



ST. IGNATIUS COLLEGE OF EDUCATION  
(AUTONOMOUS)  
Accredited with 'A' grade by NAAC (Second Cycle)  
Palayamkottai – 627 002

## Minutes of IQAC Meeting 2020-2021

### Meeting 1

Date: 06-08-2020

Time: 10.00 a.m.

Venue: Sr. Stephane Meeting Hall






### Agenda:

- Plan for the academic year 2020-2021 - through online mode
- Plan for Orientation programme for first semester students
- Prepare schedule for Bridge course through online and Time table.
- Plan for webinars and workshops

### Members Present

1. Rev. Sr. A Magdalene Therese
2. Dr. M. Maria Saroja
3. Dr. E. C. Punitha
4. Dr. N. Theresita Shanthi
5. Dr. R. Indra Mary Ezhilselvi
6. Dr. A. Jeyasudha
7. Dr. J. Maria Prema
8. Mrs.A. Lilly Maria Praveena
9. Mrs. R. Bhuvanewari
10. Ms. Glory Bai

- Secretary *S. A. Magdalene Therese*
- Principal i/c *M. Maria Saroja*
- Dean *E. C. Punitha*
- Controller of Examination *N. Theresita Shanthi*
- IQAC coordinator *R. Indra Mary*
- Vice-principal *A. Jeyasudha*
- M. Ed coordinator *J. Maria Prema*
- Member, IQAC *Dr. N. Theresita Shanthi*
- Member, IQAC *Dr. R. Bhuvanewari*
- Administrative staff *Ms. Glory Bai*

11. Rev. Sr. L. Arul Suganthi Agnes  - Head of the Supporting school
12. Dr. A. Lourdusamy  - Educationist
13. Mrs. K. Mary Hilda  - President, Alumni Association
14. Dr. Selvaraj  - Employer
15. Mrs. Shermeena  - Student Representative

## Minutes

### Plan for the academic year 2020-2021:

- Reviewing the AQAR report and AAA report of the previous academic year, Year plan for the academic year 2020- 2021 was prepared. All the faculty contributed and discussed with the Principal for planning the activities for the year.
- Due to the prevailing pandemic situation, classes are to be conducted online. Time table and platform for conducting the classes were discussed and faculty allotment for all courses were distributed to the staff.
- Date for Faculty Development programme was finalized. FDP is fixed to be on 2<sup>nd</sup> and 3<sup>rd</sup> September. Staff expressed their need for further training in e-content development. They also expected expert advice for preparation of Self Study Report for submission to NAAC. Hence, it is resolved to organize two Faculty Development Programmes during this academic year.
- Schedule and selection of resource persons for the orientation programme and bridge course for first year students were planned. It was finalized to be from 5th to 13th November, 2020, through online mode.
- Faculties in charge of their optional subjects were directed to adhere to the strict rules of speaking English and motivating the students to communicate in English.
- Fair distribution of work was emphasized giving opportunity for all to carry out their duties and responsibilities in a smooth way keeping in view of future plans.
- The Co-Ordinator of IQAC emphasized the importance of working in small group to plan and execute the teaching learning process effectively and take initiatives to involve students in club activities and cultural meet and fine arts competitions.

## Meeting 2

Date: 05-12-2020

Time: 10.00 a.m.

### Agenda:

- Review of online classes conducted
- Plan for Semester Examinations
- Internship Training for second year student teachers
- Preparation for Competitive Examinations

### Members Present

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|-------------------------------------|---------------------------------|--------------------------------|
| 1. Rev. Sr. A Magdalene Therese     | - Secretary                     | <i>L. A. Magdalene Therese</i> |
| 2. Dr. M. Maria Saroja              | - Principal                     | <i>M. Maria Saroja</i>         |
| 3. Dr. E. C. Punitha                | - Dean                          | <i>E. C. Punitha</i>           |
| 4. Dr. N. Theresita Shanthi         | - Controller of Examination     | <i>N. Theresita Shanthi</i>    |
| 5. Dr. R. Indra Mary Ezhilselvi     | - IQAC coordinator              | <i>R. Indra Mary</i>           |
| 6. Dr. A. Jeyasudha                 | - Vice-principal                | <i>A. Jeyasudha</i>            |
| 7. Dr. J. Maria Prema               | - M. Ed coordinator             | <i>J. Maria Prema</i>          |
| 8. Mrs. A. Lilly Maria Praveena     | - Member, IQAC                  | <i>Lilly Maria Praveena</i>    |
| 9. Mrs. R. Bhuvaneswari             | - Member, IQAC                  | <i>R. Bhuvaneswari</i>         |
| 10. Ms. Glory Bai                   | - Administrative staff          | <i>T. Glory Bai</i>            |
| 11. Rev. Sr. L. Arul Suganthi Agnes | - Head of the Supporting school | <i>L. Arul Suganthi Agnes</i>  |
| 12. Mrs. K. Mary Hilda              | - President, Alumni Association | <i>Mary Hilda</i>              |
| 13. Mrs. Shermeena                  | - Student Representative        | <i>Shermeena</i>               |

