



**Dr. SIVANTHI ADITANAR COLLEGE OF EDUCATION**  
[Re-accredited with 'B+' grade by NAAC with CGPA of 2.74 (2<sup>nd</sup> Cycle)]  
Tiruchendur-628215, Thoothukudi District, Tamilnadu, India



### **IQAC Meeting - 1**

### **Internal Quality Assurance Cell (IQAC)**

#### **Minutes of IQAC meeting for the academic year 2016-17**

The IQAC meeting of the academic year 2016-17 was held on 23<sup>rd</sup> September, 2016 at 2.30 pm in the Seminar hall. The following members were present in the meeting:

#### **Members from the College**

- Dr. P. Swamydhas, Principal, Chair Person
- Dr. V. Gopalakrishnan, Secretary, Management Representative
- Mr. D. Jeyaseelan Selvakumar, Asst. Prof. of Perspectives in Education, IQAC & NAAC Coordinator
- Mrs. H. Gayathri, Asst. Prof. in Physical Science, Assistant Coordinator.
- Dr. D. Geetha, Asst. Prof. in Education.
- Dr. A. Krishnarathi, Asst. Prof. in Biological Science.
- Mrs. T. Uma, Assistant Professor in Education.
- Mr. E. Sundar Ganesh, Asst. Prof. in Economics.
- Mr. E. Alwin, Asst. Prof. in Mathematics.
- Mrs. C. Tharani Devi, Office Superintendent.
- Mrs. C. Mary Pushpalatha, Junior Assistant.

#### **External Expert**

- Dr. A. Joycilin Shermila, Principal, Annammal College of Education for Women, Thoothukudi.

#### **Community Representative**

- Dr. C. Vetrivel, Saraswathi Nursing Home, Tiruchendur

#### **Alumni Representative**

- Mr. D.S. Don, B.T. Assistant, Govt. Hr. Sec. School, Mathuranthagam, Kanchipuram Dist.

#### **Parent Representative**

- Mr. K. Prem Kumar

#### **Student Representative**

- Ms. S. Saranya



The meeting started with a prayer song followed by welcome address by the Principal Dr. P. Swamydhas. Mr. D. Jeyaseelan SelvaKumar, IQAC & NAAC Co-ordinator read out the minutes of the previous meeting which is about the NAAC Cycle-2 held on 19<sup>th</sup> September, 2016. The quality enhancement of the College under the seven criteria by NAAC was elaborately discussed and the following were suggested by the members of the committee.

#### **Curricular Aspects**

- To organize orientation programme for improving English communicative ability among all the student trainees.
- To conduct Training programmes on creative Arts and Yoga for inculcating self-employment capabilities by developing attitudes and skills among the students apart from knowledge.
- To orient the staff and students with the TNTEU revised syllabus of two years B.Ed. course.

#### **Teaching, Learning and Evaluation**

- To organize a training programme on Active Learning Methodology as the faculty development programme.
- To organize video-graphed Micro-teaching skill practice for the student trainees.
- To organize special school visit for B.Ed. students.

#### **Research and Outreach Activities**

- To conduct SPSS training programme for M.Ed. scholars to orient them with research capabilities.
- To conduct Research Colloquium and Mock Viva-voce examination for the enhancement of research potentials of the M.Ed. scholars.

#### **Infrastructure and Learning Resources**

- To conduct various activities and experiments concerning the syllabus frequently in the Computer and Science laboratories.
- To arrange for a separate class room for incepting new Optional subject Computer Science in B.Ed. Course.
- To conduct Science and Arts & Craft exhibitions for enhancing the skill of preparing teaching - learning materials among the student trainees.



### Students Support and Progression

- To organize Students' Union Council and to conduct training programme for the members to orient them with the leadership skills.
- To orient the student trainees with e-content preparation.

### Governance, Leadership and Management

- To make use of Learning Management System, Website and Social media for Students' Information Management System.
- To implement ERP for office automation to enhance the quality functioning of the institution.

### Institutional Values and Best Practices

- To conduct training programme for student trainees on Financial Planning for Young Investors.
- To observe the days of national and religious festivals irrespective of any discrimination.
- To organize awareness programmes on various issues concerning the attention of the young generation.

. Dr. P. Swamydhas, Principal thanked the members and the meeting came to an end at 4.30 pm.

