

SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM-16
REACCREDITED BY NAAC WITH “A” GRADE (III Cycle)



MINUTES OF THE MEETING OF IQAC 2020-2021

Minutes of the First Meeting of IQAC

Meeting Date: 16th July 2020 **Time:** 11.30 a.m **Venue:** Google Meet

A first meeting of the IQAC of Sri Sarada College for Education (Autonomous) is convened on 16.07.2020. Due to COVID – 19 pandemic situations, in lieu of college premises the meeting was conducted online mode via Virtual Platform Google Meet application.

Meeting Agenda

Item No	Item Name	Page No
IQ.01.01	Welcome Address	3
IQ.01.02	Approval of the previous meeting minutes held on 20.03.2020	3
IQ.01.03	Report of the previous year activities 2019-2020	3
IQ.01.04	Quality initiatives to be taken by the IQAC (Action Plan)	3
IQ.01.05	Vote of Thanks	3
Appendix		
Annexure – I. IQAC Action Plan 2020 – 21		4
Annexure – II. Action Taken Report		9

Item No: IQ.01.01: Welcome address: Dr. S. Santhi, Principal, Sri Sarada College of Education, rendered the Welcome Address

Item No: IQ.01.02: Approval of the minutes of the previous meeting held on 20.03.2020. Dr. K. P. Shanmuga Vadivu, Assistant professor of Education has shared the screen which comprise the Minutes of the previous meeting held on 20.03.2020.

---Decision--- for the above item, Members of the IQAC reviewed the minutes of the previous meeting held on 20th March 2020 of IQAC and resolved to confirm the same.

Item No. IQ.01.03: Report of the previous year activities 2019-2020. The coordinator – IQAC has elaborately presented the report of the previous year activities

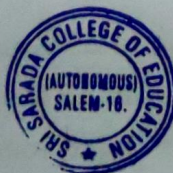
---Decision--- Members of the IQAC reviewed the activities carried for the academic year 2019-2020. Members of the IQAC has noted all the activities.

Item No. IQ.01.04: Quality initiatives to be taken by the IQAC (Action Plan): Dr. V. Priya, coordinator – IQAC has presented the complete action plan which comprised the quality initiatives planned by the IQAC for the academic year 2020 – 21.

---Decision--- The member of the IQAC reviewed the plan of action chalked out by the IQAC. Members suggested to prepare complete action plan for NAAC reaccreditation (Cycle 4) towards quality enhancement and to organize faculty development programme for the same. At end, members of the IQAC approved the action plan.

Item No. IQ.01.05: Vote of Thanks: Dr. V. Priya, coordinator – IQAC proposed the Vote of Thanks

Coordinator
Internal Quality Assurance Cell
Sri Sarada College of Education
(Autonomous), Salem-16.



S. Santhi
Principal

Sri Sarada College of Education
(Autonomous), Salem-16.
PRINCIPAL
Sri Sarada College of Education
(Autonomous)
SALEM-636 016.

S.No.	Name and Designation	Signature
1	Dr.S.Santhi Principal (Chairperson)	S. S. Santhi
2	Yatiswari Vinayakapriya Member from Management	Yatiswari Vinayakapriya
3	Mrs.S.Chitra Senior Administrative Officer	S. Chitra
4	Dr.V.Priya Coordinator- IQAC	V. Priya
5	Dr.R.Selvamathi Sugirtha Member - Teacher Representative	R. S. S. Sugirtha
6	Dr.K.P.ShanmugaVadivu Member - Teacher Representative	Dr. K. P. Shanmuga Vadivu
7	Dr.K.Kamala Devi Member - Teacher Representative	K. Kamala Devi
8	Dr.S.Velvizhi Member - Teacher Representative	S. Velvizhi
9	Dr.V.Arulselvi Member - Teacher Representative	V. Arulselvi
10	Dr.D.Kavitha Member - Teacher Representative	D. Kavitha
11	Dr.R.Saraswathy Member - Teacher Representative	R. Saraswathy
12	Mrs.A.Kavitha Member - Teacher Representative	A. Kavitha
13	Mr.Senthil Kumar Nominee from Local Society	S. Senthil Kumar
14	Mrs. S. N. Hemalatha Nominee from Employers	S. Hemalatha
15	V. Harini Nominee from Student	V. Harini
16	Dr. S. S. Jayanthi Devi Nominee from Alumni	S. S. Jayanthi Devi
17	Mrs. N. Shenbagavalli Nominee from Industrialists	N. Shenbagavalli
18	Ms. K. Malarvizhi Nominee from Stakeholder (Parent)	K. Malarvizhi
19	Dr. P. Srinivasan Educational Expert	P. Srinivasan
20	Dr. A. Michael Leo Educational Expert	A. Michael Leo

