



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 2020-2021

The IQAC meeting of the academic year 2020-2021 was held on 18th August 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. S. Narayana Rajan, 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. T. Uma, Asst. Prof. in Biological Science.
Mr. E. Sundar Ganesh, Asst. Prof. in Economics.
Mr. E. Alwin, Asst. Prof. in Mathematics.
Mr. T. D. Suresh, Asst. Prof. of Perspectives in Education.
Dr. A.D. Vasanthy Vinoloiya, Asst. Prof. of Psychology
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. T. Pon Ravi, Chief Medical Officer, Govt. Hospital, Tiruchendur

Alumni Representative

- Mr. Janab Z.A. Shaik Abdul Kader, BT Assistant, Central Hr. Sec. School, Kayalpattinam

Parent Representative

- Mr. G. Pitchai Rajan

Student Representative

- Ms. S. Raveena

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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 20th January 2020. 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 Conduct Online Classes for B.Ed. and M.Ed. Using Microsoft Teams.
- To conduct Certificate course on Vivekananda Thought.

Criteria 2: Teaching, Learning and Evaluation

- To provide guidance for the students to learn through Microsoft Teams.
- To provide guidance for the students to attend practical examination through online
- To conduct Unit Test for B.Ed. and M.Ed. Students.
- To provide Internship orientation for II-year B.Ed. students.

Criteria 3: Research and Outreach Activities

- To guide the M.Ed. students for carrying out the Dissertation work through Online.
- To conduct a Webinar live streamed through YOU TUBE on Guidance for Higher Education for School final students.
- To organize Field based Internship in the Co-operative Schools for Second year M. Ed. scholars.
- To organize Field visit in Teacher Education Institutions for Second year M. Ed. scholars.

Criteria 4: Infrastructure and Learning Resources

- To conduct online mock test for Students.
- To conduct training in Music, Arts and Craft using Microsoft Teams for enhancing Creative thinking, confidence and skills among the Prospective teachers.



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Criteria 5: Students Support and Progression

- To organize Students' Union Council to facilitate active participation of students in various activities of the College.
- To orient the students with e-content preparation.
- To provide guidance for the mental health of the students

Criteria 6: Governance, Leadership and Management

- Admissions are facilitated through online mode.
- To make use of Website and Social media for Students' Information Management System.

Criteria 7: Institutional Values and Best Practices

- To implement ERP in the institution for efficient functioning.
- To implement Learning Management System
- To encourage the students and staff to adhere the code of conduct prescribed by the College.

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
I. Curricular Aspects		
1	To conduct Online Classes for B.Ed. and M.Ed. Using Microsoft Teams.	Classes continued using Microsoft Teams
2	To conduct Certificate course on Vivekananda Thought.	Conducted and certificates issued
II. Teaching, Learning and Evaluation		
3	To provide guidance for the students to learn through Microsoft Teams.	Provided
4	To provide guidance for the students to attend practical examination through online	Guidance provided
5	To conduct Unit Test for B.Ed. and M.Ed. Students.	Conducted
6	To provide Internship orientation for II-year B.Ed. students.	Provided
7	To provide guidance for the students to learn through Microsoft Teams.	Provided
III. Research and Outreach Activities		
8	To guide the M.Ed. students for carrying out the Dissertation work through Online.	Implemented
9	To conduct a Webinar live streamed through YOUTUBE on Guidance for Higher Education for School final students.	Conducted
10	To organize Field based Internship in the Co-operative Schools for Second year M. Ed. scholars.	Organized
11	To organize Field visit in Teacher Education Institutions for Second year M. Ed. scholars.	Organized
12	To guide the M.Ed. students for carrying out the Dissertation work through Online.	Followed
IV. Infrastructure and Learning Resources		
S. No.	Suggestions	Action Taken
13	To conduct online mock test for Students.	Conducted
14	To conduct training in Music, Arts and Craft using Microsoft Teams for enhancing Creative thinking, confidence and skills among the Prospective teachers.	Conducted



