



**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 2021-2022**

The IQAC meeting of the academic year 2021-2022 was held on 14<sup>th</sup> August 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. in Education, IQAC & NAAC Coordinator  
Dr. H. Gayathri, Asst. Prof. in Physical Science, IQAC & NAAC Assistant Coordinator.  
Dr. T. Uma, Assistant Professor 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 Vinoliya, 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, Tiruchendur

**ALUMNI REPRESENTATIVE**

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

**PARENT REPRESENTATIVE**

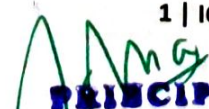
- Mr. M. Saravanan

**STUDENT REPRESENTATIVE**

- Ms. P. Devi



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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 Coordinator read out the minutes of the previous meeting which is about the AQAR preparation held on 12<sup>th</sup> January, 2021. 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**

- 1) To facilitate technology – based learning as a part of added knowledge to curricular aspects of the Academic programs.
- 2) To conduct Alumni Campus Connect Programs.
- 3) To Organize Life Skills Training Programme in order to promote confidence, cope with problems, well-being and develop positive outlook among Prospective teachers.

#### **Criteria 2: Teaching, Learning and Evaluation**

- 1) To organize Video-graphed Micro-teaching skill practice for the Prospective teachers.
- 2) To organize Innovative School visit
- 3) To organize Intensive Teaching Practice Internship for Second Year B.Ed. Students.

#### **Criteria 3: Research and Outreach Activities**

- 1) To conduct Webinar on current areas of Education.
- 2) To organize Debate for Mental Health and Stress Relief.

#### **Criteria 4: Infrastructure and Learning Resources**

- 1) To conduct various activities and experiments concerning the syllabus frequently in the Computer, Psychology and Science laboratories.
- 2) 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.



  
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### **Criteria 5: Students Support and Progression**

- 1) To organize Students' Union Council and encourage them to participate in varied activities of the College.
- 2) 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**

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

### **Criteria 7: Institutional Values and Best Practices**

- 1) To observe days of national and religious festivals irrespective of any discrimination.
- 2) To organize awareness programme on various issues concerning the attention of the young generation.
- 3) 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.

  
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### Action Taken Report

S. No.	Suggestions	Action Taken
<b>I. Curricular Aspects</b>		
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 conduct Alumni Campus Connect Programs.	26 <sup>th</sup> Alumni meeting held on 02 <sup>nd</sup> October 2021.
3	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 on 19.11.2021 & 20.11.2021.
<b>II. Teaching, Learning and Evaluation</b>		
4	To organize Video-graphed Micro-teaching skill practice for the Prospective teachers.	Video-graphed Micro-teaching skill practice was held from 15.12.2021 to 22.12.2021.
5	To organize Innovative School visit	Visit to Innovative Schools for B.Ed. I-year was held from 28.09.2021 to 01.10.2021.
6	To organize Intensive Teaching Practice Internship for Second Year B.Ed. Students.	School Internship for Second Year B.Ed. students was held for 16-weeks from 25.10.2021 to 28.02.2022.
<b>III. Research and Outreach Activities</b>		
7	To conduct Webinar on current areas of Education.	1) Webinar on “Guidance for Higher Education” was conducted for School Finals Students’ and was live streamed through YOU TUBE on 03.07.2021. 2) Webinar on “Music Education through Online” was conducted through Google Meet on 28.07.2021. 3) Webinar on “Features of Teachers” was conducted through Google Meet on 04.08.2021.



  
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S. No.	Suggestions	Action Taken
8	To organize Debate for Mental Health and Stress Relief.	A Debate on "Is Old songs or New songs that gives satisfaction to Human Minds" was conducted on 03.09.2021
<b>IV. Infrastructure and Learning Resources</b>		
9	To conduct various activities and experiments concerning the syllabus frequently in the Computer, Psychology and Science laboratories.	Conducted.
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.
<b>V. Students Support and Progression</b>		
11	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.
12	To conduct mock interview for Second year B.Ed. students for preparing them to get better placement after the course completion.	Conducted
<b>VI. Governance, Leadership and Management</b>		
13	To make use of Learning Management System for easy access learning.	Implemented and is being in process.
14	To make use of Website and Social media for Students' Information Management System.	To be implemented.
<b>VII. Institutional Values and Best Practices</b>		
15	To observe days of national and religious festivals irrespective of any discrimination.	National and important religious days are observed.
16	To organize awareness programme on various issues concerning the attention of the young generation.	Organized and motivated.
17	To solve socially relevant problems such as adopting village and supporting for its progress.	Community Based Engagement / Skill Development Camp for B.Ed. 1-year was conducted from 15.09.2021 to 18.09.2021.



