



**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
Fairlands, Salem- 636 016**

*Affiliated to Tamil Nadu Teachers Education University, Chennai
Re-Accredited by NAAC with "A" Grade (III Cycle)*

Key Indicator

1.4.1 Minutes of IQAC Meeting

PRINCIPAL

Circular dated on 08.05.2018

There will be a meeting of the members of the internal quality assurance cell of Sri Sarada College of Education, Salem on 12.05.2018 at

Agenda

1. Prayer
2. Welcome Address
3. Report on the quality initiatives taken by the IQAC
4. Any other

- (a) Principal : Dr. S. Santhi S. Santhi
- (b) IQAC Coordinator : Dr. V. Priya V. Priya
- (c) Senior Teachers
 - Dr. R. Selvamathi Sugirtha, Asst. Prof of Biological Science R. Selvamathi
 - Dr. K. P. Shanmuga Vadivu, Asst Prof of Education K. P. Shanmuga Vadivu
 - Dr. K. Kamala devi, Asst Prof of English K. Kamala devi
 - Dr. S. Velvizhi, Physical Director S. Velvizhi
 - Mrs. V. Arulselvi, Asst Prof of Education V. Arulselvi
 - Dr. D. Kavitha, Asst Prof of Tamil D. Kavitha
 - Mrs. A. Kavitha, Librarian A. Kavitha
 - Mrs. R. Saraswathy, Asst Prof of Mathematics R. Saraswathy
- (d) Management Representative: Dr. P. Ranganayagi (By Post)
- (e) Alumnae: Dr. A. Bala mallikadevi
- (f) External Expert: Dr. K. Nachimuthu, Professor and Head
Peziyar University, Salem (By Post)
- (g) Community Representative / Stakeholder
Mrs. K. Vimala, Principal, Sri Sarada matric. Hr. Sec. School (By Post)
- (h) Senior Administrative Staff: Mrs. S. Chitra S. Chitra

Minutes of IQAC Meeting held on 12.05.2018 at 2.00 p.m.

Members of the Internal quality assurance cell of Sri Sarada College of Education, Salem met in the Principals Chamber at 2.00 p.m on 12.05.2018

Agenda

To consider

1. Prayer
2. Activities taken in the academic year 2017-18
3. Any other

The members of the IQAC appreciated the activities taken up in the Academic year 2017-18 and approved the same. The members suggested the staff members to prepare e-content and contribute it to e-pathshala. The member suggested to encourage the students to develop multimedia packages in their optional subjects. The member mentioned to highlight the co-curricular and extra-curricular activities organised by the student teachers in their internship period.

Members Present

- (a) Principal : Dr. S. Santhi
- (b) IQAC Coordinator : Dr. V. Priya, Asst Prof of Phys Science
- (c) Senior Teacher Educators
 - Dr. R. Selvamathi Sugirtha, Asst Prof of Bio-Science
 - Dr. K. P. Shanmuga Vadivu, Asst Prof of Education
 - Dr. K. Kamaladevi, Asst Prof of English
 - Dr. S. Velvizhi, Physical Directress
 - Mrs. V. Arulselvi, Asst Prof of Education
 - Dr. D. Kavitha, Asst Prof of Tamil
 - Mrs. A. Kavitha, Librarian
 - Mrs. R. Saraswathy, Asst Prof of Mathematics
- d. Management Representative : Dr. P. Ranga Mayagi
- e. External Expert : Dr. K. Nachimuthu
Professor and Head, Dept of Education
Periyar university, Salem

Members Absent :

Alumnae : Dr. A. Bala Mallikadevi

Community Representative / Stake holder

Mrs. K. Vimala, Principal Sri Sarada Matric. Hr. Sec
School

Senior Administrative Staff : Mrs. S. Chitra

Circular dated on 23.07.2018

There will be a meeting of the members of the internal quality assurance cell of Bri Sarada College of Education, Salem on 06.08.2018 at 3.00 p.m

