



**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 2022-2023**

The IQAC meeting of the academic year 2022-2023 was held on 01<sup>st</sup> July 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**

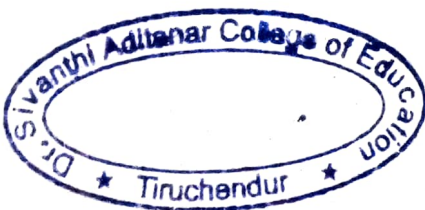
- Mr. P. Willy Kanagaraj

**STUDENT REPRESENTATIVE**

- Ms. V. Muthukumari

**PRINCIPAL**

1 | IQAC Dr. SIVANTHI ADITANAR  
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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 28<sup>th</sup> January, 2022. 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 discuss on Year Plan, Academic Calendar, Time-Table and subject allocation to faculty members.
- 2) To discuss on Value Added Courses.
- 3) To celebrate Teachers' Day.

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

- 1) To organize Video-graphed Micro-teaching skill practice for the Prospective teachers.
- 2) To organize Intensive Teaching Practice Internship for Second Year B.Ed. Students.
- 3) To Organize Life Skills Training Programme.
- 4) To conduct Demonstration Classes for II-year B.Ed. trainees.
- 5) To discuss on Value Added Courses.

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

- 1) To organize guest lecture on Sustainable Development.
- 2) To conduct Community Based Engagement Camp.
- 3) To conduct progress activities of adopted village Gandhipuram

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

- 1) To conduct various activities and experiments concerning the syllabus.
- 2) To introduce new Pedagogical Subject Computer Science in the B.Ed. Course.
- 3) To facilitate the students to save and retrieve the academic certificates in ERP.
- 4) To follow the practice of Biometric attendance system for faculty members and staff.



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

- 1) To Organize Students' Union Council.
- 2) To conduct mock interview for Second year B.Ed. students.
- 3) To encourage students to participate in various competitions.
- 4) To organize Parent-Teacher Association Meeting

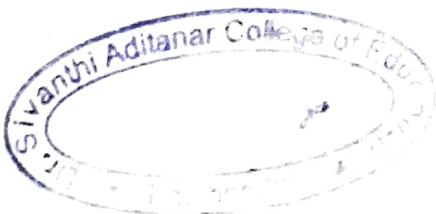
### **Criteria 6: Governance, Leadership and Management**

- 1) To make use of Learning Management System for easy access learning.
- 2) To make use of Website and ERP 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.

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



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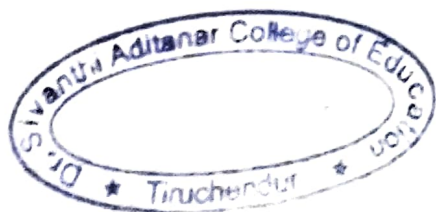
## Action Taken Report

S. No.	Suggestions	Action Taken
<b>I. Curricular Aspects</b>		
1	To discuss on Year Plan, Academic Calendar, Time-Table and subject allocation to faculty members.	Year Plan, Academic Calendar, Time-Table and subject allocation were discussed and resolved.
2	To discuss on Value Added Courses.	Discussed and Implemented
3	To celebrate Teachers' Day.	Teachers' Day was celebrated on 05 <sup>th</sup> September 2022.
<b>II. Teaching, Learning and Evaluation</b>		
4	To conduct Demonstration Classes for II-year B.Ed. trainees.	Demonstration Classes for II-year B.Ed. trainees was conducted on 08 <sup>th</sup> July 2022.
5	To organize Intensive Teaching Practice Internship for Second Year B.Ed. Students.	16- weeks School Internship for Second Year B.Ed. students at 10- schools in Thoothukudi District was held from 01.08.2022 to 10.12.2022.
6	To Organize Life Skills Training Programme.	Life Skills Training Programme was conducted on 06 <sup>th</sup> & 07 <sup>th</sup> October 2022.
7	To organize Video-graphed Micro-teaching skill practice for the Prospective teachers.	Video-graphed Micro-teaching skill practice was held from 09.11.2022 to 19.11.2022.
8	To discuss on Value Added Courses.	Implemented and displayed on College Website.
9	To discuss on conducting Half-yearly Examination for B.Ed. trainees.	Half-yearly Examination for I-year B.Ed. students was conducted from 27 <sup>th</sup> December to 31 <sup>st</sup> December 2022.
<b>III. Research and Outreach Activities</b>		
10	To organize guest lecture on Sustainable Development.	Guest lecture on "Role of Teachers in Education for Sustainable Development" was conducted on 20 <sup>th</sup> December 2022.
11	To conduct Community Based Engagement Camp.	Community Based Engagement Camp was conducted for II-year B.Ed. students from 03.01.2023 to 06.01.2023.



