



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



IQAC Meeting - 1

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting for the academic year 2019-2020

The IQAC meeting of the academic year 2019-20 was held on 24th August 2019 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. P. Subramaniam, Secretary, Management Representative
- Dr. D. Jeyaseelan Selvakumar, Asst. Prof. of Perspectives in Education, IQAC & NAAC Coordinator
- Dr. H. Gayathri, Asst. Prof. in Physical Science, Assistant Coordinator.
- Dr. D. Geetha, Asst. Prof. in Education.
- Dr. A. Krishnarathi, Asst. Prof. in Biological Science.
- Dr. 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. N. Suthakaran, PG Assistant, Star Model School, Tiruchendur.

Parent Representative

- Mr. G. Pitchai Rajan

Student Representative

- Mr. P. Esakki Pandi

The meeting started with a prayer song followed by the welcome address by the Principal Dr. P. Swamydhas. Dr. D. Jeyaseelan SelvaKumar, IQAC & NAAC Co-ordinator read out the minutes of the previous meeting which is about the NAAC Cycle - 2 held on 25th January, 2019. 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.

Discussions on Agenda

Criteria 1: Curricular Aspects

- To Organize Life Skills Training Programme in order to promote confidence, cope with problems, well-being and develop positive outlook among Prospective teachers.
- To organize Orientation Programme in English Grammar for Prospective teachers to acquaint them with the language proficiency in order to realize them in the classroom.
- To conduct Training programme on creative arts and yoga for Prospective teachers in order to build endurance, self-discipline, confidence and dynamic flexibility.

Criteria 2: Teaching, Learning and Evaluation

- To organize video-graphed Micro-teaching skill practice for the Prospective teachers.
- To organize Field immersion with Co-operative Schools for First year M. Ed. scholars.
- To organize Field based Internship in the Co-operative Schools for Second year M. Ed. scholars.
- To organize Field based Internship in Teacher Education Institutions for Second year M. Ed. scholars.

Criteria 3: Research and Outreach Activities

- To conduct SPSS training programme for M.Ed. scholars to orient them with statistical applications for carrying out the Dissertation work and enhancing their research capabilities.
- To conduct research colloquium and mock viva-voce examination for the enhancement of research potentials of the students.

Criteria 4: Infrastructure and Learning Resources

- To conduct various activities and experiments concerning the syllabus frequently in the Computer, Psychology and Science laboratories.
- To conduct Science and Arts & Craft exhibitions for enhancing Creative thinking, confidence and skills among the Prospective teachers.

Criteria 5: Students Support and Progression

- To organize Students' Union Council and encourage them to participate in varied activities of the College.
- To orient the students with e-content preparation.
- To conduct mock interview for Second year B.Ed. students for preparing them to get better placement after the course completion.

Criteria 6: Governance, Leadership and Management

- To make use of Learning Management System for easy access learning.
- To make use of Website and Social media for Students' Information Management System.

Criteria 7: Institutional Values and Best Practices

- To conduct Thoothukudi Districts' Headmasters' Seminar.
- To observe 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.

Action Taken Report

S. No.	Suggestions	Action Taken
I. Curricular Aspects		
1	To Organize Life Skills Training Programme in order to promote confidence, cope with problems, well-being and develop positive outlook among Prospective teachers.	Life Skills Training Programme was conducted from 13 th August to 16 th August 2019.
2	To organize Orientation Programme in English Grammar for Prospective teachers to acquaint them with the language proficiency in order to realize them in the classroom.	Orientation Programme in English Grammar was conducted from 19 th August to 21 st August 2019.
3	To conduct Training programme on creative arts and yoga for Prospective teachers in order to build endurance, self-discipline, confidence and dynamic flexibility.	Training programme on creative arts and yoga was conducted on 29 th November 2019.
II. Teaching, Learning and Evaluation		
4	To organize video-graphed Micro-teaching skill practice for the Prospective teachers.	Video-graphed Micro-teaching skill practice held on 12 th September to 23 rd September 2019.
5	To organize Field immersion with Co-operative Schools for First year M. Ed. scholars.	Organized from 18 th November to 30 th November 2019.
6	To organize Field based Internship in the Co-operative Schools for Second year M. Ed. scholars.	Organized from 25 th November to 30 th November 2019.
7	To organize Field based Internship in Teacher Education Institutions for Second year M. Ed. scholars.	Organized from 27 th January to 08 th February 2020.
III. Research and Outreach Activities		
8	To conduct SPSS training programme for M.Ed. scholars to orient them with statistical applications for carrying out the Dissertation work and enhancing their research capabilities.	SPSS training programme held on 12 th February, 2020.