Minutes of the Second Meeting of IQAC

Meeting Date: 29th October 2020 Time: 02.00 PM Venue: Google Meet

The second meeting of the IQAC of Sri Sarda College for Education (Autonomous) is convened on 29.10.2020. Due to COVID – 19 pandemic situations, in lieu of college premises the meeting was conducted online mode via Virtual Platform Google Meet application.

Meeting Agenda

Item No	Item Name	Page No
IQ.02.01	Welcome Address	02
IQ.02.02	Approval of the previous meeting minutes held on 16.07.2020	02
IQ.02.03	Activities carried out during the period between September to November 2020	03
IQ.02.04	Activities yet to be carried out regarding NAAC	03
IQ.02.05	Approval of Uploading AQAR 2019-2020	03
IQ.02.06	Vote of Thanks	03
	Appendix	
	Annexure – 1. Action Taken Report	04

Members Present

S.No.	Name and Designation	IQAC Designation
1	Dr S. Santhi	Principal (Chairperson)
2	Yatiswari Vinayakapriya	Member from Management
3	Mrs. S. Chitra	Senior Administrative Officer
4	Dr. V. Priya	Coordinator – IQAC
5	Dr. R. Selvamathi Sugirtha	Member – Teacher Representative
6	Dr. K. P. Shanmuga Vadivu	Member – Teacher Representative
7	Dr. K. Kamala Devi	Member – Teacher Representative
8	Dr. S. Velvizhi	Member – Teacher Representative
9	Dr. V. Arulselvi	Member – Teacher Representative
10	Dr. D. Kavitha	Member – Teacher Representative
11	Dr. R. Saraswathy	Member – Teacher Representative
12	Mrs. A. Kavitha	Member – Teacher Representative
13	Mr. Senthil Kumar	Nominee from Local Society
14	Mrs. S. N. Hemalatha	Nominee from Employers
15	V. Harini	Nominee from Student
16	Dr. S. S. Jayanthi Devi	Nominee from Alumni
17	Mrs. N. Shenbagavalli	Nominee from Industrialists
18	Ms. K. Malarvizhi	Nominee from Stakeholder (Parent)
19	Dr. P. Srinivasan	Educational Expert – 1
20	Dr. A. Michael Leo	Educational Expert – 2

Members Absent - Nil

Item No: IQ.02.01: Welcome address: The Principal Dr. S. Santhi rendered the Welcome Address

Item No: IQ.02.02: Approval of the minutes of the previous meeting held on 16.07.2020. The coordinator – IQAC has shared the screen which comprise the Minutes of the previous meeting held on 16.07.2020.

--**Decision**-- for the above item, Members of the IQAC reviewed the minutes of the 1st meeting of IQAC and resolved to confirm the same.

Item No. IQ.02.03: Activities carried out during the period 16.07.2020 to 29.10.2020.
The coordinator – IQAC has elaborately presented the activities carried out during the period 16.07.2020 to 29.10.2020.

---**Decision**---: Members of the IQAC reviewed the activities carried out during the period 16.07.2020 to 29.10.2020 Members of the IQAC has noted all the activities.

Item No. IQ.02.04: Activities carried out regarding NAAC- Faculty Development Programme on NAAC-Revised Accreditation Framework was held from 14th to 16th October 2020.

---**Decision**---: Members of the IQAC reviewed the criterion wise activities carried out during the last three months. The expert member of IQAC suggested the following.