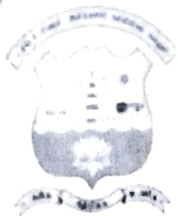


S. No.	Suggestions	Action Taken
12	To conduct progress activities of Primary School at the adopted village Gandhipuram.	"Aimperum Vizha" and School Welfare activities were carried out at Primary School, Gandhipuram in liaison with City Lions Club, Tiruchendur on 31.10.2022.
<b>IV. Infrastructure and Learning Resources</b>		
13	To conduct various activities and experiments concerning the syllabus.	Conducted.
14	To introduce new Pedagogical Subject Computer Science in the B.Ed. Course.	New Pedagogical Subject Computer Science in the B.Ed. Course was introduced on 11 <sup>th</sup> October 2022.
15	To facilitate the students to save and retrieve the academic certificates in LRP.	Implemented and being in practice
16	To follow the practice of Biometric attendance system for faculty members and staff.	Being in practice.
<b>V. Students Support and Progression</b>		
17	To organize Students' Union Council	Organized at the beginning of every academic year and orientation was provided.
18	To encourage students to participate in various competitions.	Being in Practice
19	To conduct mock interview for Second year B.Ed. students for preparing them to get better placement after the course completion.	Conducted
20	To organize Parent-Teacher Association Meeting	Parent Teacher Association meeting was held on 03 <sup>rd</sup> December 2022.
<b>VI. Governance, Leadership and Management</b>		
21	To make use of Learning Management System for easy access learning.	Implemented and is being in practice.
22	To make use of Website and ERP for Students' Information Management System.	Being in practice
<b>VII. Institutional Values and Best Practices</b>		
23	To observe days of national and religious festivals irrespective of any discrimination.	National and important religious days are observed.
24	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 2022-2023**

The IQAC meeting of the academic year 2022-2023 was held on 09<sup>th</sup> January 2023 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
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- Mr. P. Willy Kanagaraj

**STUDENT REPRESENTATIVE**

- Ms. V. Muthukumari



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*[Signature]*  
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**COLLEGE OF EDUCATION**  
**TIRUCHENDUR**

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 01<sup>st</sup> July 2022.

### **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 debate on environmental conservation
- 3) To obtain feedback from various stake holders.

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

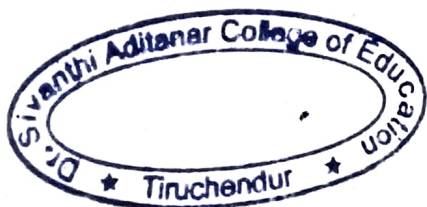
- 1) To conduct Academic Audits.
- 2) To conduct model examination and University examination.

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

- 1) To conduct National Seminar on enhancing research capabilities of student teachers.
- 2) To organize guest lecture on Future of Teachers.
- 3) To encourage students' participation in various competitions.

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

- 1) To conduct Sports meet.
- 2) To maintain full time enabled WIFI facility
- 3) To maintain the refilled fire extinguishers in all the floors of the College.
- 4) To maintain CCTV surveillance in the College.
- 5) To conduct Science and Art Exhibition



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

- 1) To use CDs and Video lectures as learning resources.
- 2) To observe National Voters' Day.
- 3) To conduct various Club meetings.
- 4) To conduct TET Coaching Classes.
- 5) To conduct Anti-drugs Awareness Programme.
- 6) To conduct International Yoga Day
- 7) To drive Campus Placement

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

- 1) To use ERP effectively for office automation
- 2) To conduct training programme on LMS.
- 3) To promote and sustain staff welfare

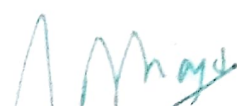
### **Criteria 7: Institutional Values and Best Practices**

- 1) Welfare Activities in the Adopted School
- 2) Guest Lectures for Reinforcing the Alternative Perspectives

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



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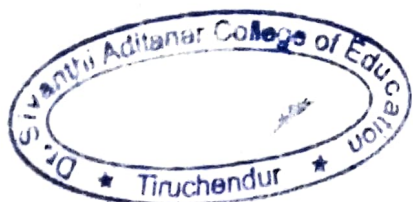
  