S. No.	Suggestions	Action Taken
9	To conduct mock Viva-voce examination for the enhancement of research potentials of the M.Ed. scholars.	Mock viva-voce examination held on 12 th March, 2020.
IV. Infrastructure and Learning Resources		
10	To conduct various activities and experiments concerning the syllabus frequently in the Computer, Psychology and Science laboratories.	Conducted.
11	To conduct Science and Arts & Craft exhibitions for enhancing Creative thinking, confidence and skills among the Prospective teachers.	Conducted.
V. Students Support and Progression		
12	To organize Students' Union Council and encourage them to participate in varied activities of the College.	Organized at the beginning of every academic year and orientation was provided.
13	To orient the students with e-content preparation.	Orientation provided.
14	To conduct mock interview for Second year B.Ed. students for preparing them to get better placement after the course completion.	Conducted on 10 th March 2020.
VI. Governance, Leadership and Management		
15	To make use of Learning Management System for easy access learning.	Implemented and is being in process.
16	To make use of Website and Social media for Students' Information Management System.	To be implemented.
VII. Institutional Values and Best Practices		
17	To conduct Thoothukudi Districts' Headmasters' Seminar	Conducted on 26 th November 2019.
18	To observe days of national and religious festivals irrespective of any discrimination.	National and important religious days are observed.
19	To organize awareness programme 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 2019-2020

The IQAC meeting of the academic year 2019-20 was held on 20th January 2020 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. P. Subramaniam, Secretary, Management Representative
- Dr. D. Jeyaseelan Selvakumar, Asst. Prof. of Perspectives in Education, IQAC & NAAC Coordinator
- Dr. H. Gayathri, Asst. Prof. in Physical Science, Assistant Coordinator.
- Dr. D. Geetha, Asst. Prof. in Education.
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Parent Representative

- Mr. G. Pitchai Rajan

Student Representative

- Mr. P. Esakki Pandi

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 24th August 2019.

Discussions on Agenda

Criteria 1: Curricular Aspects

- To facilitate technology – based learning as a part of added knowledge to curricular aspects of the Academic programs.
- To encourage collaborative learning and peer learning to strengthen the study habits among the prospective teachers.
- To conduct Alumni Campus Connect Programmes.

Criteria 2: Teaching, Learning and Evaluation

- To organize Innovative School visit for First year B.Ed. Students.
- To organize Internship Teaching in Schools for Second year B.Ed. Students.
- To identify slow learners and work toward their performance.
- To conduct surprise class test for enhancing the performance of student-teachers.

Criteria 3: Research and Outreach Activities

- To train the Prospective teachers to conduct Action research in their classroom contexts.
- To encourage maximum students participation in competitions.

Criteria 4: Infrastructure and Learning Resources

- To strengthen the Book bank scheme for facilitating the learning of the prospective teachers.
- To introduce partially computerized system in the College Library to keep track of books and check out status. Check out and return is automated through a bar code reader.

Criteria 5: Students Support and Progression

- To use CDs and Video lectures as learning resources.
- To include more female students in various student bodies.

Criteria 6: Governance, Leadership and Management

- To implement ERP for office automation to enhance the quality functioning of the institution.
- To promote and sustain staff welfare

Criteria 7: Institutional Values and Best Practices

- To conduct an awareness programme on social issues.
- To solve socially relevant problems such as adopting village and supporting for its progress.

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

Action Taken Report

S. No.	Suggestions	Action Taken
I. Curricular Aspects		
1	To facilitate technology – based learning as a part of added knowledge to curricular aspects of the Academic programs.	Power point presentation and video modules are used in teaching and learning process.
2	To encourage collaborative learning and peer learning to strengthen the study habits among the prospective teachers.	Group discussions, brain storming sessions and web quests etc are used in classrooms.
3	To conduct Alumni Campus Connect Programmes.	Alumni meeting held on 02 nd October 2019.
II. Teaching, Learning and Evaluation		
4	To organize Innovative School visit for First year B.Ed. Students.	Held for a week from 24 th to 29 th February 2019.
5	To organize Internship Teaching in Schools for Second year B.Ed. Students.	Organized for 16-weeks from 01 st August to 30 th November 2019.
6	To identify slow learners and work toward their performance.	Special classes and tests were conducted.
III. Research and Outreach Activities		
7	To train the Prospective teachers to conduct Action research in their classroom contexts.	It is being in process.
8	To encourage maximum students participation in competitions.	It is being in practice.
IV. Infrastructure and Learning Resources		
9	To strengthen the Book bank scheme for facilitating the learning of the prospective teachers.	Implemented.
10	To introduce partially computerized system in the College Library to keep track of books and check out status. Check out and return is automated through a bar code reader.	It is in process.

S. No.	Suggestions	Action Taken
V. Students Support and Progression		
11	To use CDs and Video lectures as learning resources.	It is in practice.
12	To include more female students in various student bodies.	It is in practice.
VI. Governance, Leadership and Management		
13	To implement ERP for office automation to enhance the quality functioning of the institution.	Implemented and is being in process.
14	To promote and sustain staff welfare	Staff welfare is being taken care of.
VII. Institutional Values and Best Practices		
15	To conduct an awareness programme on social issues.	Conducted
16	To solve socially relevant problems such as adopting village and supporting for its progress.	Implemented.