## *Minutes*

- To handle the pandemic situation in an effective way, student teachers are taught with IV semester syllabus before internship, as the schools remain closed. Semester exams could not be conducted as planned. The postponed examinations and internship are planned to be in January 2021.
- Online classes are successful and student teachers could access learning material through Google classroom created for individual courses. Faculty expressed their satisfaction about time schedule for online classes. Open Educational Resources are in maximum usage during online classes. While we enter the new normal after lockdown period, student teachers and teacher educators have to utilize and be benefitted with OER.
- Second year students have to be trained in preparation of e- content, apart from PowerPoint presentation. Video lessons have to be prepared if classes are conducted through online during Internship. Teacher Educators have to confirm the knowledge of student teachers in e-content preparation and the facilities they have at home for the preparation of video lessons.
- Semester Examinations have to be conducted online before Internship of the student teachers. Internship is tentatively planned to be in the third week of January. Semester examinations are to be conducted in the end of December and the first week of January.
- To increase the employability of the prospective teachers, in addition to TNTET, the students have to be motivated to appear in the competitive exams like CTET, PGTRB, NET, UPSC. Along with TET coaching UGCNET preparatory programme has to be conducted. Eligible candidates from other institutions could be invited for training. Study materials, expert talks, model questions and question papers of previous year examinations are to be distributed.
- Faculty should focus and give importance to research. Publication of research articles and books by faculty members was emphasized. Teacher educators were insisted to use library consistently and to conduct and participate in more seminars, conferences and workshops in the current academic year.

### Meeting 3

Date: 08-01-2021

Time: 2.00 p.m.

#### Agenda:

- Plan for webinars and workshops from January 2021 to May 2021
- Organize Club activities and Enrichment activities
- Conduct Faculty Exchange Programme with colleges with MoU.
- Opening Ceremony and Facilities to be arranged in New Block of the College.

#### Members Present

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|-------------------------------------|---------------------------------|---------------------------------|
| 1. Rev. Sr. A Magdalene Therese     | - Secretary                     | <i>d. A. Magdalene Therese</i>  |
| 2. Dr. M. Maria Saroja              | - Principal                     | <i>M. Maria Saroja</i>          |
| 3. Dr. E. C. Punitha                | - Dean                          | <i>E. C. Punitha</i>            |
| 4. Dr. N. Theresita Shanthi         | - Controller of Examination     | <i>N. Theresita Shanthi</i>     |
| 5. Dr. R. Indra Mary Ezhilselvi     | - IQAC coordinator              | <i>R. Indra Mary Ezhilselvi</i> |
| 6. Dr. A. Jeyasudha                 | - Vice-principal                | <i>A. Jeyasudha</i>             |
| 7. Dr. J. Maria Prema               | - M. Ed coordinator             | <i>J. Maria Prema</i>           |
| 8. Mrs. A. Lilly Maria Praveena     | - Member, IQAC                  | <i>Lilly Maria Praveena</i>     |
| 9. Mrs. R. Bhuvaneswari             | - Member, IQAC                  | <i>R. Bhuvaneswari</i>          |
| 10. Ms. Glory Bai                   | - Administrative staff          | <i>Ms. Glory Bai</i>            |
| 11. Rev. Sr. L. Arul Suganthi Agnes | - Head of the Supporting school | <i>L. Arul Suganthi Agnes</i>   |
| 12. Mrs. K. Mary Hilda              | - President, Alumni Association | <i>Mrs. K. Mary Hilda</i>       |
| 13. Mrs. Shermeena                  | - Student Representative        | <i>Mrs. Shermeena</i>           |

- As the schools are closed due to COVID crisis, the III semester which is exclusively for the Internship teaching practice is shifted as the IV semester and the IV semester syllabus is taught through online mode. The student teachers undergo Internship training from January 20, 2021 to May 7, 2021. Whenever there is no possibility for face-to-face classes, student teachers prepared e-content material and taught online.
- To keep the student teachers actively engaged and motivated for self-learning

enrichment activities for the student teachers are to be organized in the month of February. For each course, invited talks are to be arranged. Staff members have to prepare the schedule of enrichment activities for their respective courses.