Item No. IQ.02.05: Approval of Uploading AQAR 2019-2020. The Coordinator – IQAC presented the details of AQAR – 2020.

---**Decision**---: Members of the IQAC reviewed the contents of AQAR – 2020 which was uploaded in NAAC – Higher Education Web Portal. The gray area was discussed and members of IQAC forwarded to the report of AQAR 2019 - 2020 to the Academic Council for the approval.

At the end, Members of the IQAC resolved to accept the activities carried out for NAAC.

Item No. IQ.02.06: Vote of Thanks: Dr. Priya, Coordinator – IQAC proposed the Vote of Thanks

Coordinator
Internal Quality Assurance Cell
Sri Sarada College of Education
(Autonomous), Salem-16.



S. S. ...
Principal

Sri Sarada College of Education
(Autonomous), Salem-16.
PRINCIPAL
Sri Sarada College of Education
(Autonomous)
SALEM-636 016

Minutes Read

S.No.	Name and Designation	Signature
1	Dr S. Santhi, Principal, SSCE, Salem	S. Santhi
2	Yatiswari Vinayakpriya Management Member	Yatiswari Vinayakpriya
3	Mrs. S. Chitra Senior Administrative Officer	S. Chitra
4	Dr. V. Priya Coordinator - IQAC	V. Priya
5	Dr. R. Selvamathi Sugirtha Member - Teacher Representative	R. Selvamathi
6	Dr. K. P. Shanmuga Vadivu Member - Teacher Representative	K. P. Shanmuga Vadivu
7	Dr. K. Kamala Devi Member - Teacher Representative	K. Kamala Devi
8	Dr. S. Velvizhi Member - Teacher Representative	S. Velvizhi
9	Dr. V. Arulsevi Member - Teacher Representative	V. Arulsevi
10	Dr. D. Kavitha Member - Teacher Representative	D. Kavitha
11	Dr. R. Saraswathy Member - Teacher Representative	R. Saraswathy
12	Mrs. A. Kavitha Member Teacher Representative	A. Kavitha
13	Mr. Senthil Kumar Nominee from Local Society	Senthil Kumar
14	Mrs. S. N. Hemalatha Nominee from Employers	S. N. Hemalatha
15	Miss V. Harini I - B.Ed SSCE, Salem	V. Harini
16	Dr. S. S. Jayanthi Devi Nominee from Alumni	S. S. Jayanthi Devi
17	Mrs. N. Shenbagavalli Nominee from Industrialist	N. Shenbagavalli
18	Ms. K. Malarvizhi Nominee from Parent	K. Malarvizhi
19	Dr. P. Srinivasan Educational Expert	P. Srinivasan
20	Dr. A. Michael Leo Educational Expert	A. Michael Leo

S. S. Santhi

PRINCIPAL
Sri Sarada College of Education
(Autonomous)
SALEM-636 016

Minutes of the Third Meeting of IQAC

Meeting Date: 29th January 2021 Time: 11.00 AM Venue: Google Meet

A Third meeting of the IQAC of Sri Sarada College for Education (Autonomous) is convened on 29.01.2021. Due to COVID – 19 pandemic situations, in lieu of college premises the meeting was conducted online mode via Virtual Platform Google Meet application.

Meeting Agenda

Item No	Item Name	Page No
IQ.03.01	Welcome Address	
IQ.03.02	Approval of the previous meeting minutes held on 29.10.2020	
IQ.03.03	Activities carried out during the period between 29.10.2020 to 29.01.2021	
IQ.03.04	Activities yet to be carried out regarding NAAC	
IQ.03.05	Vote of Thanks	
	Appendix	
	Annexure – 1. Action Taken Report	

Item No: IQ.03.01: Welcome address: The Principal of Sri Sarada college of Education rendered the Welcome Address

Item No: IQ.03.02: Approval of the minutes of the previous meeting held on 29.10.2020. Dr. K. P. Shanmuga Vadivu, Assistant Professor of Education, has shared the screen which comprise the Minutes of the previous meeting held on 29.10.2020.