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**TIRUCHENDUR**




## 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 B.Ed. trainees.	Group discussions, brain storming sessions, gaming methods and quizz etc are used in the classrooms.
2	To conduct debate on environmental conservation.	Debate on "Environment is best conserved by Younger generation or Old generation" was conducted on 13.01.2023.
3	To obtain feedback from various stake holders.	Feedback obtained from various stakeholders and the report was uploaded in the College website.
<b>II. Teaching, Learning and Evaluation</b>		
4	To conduct model examination and University examination.	1) Model Examination -I for B.Ed. II year was conducted from 27.02.2023 to 03.03.2023. 2) TNTEU II-Year Practical / Viva-Voce Examination was conducted on 08 <sup>th</sup> & 09 <sup>th</sup> March, 2023. 3) Model Examination -II for B.Ed. I year was conducted from 15.05.2023 to 19.05.2023.
5	To conduct Academic Audits.	Being Conducted.
<b>III. Research and Outreach Activities</b>		
6	To organize guest lecture on Future of Teachers.	Guest lecture on "Guidance for Professional Growth of Teachers" was conducted on 17 <sup>th</sup> February, 2023.
7	To conduct National Seminar on enhancing research capabilities of student teachers.	National Seminar on "Enhancement of Research Capabilities" was conducted on 29 <sup>th</sup> March 2023.

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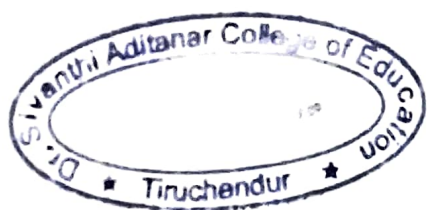
S. No.	Suggestions	Action Taken
8	To encourage students' participation in various competitions.	1) Students participated in JCT Pearl City Jaycee Book Quest competition, Thoothukudi 2) Kamarajar Memorial Rolling Cup competition, Aditanar College of Arts and Science, Tiruchendur. 3) Cultural competitions, Annammal College of Education, Thoothukudi.

#### IV. Infrastructure and Learning Resources

9	To conduct Sports meet.	28 <sup>th</sup> Annual Sports Meet was held on 13 <sup>th</sup> March, 2023.
10	To maintain full time enabled WIFI facility in the campus	Maintained
11	To maintain the refilled fire extinguishers in all the floors of the College.	Maintained
12	To maintain CCTV surveillance in the College.	Maintained
13	To conduct Science and Art Exhibition	Science and Art Exhibition was Conducted on 14 <sup>th</sup> March 2023.

#### V. Students Support and Progression

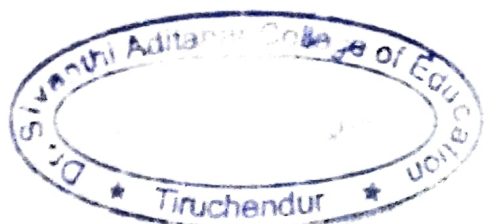
14	To use CDs and Video lectures as learning resources.	It is in practice.
15	To observe National Voters' Day	National Voters' Day was observed in our College on 25 <sup>th</sup> January 2023.
16	To conduct various Club meetings.	YRC meeting was conducted on 01 <sup>st</sup> March 2023.
17	To conduct TET Coaching Classes.	TET Coaching classes for II-year B.Ed. was conducted from 29 <sup>th</sup> May to 03 <sup>rd</sup> June 2023.
18	To conduct Anti-drugs Awareness Programme.	Anti-drugs Awareness Programme was conducted on 20 <sup>th</sup> June 2023.
19	To conduct International Yoga Day	International Yoga Day was conducted on 21 <sup>st</sup> June 2023.
20	To drive Campus Placement	Campus Interview was conducted on 13 <sup>th</sup> July 2023.



S. No.	Suggestions	Action Taken
<b>VI. Governance, Leadership and Management</b>		
21	To use ERP effectively for office automation	It is being in process.
22	To conduct training programme on LMS.	LMS Training Programme was conducted on 28.06.2023.
23	To promote and sustain staff welfare	Staff welfare is being taken care of.
<b>VII. Institutional Values and Best Practices</b>		
24	Welfare Activities in the Adopted School	Welfare activities were carried out the Primary School at the adopted village Gandhipuram on 31 <sup>st</sup> October 2022.
25	Guest Lectures for Reinforcing the alternative Perspectives	<p>1) Guest lecture on "Smile Therapy for Self- development" was conducted on 05.01.2023. Dr. H. Gayathri, Asst. Prof. in Physical Science, Dr. Sivanthi Aditanar College of Education was the Chief guest.</p> <p>2) Guest Lecture on "Role of Teachers in Education for Sustainable Development" was conducted on 20.12.2023. Dr. Chitirai Ponselvan, Director of Research, Curtin University, Dubai was the Chief guest.</p> <p>3) Guest lecture on "The future of Teaching Profession in the Indian Context" was held on 11.01.2023. Prof. B. William Dharma Raja, Dean, M.S. University, Tirunelveli was the Chief guest.</p> <p>4) Guest Lecture on "Guidance for Professional Growth of Teachers" was conducted on 17.02.2023. Dr. V. Kumar, Joint Director (SCERT), Chennai was the Chief guest.</p>

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

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