Agenda

1. Prayer
 2. Welcome Address
 3. Report on the quality initiatives
 4. Any other.
- a. Chair Person:- Dr. S. Santhi, Principal SSCC S. Se. III
 - b. Senior Teachers:-
 - Dr. R. Selvamathi Sugirtha, Asst Prof of Bio. Science R. I. C. L.
 - Dr. V. Priya (IQAC coordinator) V. Priya
 - Dr. K. P. Shanmuga Vadivu, Asst Prof of Education & H. E.
 - Dr. K. Kamala Devi, Asst Prof of English Education K. K. U.
 - Dr. S. Velvizhi, Physical Director J. V. M. S.
 - Mrs. V. Arulselvi, Asst Prof of Education J. V. M. S.
 - Dr. D. Kavitha, Asst Prof of Tamil J. V. M. S.
 - Mrs. A. Kavitha, Librarian J. V. M. S.
 - Mrs. R. Saraswathy, Asst Prof of Mathematics R. Sarathi
 - c. Management Representative: Dr. P. Ranganayagi (By post)
 - d. External Expert: Dr. K. Nachimuthu
Professor and Head, Dept of Education
Periyar University, Salem (By post)
 - e. Senior Administrative Staff: Mrs. S. Chitra
S. Chitra



SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 16
REACCREDITED BY NAAC WITH "A" GRADE (III Cycle)



MINUTES OF IQAC MEETING HELD ON

06.08.2018



SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS)

SALEM – 16

INTERNAL QUALITY ASSURANCE CELL MEETING ON

06.08.2018 AT 3.00 P.M

AGENDA

1. PRAYER
2. WELCOME ADDRESS
3. REPORT ON THE QUALITY INITIATIVES TAKEN BY THE IQAC
4. ANY OTHER

IQAC Plan of Action and /Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year 2018-2019.

DETAILS OF QUALITY INITIATIVES TAKEN UP - CRITERIA WISE

Criterion – I - Curricular Aspects

1.1.1 Revision/ Updation of Syllabi

- B.Ed and M.Ed Syllabi are to be revised according to the need of the present scenario.
- Syllabi of content based pedagogy course of B.Ed. second year will be modified.
- Module will be created to enhance the teaching skills of student teachers as part of the ICSSR Major project

1.1.2 Programmes /Courses focused on Employability/Entrepreneurship/skill development During the Academic year

- Communication skill and Personality Development skills training programme will be given by lecturing and providing activities

1.2 Academic Flexibility

- 1.2.1 Swayam online course will be introduced to first year B.Ed and M.Ed Students as per the instruction of MHRD.
- 1.2.2 Students will be encouraged to select more than one elective to strengthen choice based credit system

1.3 Curriculum Enrichment

Value added courses like yoga and meditation, Library and Information science will be offered. The diploma course through IGNOU will be introduced.

Taking up Tutorial group projects by students at B.Ed, level

Seven group projects will be carried out by B.Ed students under the supervision of Tutorial Staff are as follows

S.No.	Name of the Staff	Title of the Project
1.	Dr.R.Selvamathi Sugirtha	Perception of gender differences in Science Intelligence
2.	Dr.V.Priya	Female prospective teachers attitude towards teaching profession
3.	Dr.K.P.Shanmuga Vadivu	Communication behavior of Student Teachers
4.	Dr. S. Velvizhi	Effect of Yoga practice to enhance mindfulness among

		student teachers
5.	Mrs.V.Arul selvi	e-waste awareness among pre-service teachers
6.	Dr.D.Kavitha	Goal orientation of IX standard students
7.	Mrs.R.Saraswathy	Stress coping skills among Mathematics high school teachers

1.4 Feedback System

1.4.1 Feedback will be collected from all the stake holders to redesign the B.Ed & M.Ed programmes

The feedback obtained will be analyzed by SWOT analysis and utilized for overall development of the institution