---Decision--- for the above item, Members of the IQAC reviewed the minutes of the 2nd meeting of IQAC and resolved to confirm the same.

Item No. IQ.03.03: Activities carried out during the period 29.10.2020 to 29.01.2021. The coordinator – IQAC has presented the activities carried out during the period 29.10.2020 to 29.01.2021.

---Decision--- Members of the IQAC reviewed the activities carried out during the period 29.10.2020 to 29.01. 2021. Members of the IQAC has noted all the activities.

Item No. IQ.03.04: Activities carried out regarding NAAC.

---Decision--- Members of the IQAC reviewed the criterion wise activities carried out during the last three months. The expert member of IQAC suggested the following.

- (A) To organize national webinar on recent trends
- (B) To organize porgrammes through Alumni Members
- (C) To incorporate more ICT – Tools in Teaching – Learning process
- (D) Encourage the faculty members to submit more research proposals

At the end, Members of the IQAC resolved to accept the activities carried out for NAAC.

Item No. IQ.03.05: Vote of Thanks: Dr. V. Priya, Coordinator – IQAC proposed the Vote of Thanks.

Coordinator
Internal Quality Assurance Cell
Sri Sarada College of Education
(Autonomous), Salem-16.



S. S. [Signature]
Principal

Sri Sarada College of Education
(Autonomous), Salem-16.
PRINCIPAL
Sri Sarada College of Education
(Autonomous)
SALEM-636 016.

Minutes Read

S.No.	Name and Designation	Signature
1	Dr. S. Santhi, Principal, SSCE, Salem	S. S. Santhi
2	Yatiswari Vinayakpriya Management Member	Yatiswari Vinayakpriya
3	Mrs. S. Chitra Senior Administrative Officer	S. Chitra
4	Dr. V. Priya Coordinator - IQAC	V. Priya
5	Dr. R. Selvamathi Sugirtha Member - Teacher Representative	R. S + S - R
6	Dr. K. P. Shanmuga Vadivu Member - Teacher Representative	K. P. Shanmuga Vadivu
7	Dr. K. Kamala Devi Member - Teacher Representative	K. Kamala Devi
8	Dr. S. Velvizhi Member - Teacher Representative	S. Velvizhi
9	Dr. V. Arulselvi Member - Teacher Representative	V. Arulselvi
10	Dr. D. Kavitha Member - Teacher Representative	D. Kavitha
11	Dr. R. Saraswathy Member - Teacher Representative	R. Saraswathy
12	Mrs. A. Kavitha Member - Teacher Representative	A. Kavitha
13	Mr. Senthil Kumar Nominee from Local Society	Senthil Kumar
14	Mrs. S. N. Hemalatha Nominee from Employers	S. N. Hemalatha
15	Miss V. Harini I - B.Ed. SSCE, Salem	V. Harini
16	Dr. S. S. Jayanthi Devi Nominee from Alumni	S. S. Jayanthi Devi
17	Mrs. N. Shenbagavalli Nominee from Industrialist	N. Shenbagavalli
18	Ms. K. Malarvizhi Nominee from Parent	K. Malarvizhi
19	Dr. P. Srinivasan Educational Expert	P. Srinivasan
20	Dr. A. Michael Leo Educational Expert	A. Michael Leo

Minutes of the Fourth Meeting of IQAC

Meeting Date: 13th March 2021 Time: 02.00 PM Venue: Google Meet

A fourth meeting of the IQAC of Sri Sarda College for Education (Autonomous) is convened on 13th March 2021. Due to COVID – 19 pandemic situations, in lieu of college premises the meeting was conducted online mode via Virtual Platform Google Meet application.