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**IQAC Meeting - 2**

**Internal Quality Assurance Cell (IQAC)**

**Minutes of IQAC meeting for the academic year 2021-2022**

The IQAC meeting of the academic year 2019-20 was held on 28<sup>th</sup> January 2022 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. in Education, IQAC & NAAC Coordinator
- Dr. H. Gayathri, Asst. Prof. in Physical Science, IQAC & NAAC Assistant Coordinator.
- Dr. T. Uma, Assistant Professor 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 Vinoliya, 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, Tiruchendur

**ALUMNI REPRESENTATIVE**

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

**PARENT REPRESENTATIVE**

- Mr. M. Saravanan

**STUDENT REPRESENTATIVE**

- Ms. P. Devi



*A. M. S.*  
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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 Coordinator read out the minutes of the previous meeting held on 14<sup>th</sup> August 2021.

### **Discussions on Agenda**

#### **Criteria 1: Curricular Aspects**

- 1) To encourage collaborative learning and peer learning to strengthen the study habits among the prospective teachers.
- 2) 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 identify slow learners and work toward their performance.

#### **Criteria 3: Research and Outreach Activities**

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


#### **Criteria 4: Infrastructure and Learning Resources**

- 1) To strengthen the Book bank scheme for facilitating the learning of the prospective teachers.
- 2) To conduct Science and Arts & Craft exhibitions for enhancing Creative thinking, confidence and skills among the Prospective teachers.

#### **Criteria 5: Students Support and Progression**

- 1) To use CDs and Video lectures as learning resources.
- 2) To include more female students in various student bodies.
- 3) To organize Parent-Teacher Association Meeting
- 4) To strengthen women empowerment
- 5) To drive Campus Placement



  
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### **Criteria 6: Governance, Leadership and Management**

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

### **Criteria 7: Institutional Values and Best Practices**

To conduct awareness programs on social issues.

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
<b>I. Curricular Aspects</b>		
1	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.
2	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 "Yoga Practice – Beginner Yoga Sequences Training Program" was conducted on 18.04.2022.
<b>II. Teaching, Learning and Evaluation</b>		
3	To identify slow learners and work toward their performance.	<p>1) Half-yearly Examination for B.Ed. I-year was conducted from 08.02.2022 to 12.02.2022.</p> <p>2) Model Examination –I for B.Ed. II year was conducted from 24.05.2022 to 28.05.2022.</p> <p>3) Model Examination – II for B.Ed. I-year was conducted from 13.06.2022 to 17.06.2022.</p> <p>4) Model Examination II for B.Ed. II-year was conducted from 21.06.2022 to 25.06.2022.</p> <p>5) Model Examination – III was conducted for B.Ed. II-year students from 21.06.2022 to 25.06.2022.</p>



  
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S. No.	Suggestions	Action Taken
<b>III. Research and Outreach Activities</b>		
4	To train the Prospective teachers to conduct Action research in their classroom contexts.	It is being in process.
5	To encourage maximum students participation in competitions.	It is being in practice.
<b>IV. Infrastructure and Learning Resources</b>		
6	To strengthen the Book bank scheme for facilitating the learning of the prospective teachers.	Implemented.
7	To conduct Science and Arts & Craft exhibitions for enhancing Creative thinking, confidence and skills among the Prospective teachers.	Science and Art Exhibition was Conducted on 04.04.2022
<b>V. Students Support and Progression</b>		
8	To use CDs and Video lectures as learning resources.	It is in practice.
9	To include more female students in various student bodies.	It is in practice.
10	To organize Parent-Teacher Association Meeting	Parent-Teacher Association Meeting was held on 05.02.2022
11	To strengthen women empowerment	International Women's Day was celebrated in 08.03.2022
12	To drive Campus Placement	Campus Interview was conducted on 18.05.2022 & 26.05.2022.
<b>VI. Governance, Leadership and Management</b>		
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.




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S. No.	Suggestions	Action Taken
<b>VII. Institutional Values and Best Practices</b>		
15	To conduct awareness programs on social issues.	1) Enviro Club meeting was held on 12.04.2022 2) Youth Red Cross Society Meeting was held on 13.04.2022. 3) Citizen Consumer Club Meeting was held on 21.04.2022. 4) Blood Donor's Club Meeting was held on 09.05.2022. 5) Red Ribbon Club Meeting was held on 10.05.2022.

  
**Dr. P. SWAMYDHAS**  
**PRINCIPAL**  
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