Criterion – II -Teaching, Learning and Evaluation

2.1 Students Enrolment and profile

B.Ed students are admitted through single window system as per the norms of NCTE and TNTEU

2.3 Teaching Learning Process

2.3.1 Teacher Educators are motivated to practice “Moodle” (Learning Management System) to augment the effective teaching and learning process

2.3.2 Student mentoring system is existing already and the Mentor : Mentee Ratio will be reduced as 1:7 in order to give an individual attention to the students

2.4 Teacher Profile and Quality

2.4.2 Teacher Educators are motivated to receive state/ National/International awards from government and recognized bodies

2.5 Evaluation Process and Reforms

Examination/ Evaluation Reforms initiated by the Institution

- Open Book Examination for M.Ed only.
- Double valuation for M.Ed & M.Phil
- Issue of Photocopy of answer sheets on request
- Online publication of results
- Transparent Internal Evaluation
- Trimester System of Examination for M.Phil
- Immediate Supplementary Examinations

2.7 Student Satisfaction Survey

Student Satisfaction Survey on overall institutional performance will be collected every year from the students by using the standardized questionnaire

Criterion – III -Research, Innovations and Extension

Proposals will be sent for Major and Minor Research projects to funding agencies such as ICSSR and NCERT

Under the auspices of IQAC Five Days Summer Boot Camp Programme on “Research paper Generation” was organized From 12.06.2018 to 09.07.2018

Details regarding major projects

Major projects	On going	Title
Number	1	Crafting and deploying Module on Transactional
Outlay in Rs. Lakhs	Rs 5,25,000	styles among student teachers (Funded by ICSSR)

Seminars

Proposal will be sent to various funding agencies to conduct National and State level Seminar / Workshop

Publication

Motivating faculty and Research Scholars to publish research articles in leading ISSN Peer reviewed UGC approved journals with high impact factor and publish Chapters in ISBN book

Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Doctoral Committee
- Research colloquium
- Workshop on research methodology
- Doctoral committee will meet to review the progress of Research work undertaken by Ph.D., scholars regularly after every six months.
- Research Colloquium will be organised on last Saturday of every month for M.Ed., M.Phil., and Ph.D. so as to enable the Research Scholars to discuss their Research work planned.
- Under the auspices of Research and Development Cell in house group projects were undertaken at different course level.

3.6 Extension activities

Extension programme will be conducted as a part of curriculum

Environmental awareness rally for public

Awareness programme on core values for adolescent students

Awareness on Road safety and traffic rules

Legal Awareness programme on Women's rights

Consumer awareness programme for B.Ed and M.Ed students

Visit to observance home (juvenile delinquents) for tutoring their school subjects

Visit to orphanage for giving life skill training

Visit to home for AIDS affected school children in Nilavarapatti, Salem

Plan to adopt a village to give awareness on environmental Cleanliness

Awareness lecture about healthy Food and nutrition for women

Extension programme will be organised through YRC and RRC Activities

It is planned to organize the following activities in the academic year 2018-2019

- Aids Awareness Rally
- Blood Donation Camp
- Awareness Programme on Disaster Management
- First Aid Training
- Fire Safety Programme
- Swatch campus
- Sapling Plantation
- General Health Check-up Camp
- Human Rights Awareness Programme
- Visit NGO Organisations
- Visit to small scale industries

3.7 Collaborations

3.7.2 Linkages with Institutions/ Industries for internship, on- the job training, project work, sharing of research facilities etc.

M.Ed students have sent for various teacher Education Institutions for the internship. Students from various institutions (Arts and Science, Nursing, Business Schools) are coming to the college for the purpose of their project work.

3.7.3 MoU signed with institutions

Memorandum of Understanding (MoU) has signed with Vethathiri Maharishi Institute for Spiritual and Intuitional Education and Educational wing of the World Community Service Centre, Temple of Consciousness, Aliyar, Pollachi.