Meeting Agenda

Item No	Item Name	Page No
IQ.04.01	Welcome Address	
IQ.04.02	Approval of the previous meeting minutes held on 29.01.2021	
IQ.04.03	Action Taken Reports presented by the Coordinator IQAC	
IQ.04.04	Activities carried out during the period between 29.01.2021 and 13.03.2021	
IQ.04.05	Activities carried out regarding NAAC	
IQ.04.06	Vote of Thanks	
	Appendix	
	Annexure – 1. Action Taken Report	

Members Present

S.No.	Name and Designation	IQAC Designation
1	Dr S. Santhi	Principal (Chairperson)
2	Yatiswari Vinayakapriya	Member from Management
3	Mrs. S. Chitra	Senior Administrative Officer
4	Dr. V. Priya	Coordinator – IQAC
5	Dr. R. Selvamathi Sugirtha	Member – Teacher Representative
6	Dr. K. P. Shanmuga Vadivu	Member – Teacher Representative
7	Dr. K. Kamala Devi	Member – Teacher Representative
8	Dr. S. Velvizhi	Member – Teacher Representative
9	Dr. V. Arulselvi	Member – Teacher Representative
10	Dr. D. Kavitha	Member – Teacher Representative
11	Dr. R. Saraswathy	Member – Teacher Representative
12	Mrs. A. Kavitha	Member – Teacher Representative
13	Mr. Senthil Kumar	Nominee from Local Society
14	Mrs. S. N. Hemalatha	Nominee from Employers
15	V. Harini	Nominee from Student
16	Dr. S. S. Jayanthi Devi	Nominee from Alumni
17	Mrs. N. Shenbagavalli	Nominee from Industrialists
18	Ms. K. Malarvizhi	Nominee from Stakeholder (Parent)
19	Dr. P. Srinivasan	Educational Expert
20	Dr. A. Michael Leo	Educational Expert

Members Absent - Nil

Item No: IQ.04.01: Welcome address: The Principal of Sri Sarada college of Education rendered the Welcome Address

Item No: IQ.04.02: Approval of the minutes of the previous meeting held on 29.01.2021. Dr. R. Selvamathi Sugirtha, Assistant Professor of Biological Science, shared the screen which comprise the Minutes of the previous meeting held on 29th January 2021.

---**Decision**---: for the above item, Members of the IQAC reviewed the minutes of the 3rd meeting of IQAC and resolved to confirm the same.

Item No: IQ.04.03: Action Taken Reports presented by the coordinator – IQAC: The Coordinator – IQAC has presented the Action Taken Reports (ATRs) of action plan of the previous meeting. ATRs is enclosed as **Annexure – I**

---**Decision**---: Members of the IQAC reviewed the Action Taken Reports and the IQAC noted the activities conducted / submitted in the action taken report.

Item No. IQ.04.04: Activities carried out during the period between December 2020 and February 2021. The coordinator – IQAC has presented the activities carried out during the period between December 2020 and February 2021.

---**Decision**---: Members of the IQAC reviewed the activities carried out during the period between December 2020 and February 2021 Members of the IQAC has noted all the activities.

Item No. IQ.04.05: Discussion regarding NAAC with our Sister Concern SSC. The coordinator – IQAC and all faculty members of Sri Sarada college of Education discussed with senior Faculty members of SSC about the Action Plan of NAAC Accreditation process during the fourth cycle.

---**Decision**---: Members of the IQAC reviewed the activities carried out during the last three-month Criteria's regarding NAAC. The expert member of IQAC suggested the following

- (1) All the faculty member shall upload the research publications in Google Scholar.
- (2) A mutual bond should be created with the Co-operating schools about the new regulations on school internship, as the Internship is 4 weeks in the first year and 4 months practice teaching in the second year.
- (3) The members insisted all faculty members to publish research articles in the Scopus, web of science or UGC care list journals.
- (4) The members suggested the staff members to prepare e-content for B.Ed. and M.Ed. Curriculum. The members mentioned to highlight the co-curricular and extra-curricular activities organized by the students during their internship.

At the end, Members of the IQAC resolved to accept the activities carried out for NAAC.

Item No. IQ.04.06: Vote of Thanks: Dr. V. Priya, Coordinator – IQAC proposed the Vote of Thanks

Coordinator

Internal Quality Assurance Cell
Sri Sarada College of Education
(Autonomous), Salem-16.



S. S. S. S.
Principal

Sri Sarada College of Education
(Autonomous), Salem-16.
PRINCIPAL
Sri Sarada College of Education
(Autonomous)
SALEM-636 016.