- Initiatives to organize various club activities are taken. Faculty in charge of every club has to submit the feasible time and names of resource person they have selected for the club activity. Adjustment of dates of different club activities according to the availability of time schedule of resource persons are considered for revision before dates of club activities are finalized.
- Plan and organize seminars and workshops: The members of the IQAC appreciated the efforts made by all the members of the staff in planning and organizing webinars at different levels and for keeping the student teachers updated and engaged. Along with student teachers interested persons from other institutions are benefitted by the participation in institutional webinars.
- The Citizenship Training Camp planned to enrich the student teachers through community exposure citizenship has to be postponed as a preventive measure during COVID crisis. Outreach programmes and Annual Alumni meet could be planned on later dates after the pandemic wave settles down.
- In accordance with the MoU signed between the institution and VOC College of Education, Tuticorin and Annammal College of Education for Women, Tuticorin individually, a Faculty Exchange Programme is to be conducted from 19.04.2021 to 22.04.2021. The Managements and Heads of all the three institutions would discuss to enhance student learning. Multiple talents should be brought in. The programme will be conducted online.
- The new block is to be added to the college on 27.03.2021. The extension block is named after Rev. Sr. Ursule ICM, who accompanied the foundress of ICM Congregation. According to the plan, the new block has additional classrooms well equipped for digital learning. Purified drinking water and washroom facilities are provided for the student teachers. Separate washroom for differently abled and incinerator facilities for safe disposal of sanitary pads are also available in the new block. Highspeed internet service is provided to access e-learning resource

## Meeting 4

Date: 07-05-2021

Time: 2.00 p.m.

### Agenda

- Reporting and Discussion on Academic and Administrative Audit (AAA)
- Review of activities from January 2021 to May 2021.
- Standard Operating Procedures to be maintained in the campus during post-COVID period
- Improving Institutional engagement in Outcome Based Education.

### Members Present

- |                                     |                                 |                                |
|-------------------------------------|---------------------------------|--------------------------------|
| 1. Rev. Sr. A Magdalene Therese     | - Secretary                     | <i>A. A. Magdalene Therese</i> |
| 2. Dr. M. Maria Saroja              | - Principal                     | <i>M. Maria Saroja</i>         |
| 3. Dr. E. C. Punitha                | - Dean                          | <i>E. C. Punitha</i>           |
| 4. Dr. N. Theresita Shanthi         | - Controller of Examination     | <i>N. Theresita Shanthi</i>    |
| 5. Dr. R. Indra Mary Ezhilselvi     | - IQAC coordinator              | <i>R. Indra Mary</i>           |
| 6. Dr. A. Jeyasudha                 | - Vice-principal                | <i>A. Jeyasudha</i>            |
| 7. Dr. J. Maria Prema               | - M. Ed coordinator             | <i>J. Maria Prema</i>          |
| 8. Mrs. A. Lilly Maria Praveena     | - Member, IQAC                  | <i>Lilly Maria Praveena</i>    |
| 9. Mrs. R. Bhuvaneswari             | - Member, IQAC                  | <i>R. Bhuvaneswari</i>         |
| 10. Ms. Glory Bai                   | - Administrative staff          | <i>T. Glory Bai</i>            |
| 11. Rev. Sr. L. Arul Suganthi Agnes | - Head of the Supporting school | <i>L. Arul Suganthi Agnes</i>  |
| 12. Dr. A. Lourdusamy               | - External Expert               | <i>A. Lourdusamy</i>           |
| 13. Mrs. K. Mary Hilda              | - President, Alumni Association | <i>M. Hilda</i>                |
| 14. Mrs. Shermeena                  | - Student Representative        | <i>Shermeena</i>               |

## Minutes

- Reporting and Discussion on Academic and Administrative Audit: All the members of the staff were made aware of the report of the Peer team after the Academic and Administrative Audit of the Institution. The Principal explained in detail, the response of the Peer team members about the activities during the academic year 2020-2021. The suggestions of AAA are considered with due respect for further planning of institutional activities.
- Review of Activities: The student teachers are formed as integrated personalities through institutional activities. The objectives of the Institution and individual courses are achieved through the activities planned and executed. The pandemic situation could not interfere in the formation process of student teachers as care is taken to keep them engaged in online learning.
- Standard Operating Procedures to be maintained in the campus during post- COVID period: During staff meetings and other quality initiatives, due importance must be given to follow the SOP given by the Government. Near the College entrance facilities for washing hands is made available. 5 washbasins are built and nearby, liquid soap is available. Automatic dispenser for sanitizer is set near the Controller of Examination office. Ayurveda and Siddha medicines which would boost immunity of the staff are provided by the management to care for the well-being of all.
- Outcome based education is practiced in the Institution. To improve the system, expert guidance could be arranged by IQAC. Faculty members could have a one-to-one interaction with Dr. Lourdusamy, IQAC Director of St. Xavier's College, Tirunelveli and get their doubts clarified. In the forthcoming academic year, FDP will be on the theme Outcome based Education.