



**ST. XAVIER'S INSTITUTE OF EDUCATION,  
AUTONOMOUS  
PROGRAM SCHEDULE & DUTY CHART**

**DAY 1 - 27TH OCTOBER, Friday 2023 8:30 AM -3:10 PM**

<b>PROGRAM</b>	<b>TIME</b>	<b>STAFF IN CHARGE</b>	<b>SIGN</b>
Attendance and Assembly	8:30 AM – 8:40AM	EP SP	
Welcome & Introduction to Staff	8:40 AM – 9:00 AM	VS	
Jesuit Ethos	9:00 AM – 10:00 AM	Fr. Dr. Arul John Bosco S.J.	
Orientation to Mentoring	10:00 AM – 10: 30 AM	SP	
Short Break	10:30 AM – 10:40 AM		
Institutional Orientation	10:40 AM – 11:00 AM	SP	
Library Orientation	11:00 AM – 11:20 AM	MS/BK	
Institutional Tour & Library Tour	11:20 AM – 12:40 PM	SP/MS	
Lunch Break	12:40 PM – 1:10 PM		
Orientation to Student Council	1:10 PM – 1:50 PM	KC	
Orientation to Assembly	1:50 PM – 2:10 PM	KC	
Magazine Committee	2:10 PM – 2:30 PM	KC/SP	
Further any instructions on Admission procedures	2:30 Pm – 3:10 PM	Sachin	
Instruction on Timetable etc.		EP	

**DAY 2 - 28<sup>TH</sup> OCTOBER 2023 8:30 AM TO 3:30 PM**

<b>Program</b>	<b>Time Schedule</b>	<b>Staff</b>	<b>SIGN</b>
Attendance	8:30 AM – 8:40 AM	BT	
Assembly		F.Y.B.ED.	
Orientation to LMS & Website	8:40 AM – 9:00 AM	BT	
VAC/ Certificate Courses	9:00 AM – 9:30 AM	EP	
Mentoring Session (FY & SY )	9:30 AM – 10:30 AM	All Staff	



## ST. XAVIER'S INSTITUTE OF EDUCATION, AUTONOMOUS

<b>PROGRAM</b>	<b>TIME</b>	<b>STAFF IN CHARGE</b>	<b>SIGN</b>
Orientation to Sem I Courses and internal assessment	10:40 AM – 11:00 AM	EP	
Grievance Committee – Structure & Function	11:00 AM– 11:20AM	EP	
Anti-Ragging Committee - Structure & Function	11:20AM – 11:30AM	KC/NK	
Pedagogy Clubs Activities	11:30AM – 11:40AM	KC/NK	
Gender Development Cell / Internal Complaints Committee	11:40 AM –12:00	VS/NK/SP	
Orientation to Platinum Jubilee Year	12:00 PM – 12:40PM	VS/SP/PS	
<b>PARENT INTERACT PROGRAM 1: 10 PM – 3:30 PM</b>			
<b>Program</b>	<b>Time Schedule</b>	<b>Staff</b>	<b>SIGN</b>
Registration	1:00 PM – 1:30 PM	Deepak	
Welcome & Introduction to Parent Interact	1:30 PM – 1:40 PM	KC/BT	
Manager's Address About the College and Jesuit Vision	1:40 PM – 1:50 PM	Fr. Dr. Arul J. Bosco S.J.	
Principal In-Charge Address	1:50 PM – 2:00 PM	VS	
Institutional Procedures	2:00 PM – 2:15 PM	BT	
Syllabus & Examination Orientation	2:15 PM – 2:35 PM	EP	
Quality Initiatives and Theme of the year	2:35 PM – 2:45 PM	PS/SP	
Partnering with Parents	2:45 PM – 3:10 PM	KC/BT	
Discussion /Suggestions			
Feedback from Parents			
Vote of Thanks	3:10 PM – 3:20 PM	KC/BT	
National Anthem			

Dr. Fr. Arul John Bosco S.J.  
Manager

Prof. Dr. Vini Sebastian  
I/C Principal

Dr. Shadab P., Ms. Priti S.  
Induction Program Coordinators

Ms. Kalpana C., Dr. Bijoy T.  
Parent Interact Coordinators