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V. Students Support and Progression		
15	To organize Students' Union Council to facilitate active participation of students in various activities of the College.	Implemented
16	To orient the students with e-content preparation.	Implemented
17	To provide guidance for the mental health of the students	Provided
VI. Governance, Leadership and Management		
18	Admissions are facilitated through online mode.	Implemented
19	To make use of Website and Social media for Students' Information Management System.	Followed
VII. Institutional Values and Best Practices		
20	To implement ERP in the institution for efficient functioning.	Implemented
21	To implement Learning Management System	Implemented
22	To encourage the students and staff to adhere the code of conduct prescribed by the College.	Adhered the code of conduct
23	To implement ERP in the institution for efficient functioning.	Implemented



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IQAC Meeting - 2

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting for the academic year 2020-2021

The IQAC meeting of the academic year 2020-2021 was held on 12th January 2021 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. S. Narayana Rajan, 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. T. Uma, Asst. Prof. in Biological Science.
Mr. E. Sundar Ganesh, Asst. Prof. in Economics.
Mr. E. Alwin, Asst. Prof. in Mathematics.
Mr. T. D. Suresh, Asst. Prof. of Perspectives in Education.
Dr. A.D. Vasanthy Vinoloiya, Asst. Prof. of Psychology
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. T. Pon Ravi, Chief Medical Officer, Govt. Hospital, Tiruchendur

Alumni Representative

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- Mr. G. Pitchai Rajan

Student Representative

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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 18th August 2020.

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 collect feedback from stakeholders and processing it.

Criteria 2: Teaching, Learning and Evaluation

- To organize Video-graphed Micro-teaching skill practice Training for the Prospective teachers.
- To use LMS for effective teaching and learning.
- To use social media for facilitating teaching and learning.
- To conduct various activities through online mode.

Criteria 3: Research and Outreach Activities

- To organize Field work related to Dissertation work for Second year M. Ed. scholars.
- To conduct research colloquium and mock viva-voce examination for the enhancement of research potentials of the students.
- To create gender sensitivity.
- To encourage maximum students participation in webinars and online quizzes conducted by other institutions.

Criteria 4: Infrastructure and Learning Resources

- To arrange for sanitizing all the classrooms and laboratories.
- To take measures for Corona Prevention in the campus.



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Criteria 5: Students Support and Progression

- To arrange for Monetary help from external sources.
- To provide placement advice and support to the students.

Criteria 6: Governance, Leadership and Management

- To facilitate PF Contribution reduced from 12% to 10%.
- To facilitate PF Advance claim due to Covid-19.

Criteria 7: Institutional Values and Best Practices

- 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.
- To conduct an awareness programme on Covid-19 prevention.

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
I. Curricular Aspects		
1	To facilitate technology – based learning as a part of added knowledge to curricular aspects of the Academic programs.	Facilitated and implemented
2	To collect feedback from stakeholders and processing it.	Feedback obtained and action plan was taken
II. Teaching, Learning and Evaluation		
3	To organize Video-graphed Micro-teaching skill practice Training for the Prospective teachers.	Organized
4	To use LMS for effective teaching and learning.	Implemented
5	To use social media for facilitating teaching and learning.	Implemented
6	To conduct various activities through online mode.	Debate was conducted
III. Research and Outreach Activities		
7	To organize Field work related to Dissertation work for Second year M. Ed. scholars.	Organized
8	To conduct research colloquium and mock viva-voce examination for the enhancement of research potentials of the students.	Conducted
9	To create gender sensitivity.	International Women's Day was observed.
10	To encourage maximum students participation in webinars and online quizzes conducted by other institutions.	Implemented
11	To organize Field work related to Dissertation work for Second year M. Ed. scholars.	Organized
IV. Infrastructure and Learning Resources		
12	To arrange for sanitizing all the classrooms and laboratories.	Being complied
13	To take measures for Corona Prevention in the campus.	Being complied



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V. Students Support and Progression		
S. No.	Suggestions	Action Taken
14	To arrange for Monetary help from external sources.	Arranged educational assistance.
15	To provide placement advice and support to the students.	Provided
VI. Governance, Leadership and Management		
16	To facilitate PF Contribution reduced from 12% to 10%.	Implemented
17	To facilitate PF Advance claim due to Covid-19.	Implemented
VII. Institutional Values and Best Practices		
18	To observe days of national and religious festivals irrespective of any discrimination.	Observed
19	To organize awareness programmes on various issues concerning the attention of the young generation.	Organized
20	To conduct an awareness programme on Covid-19 prevention.	Conducted



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