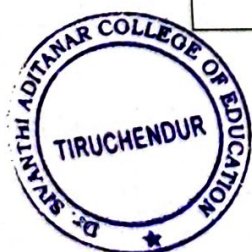


*S. May*  
**PRINCIPAL**  
Dr. SIVANTHI ADITANAR  
COLLEGE OF EDUCATION  
TIRUCHENDUR



## Action Taken Report

S. No.	Suggestions	Action Taken
I. Curricular Aspects		
1	To organize orientation programme for improving English communicative ability among all the student trainees.	Orientation programme held on 29 <sup>th</sup> to 31 <sup>st</sup> August, 2016.
2	To conduct Training programmes on creative Arts and Yoga for inculcating self-employment capabilities by developing attitudes and skills among the students apart from knowledge.	Training programme held on 27 <sup>th</sup> September, 2016.
3	To orient the staff and students with the TNTEU revised syllabus of two years B.Ed. course.	Orientation held on 09 <sup>th</sup> September, 2016.
II. Teaching, Learning and Evaluation		
4	To organize a training programme on Active Learning Methodology as the faculty development programme.	Training programme held on 2 <sup>nd</sup> September, 2016.
5	To organize video-graphed Micro-teaching skill practice for the student trainees.	Video-graphed Micro-teaching skill practice held on 03 <sup>rd</sup> to 15 <sup>th</sup> October, 2016.
6	To organize special school visit for B.Ed. students.	Visit organized on 13 <sup>th</sup> February, 2017.
III. Research and Outreach Activities		
7	To conduct SPSS training programme for M.Ed. scholars to orient them with research capabilities.	SPSS training programme held on 01 <sup>st</sup> March, 2017.
8	To conduct Research Colloquium and Mock Viva-voce examination for the enhancement of research potentials of the M.Ed. scholars.	Research colloquium held on 19 <sup>th</sup> October, 2016 and mock viva-voce examination held on 29 <sup>th</sup> May, 2017.
IV. Infrastructure and Learning Resources		
9	To conduct varies activities and experiments concerning the syllabus frequently in the Computer and Science laboratories.	Implemented.
10	To arrange for a separate class room for incepting new Optional subject Computer Science in B.Ed. Course.	In process.
11	To conduct Science and Arts & Craft exhibitions for enhancing the skill of preparing teaching - learning materials among the student trainees.	Conducted.



S. No.	Suggestions	Action Taken
V. Students Support and Progression		
12	To organize Students' Union Council and to conduct training programme for the members to orient them with the leadership skills.	Organized at the beginning of every academic year and orientation was provided.
13	To orient the student trainees with e-content preparation.	Orientation provided.
VI. Governance, Leadership and Management		
14	To make use of Learning Management System, Website and Social media for Students' Information Management System.	Implemented and is being in process.
15	To implement ERP for office automation to enhance the quality functioning of the institution.	To be implemented.
VII. Institutional Values and Best Practices		
16	To conduct training programme for student trainees on Financial Planning for Young Investors.	Training held on 04 <sup>th</sup> February, 2017.
17	To observe the days of national and religious festivals irrespective of any discrimination.	National and important religious days are observed.
18	To organize awareness programmes on various issues concerning the attention of the young generation.	Organized and motivated.



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### **IQAC Meeting - 2**

#### **Internal Quality Assurance Cell (IQAC)**

#### **Minutes of IQAC meeting for the academic year 2016-17**

The IQAC meeting of the academic year 2016-17 was held on 02<sup>nd</sup> December 2016 at 2.30 pm in the Seminar hall. The following members were present in the meeting:

##### **Members from the College**

Dr. P. Swamydhas, Principal, Chair Person

Dr. V. Gopalakrishnan, Secretary, Management Representative

Mr. D. Jeyaseelan Selvakumar, Asst. Prof. of Perspectives in Education, IQAC  
& NAAC Coordinator

Mrs. H. Gayathri, Asst. Prof. in Physical Science, Assistant Coordinator.

Dr. D. Geetha, Asst. Prof. in Education.

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Kanchipuram Dist.

##### **Parent Representative**

Mr. K. Prem Kumar

##### **Student Representative**

Ms. S. Saranya



The meeting began with a prayer song followed by welcome address by the Principal Dr. P. Swamydhas. Mr. D. Jeyaseelan SelvaKumar, IQAC & NAAC Co-ordinator read out the minutes of the previous meeting held on 23<sup>rd</sup> September, 2016.

#### Discussions on Agenda

- To organize TET coaching classes for the Student trainees.
- To develop an appreciation of language among Student trainees.
- To encourage M.Ed. scholars to make publications in research journals.
- To conduct compulsory classes for student trainees every day on group basis for enhancement of ICT skills.
- To provide equal opportunities for all the students in anchoring the programmes of the college
- To install wheel chair ramp for disabled students.
- To develop team spirit and co-operative learning among the student trainees.
- To encourage the student trainees to participate in competitions at various institutions.

Dr. P. Swamydhas, Principal thanked the members and the meeting came to an end at 4.30 pm.



  
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## Action Taken Report

S. No.	Suggestions	Action Taken
1	To organize TET coaching classes for the Student trainees.	<ul style="list-style-type: none"> <li>• In process and is being provided in summer vacation every year.</li> <li>• Feedback has been received from the during the PTA and measures taken.</li> </ul>
2	To develop an appreciation of language among Student trainees.	Bridge course in English and communicative skills training is being provided and implemented successfully in every academic year.
3	To encourage M.Ed. scholars to make publications in research journals.	Encouraged to make Publications in the institutions' bi annual journal as well as in UGC approved Journals.
4	To conduct compulsory classes for student trainees every day on group basis for enhancement of ICT skills.	Being implemented and the classes will be every day from 3.30 pm – 4.30 pm.
5	To provide equal opportunities for all the students in anchoring the programmes of the college	<ul style="list-style-type: none"> <li>• Being in practice in regular assembly, programmes including academic, cultural, national and religious celebrations.</li> <li>• Feedback from Students' received and addressed.</li> </ul>
6	To install wheel chair ramp for disabled students.	Being complied.
7	To encourage the student trainees to participate in competitions at various institutions.	Motivated and is being in practice.
8	To develop team spirit and co-operative learning among the student trainees.	Group discussions, Seminars, Symposium and Debates are being conducted.



  
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