2023 - 2024	External gender audit for the academic year 2023 – 2024 was conducted on 13.02.2025.
2.	To conduct Staff Enhancement and Empowerment Programme - III	Staff Enhancement and Empowerment Programme on "Imparting Computing Skills to the Student Community" was held on 15 th February 2025 at Zoho Corporation Private Limited, Munnirpallam, with the participation of 30 faculty members.
3.	To conduct Capacity Building Programme for Officials and Administrative Staff	The ERP - Capacity Building Programme for Officials and Administrative Staff, in collaboration with Arul Anandar College (Autonomous), Karumathur, was held on 25 th February 2025 at Arul Anandar College (Autonomous), Karumathur.
4.	To conduct training programme on mental and spiritual well-being for both teaching and non-teaching members.	SXC Campus Ministry and IQAC jointly organized a one-day training programme on mental and spiritual well-being for both teaching and non-teaching members on March 4, 2025, with the participation of 186 staff members.
5.	To conduct feedback on the curriculum aspect (Exit Poll) from final-year	The Student Feedback on Curricular Aspects (Exit Poll) for the academic year

	students for the academic year 2024–2025.	2024-2025 was conducted from March 11 th to March 14 th , 2025
6.	To conduct student feedback on faculty appraisal for professional and personal development.	Feedback from students on faculty appraisal for professional and personal development in the academic year 2024-2025 was collected from March 17 th March to 19 th March 2025 to submit SXC management and faculty members.
7.	To conduct Students Feedback on teachers for Even semester for the academic year 2024 – 2025	Feedback from students on teachers for the Even Semester in the academic year 2024-2025 was collected from April 03, 2025, to April 11, 2025, through the SXC - ERP Portal.
8.	To review the UGC Guidelines on Institutional Development Plans and initiate department-level strategies in alignment with institutional goals.	UGC Guidelines for Institutional Development Plans for Higher Education Institutions (HEIs) have been sent to all the Heads of Departments on E-mail.
9.	To sign Memorandum of Understanding (MoU) between St. Xavier's College Palayamkottai and other institutions.	<ul style="list-style-type: none"> ➤ MoU signed between St. Xavier's College (Autonomous), Palayamkottai and ZWORK Technology, Tiruchirappalli. ➤ MoU signed between St. Xavier's College (Autonomous), Palayamkottai and Regional Co-ordinating Institute, Gandhigram Rural Institute (Deemed to be University), Gandhigram ➤ MoU signed between St. Xavier's College (Autonomous), Palayamkottai and Sarada Krishna Homeopathic Medical College, Kulasekharam.

10.	To upload data in the College website.	<p>The following details were uploaded:</p> <ul style="list-style-type: none"> ➤ Updated staff CV ➤ The annual report of AQAR, AISHE and NIRF ➤ IQAC all programmes reports ➤ SXC Fee Refund Policy ➤ UGC Affairs Committee & CPE Committee ➤ Appeals and Grievances Committee ➤ Girls Students Welfare Committee ➤ College Students Grievance Redressal Cell ➤ UGC/NAAC/AUTONOMY - College Staff Grievance Redressal Cell ➤ Internal Complaints Committee (ICC) ➤ Women's Forum ➤ Anti Ragging Committee ➤ Anti Ragging Squad ➤ SC/ST CELL ➤ Anti Drug Club ➤ Cell for Persons with Differently Abled Skills ➤ Centre for Women's Studies ➤ Alumni Association ➤ Equal Opportunity Cell ➤ Copy of the MOU's ➤ The list of committee members for the Service Organizations, Annual report for the departments, Research Centres and Service Organizations
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