Criterion – IV

Infrastructure and Learning Resources

It is planned to set a recording theatre with acoustics sound proof for preparing video and audio lessons.

Proposal to renovate the flooring area nearer to garden

Library as Learning Resources

Planned to purchase more number of reference books and subscribe the UGC approved journals.

4.3 IT Infrastructure

List of Plan to upgrade the technology infrastructure as follows

- Plagiarism Checker
- Increase the bandwidth of wi-fi connectivity in the campus(MBPS/GBPS)
- Broadband Connection
- Administrative e-governance
- Library automation
- ICT enabled Smart board teaching
- Using e-resources
- Hands on training on "R- Programming"
- Establishing Recording Theatre

Criterion – V

Student Support and Progression

5.1.1 Every year eligible students will be encouraged to get government scholarships and financial support and financial support will be given by the college also through the endowment created by the institution and College Aid fund for the needy students.

Yoga training will be given to the B.Ed Students by Vethathiri Maharishi Institute for Spiritual and Intuitional Education and Educational wing of the World Community Service Centre, Temple of Consciousness, Aliyar, Pollachi.

Plan to give soft skill and life skill training to enhance their capability.

Proposal to give more number of coaching classes for TET, CTET, NET, SET and other competitive exams to all the students and career counseling will be offered.

5.2 Student Progression

Students will be motivated to participate in the on campus interview and relevant skill based pre training will be given; more number of schools will be invited for conducting campus interview in and around Tamil Nadu and Alumni students also will be invited for the campus interview.

During the interview, data will be collected from the participants and analyzed by SWOT analysis for further improvement.

5.3 Students Participations and Activities

Students are motivated to perform District and State level sports and cultural events conducted by various organizations.

5.3.1 Alumni Engagement

- Cultural competition for Differently abled children
- Inter School recitation competition
- Quiz competition for B.Ed
- Oratorical competition for M.Ed
- Inter school Competition - Essay and Oratorical, drawing, chess

Meeting will be conducted twice in a year to plan the activities and finalize the budget proposal of Alumni Association.

Minutes of IGAC Meeting held on 06.08.2018
 at 3.00 P.M.

Members of the Internal quality assurance cell of Sri Sarada College of Education, Salem met in the controllers office at 3.00 P.M on 06.08.2018

Agenda

To Consider


1. Prayer
2. Confirmation of plan of action in the academic year 2018-19
3. Any other

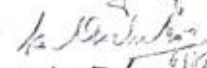
The first item of the agenda is confirmation of plan of action. Action plan for the academic year 2018-19 was presented by Dr. V. Priya in a elaborate manner. The members appreciated the action plan and approved the agenda. The members suggested to enclose the ^{students} evidence regarding NET/SET/TRB/TET and other competitive examinations cleared. Efforts may be taken to implement the suggestions given by 80% of students in their Students Satisfaction Survey. Self-tailored e-content Preparation should be taken by the faculty members for all the courses.

Members

- (a) Chair person: Dr. S. Santhi, Principal.
- (b) Senior teachers
 Dr. R. Selvamathi Sugirtha, Asst Prof of Biological
 Dr. V. Priya, Asst Prof of Phy. Science & IGAC
 Dr. K. P. Shanmuga Vadivu, Asst Prof of
 Dr. K. Kamaladevi, Asst Prof of English Language & Literature
 Dr. S. Velvizhi, Physical Director
 Mrs. V. Arulselvi, Asst Prof of Education

Dr. D. Kavitha, Asst Prof of Tamil
Mrs. A. Kavitha, Librarian
Mrs. K. Saraswathy, Asst Prof of Mathematics


D. Kavitha
R. Sathya

- c. Management Representative: Dr. P. Pongarajaki
P. Pongarajaki
- d. External Expert: Dr. K. Nachimuthu, 
Prof and Head Dept of Education
Periyar University, Salem
- e. Senior Administrative Staff: Mrs. S. Chitra. 