

ST. IGNATIUS COLLEGE OF EDUCATION (AUTONOMOUS)



Internal Quality Assurance Cell (2018-2019)

S.no	Plan of Action	Action Taken
1.	To encourage first year students to qualify in the Bridge courses: Communicative English and Italic Writing Skills.	Bridge courses like Communicative English Course, Italics Writing Skill course were introduced to enable the first year students to develop their spoken English skills and legible Italic writing skills. Timetable was prepared and faculties in-charge of Bridge courses were instructed to carry out the Bridge course sessions effectively from 25.06.2018 to 11.07.2018. The students gained motivation and self-confidence in speaking English and writing in Italics after the completion of their bridge courses. After gaining expertise through regular practice student teachers are encouraged to write in italics in record notebooks and assignments submitted.
2.	To motivate faculty to organize seminars and workshops and to	International Seminar -1, State Seminars – 3, Workshops – 10 were organized

	conduct Faculty Development Programme.	successfully in various topics. Many faculties and students participated and benefitted from the seminars and workshops conducted. Faculty Development Programme was organized on 20.09.2018 enriching faculty with effective mentoring techniques. Staff Enhancement Programme was organized for two days, 04.10.2018 & 05.10.2018 on topic "Theme Centered Interaction" enriching faculty with concepts of group therapy and group dynamics.
3.	To support faculty, publish books on their interested subjects.	Discussions were made and planned to bring about publications in future.
4.	To update the library with e-resources and latest version of books and subscription of more educational magazines and journals.	Our library was equipped with DELNET for encouraging e-learning and assessing e-resources. In order to strengthen the knowledge resources of the library 212 books were procured 21 journals were subscribed. Faculty and students were asked to use library consistently and motivated to be maintain perseverance towards gaining and updating their knowledge.
5.	To provide secured Wi-Fi facilities to students and faculty for educational reference of available on-line resources.	The students and faculty were provided with computers with good internet connectivity within the campus. It is planned to provide secured public Wi-Fi

		connections within college campus from next year.
6.	To conduct sports meet for encouraging students to give importance for physical health.	Organized TNTEU district level Intercollegiate sports meet and Cultural competition on 28.01.2019 & 29.01.2019. Students from many colleges in our district participated in the sports meet and cultural competition. Our Students were motivated to care and maintain their physical wellness. Our students not only won medals but behaved well-disciplined anticipating the given chances which proved their interest, credibility and excellence in sports.
7.	To encourage faculty members to counsel students who needs psychological counseling.	Faculty equipped with Psychological counselling procedures were assigned to counsel students with acute emotional problems and problems related to their academic progress. This initiative recuperates the wellness of the mind and spirit of the students. Establishment of 'Counseling Cell' with clinical psychologist has been planned to be organized from next academic year.
8.	To get feedback from students of all departments.	Structured feedback is collected and critically analyzed as a cooperative task. Improving the performance of faculty, assessing the effectiveness of instructional

		strategies followed are the net results.
9.	To train students qualify for competitive exams in teaching profession.	Model Teacher Eligibility Test (TET) was conducted on 25.09.2018 to equip the students to get qualified for their professional competitive exam of Tamilnadu Government.
10.	To initiate students participate in add-on courses like Yoga and ICT.	Practice of yoga in day to day life enriches coordination of mental and physical skills. Hands on training in computers and its applications enable students to use and utilize technology for gaining knowledge and improving their cognitive skills. Students enrolled and participated successfully in Yoga and ICT classes which were facilitated by allotted faculty.

Minutes of IQAC Meeting 2018-2019

Meeting 1

Date: 03-06-2018

Time: 2.30 p.m.

Venue: Technology Hall

Agenda:

- Plan for the academic year 2018-2019
- Conduct Orientation programme for first semester students
- Prepare schedule for Bridge course, Time table & Internship
- Allot staffs in-charge for theory papers

Members Present

1. Rev. Sr. Dr .A. Nirmala Devi
2. Dr. E. C. Punitha
3. Dr. M. Maria Saroja
4. Dr. A. Faritha Begum
5. Dr. N. Theresita Shanthi
6. Mrs. A. Nancy
7. Dr. R. Indra Mary Ezhilselvi
8. Dr. G. Esther Maragathamani

Minutes

- **Plan for the academic year 2018-2019:** Reviewing the AQAR report of the previous academic year in departmental wise analysis of quality of activities, result analysis, students feedback, best instructional practice implementation and its continuation etc., tentative academic year 2018-2019 calendar was prepared.

Based on the previous year learning, tentative time table and faculty allotment were distributed and discussed. Faculty Development programme date feasibility was discussed among the members. Faculties were encouraged to focus and give importance to research. Publication of research articles and books by faculty members were short-listed.

- **Conduct Orientation programme for first semester students:** Tentative dates and other related arrangements including selection of resource persons for the orientation programme of first year students were discussed. It was discussed dates from 25.06.2018 to 11.07.2018 to be finalized and Conference hall was selected as the venue for the orientation programme.
- **Prepare schedule for Bridge course, Time table & Internship:** Informations regarding admission of first year students so far and number of students in every department was shared by the chair person. Faculties in charge of their optional subjects were directed to adhere to the strict rules of speaking English and maintenance of attendance for every hour in the classroom. There was no change in the venue of classrooms for all the departments. Details regarding bridge courses on Communicative English and Italics Writing Practice were discussed. Faculty was instructed to motivate students to participate in the bridge courses beneficially.
- **Allot staffs in-charge for theory papers:** 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. Each faculty will have 10 to 20 students grouped under their mentorship. 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. Faculties were insisted to use library consistently and to conduct and participate more in seminars, conferences and workshops in the current academic year.

Meeting 2

Date: 01-11-2018

Time: 11.30 a.m.

Venue: Technology Hall

Agenda:

- Review of activities of the Odd Semester
- Plan and conduct First Semester Examinations
- Conduction of Practical Examinations
- Organize National Seminar on: “Towards Gender Sensitivity – An Eclectic Perspective”.

Members Present

1. Rev. Sr. Dr .A. Nirmala Devi
2. Dr. E. C. Punitha
3. Dr. M. Maria Saroja
4. Dr. A. Faritha Begum
5. Dr. N. Theresita Shanthi
6. Mrs. A. Nancy
7. Dr. R. Indra Mary Ezhilselvi
8. Dr. G. Esther Maragathamani

Minutes

- **Review of activities of the Odd Semester:** The schedule, planning and execution of orientation, demonstration, observation of classes in model school, microteaching, school visits were fruitful. Students have expressed their satisfaction about the teaching learning and evaluation processes. III Semester students underwent internship training. The involvement of faculty in visiting

and evaluating intensive teaching practice was appreciable. A review of the reports collected from the guide teachers and heads of the supporting schools, were recorded to know our strength and weaknesses in formation of effective teachers. To increase the employability of the prospective teachers, model TET exam was conducted. Some members of IQAC registered their opinion to intensify the coaching programme. Hence, it is resolved to increase the hours of coaching, supply more learning material and the model examination for TET would be conducted twice from the next academic year.

- **Plan and conduct First Semester Examinations:** Discussions on execution and evaluation of first semester exam were made with the examination committee and finally with fair distribution of work the members accepted to take their own responsibilities in carrying out the examination process. The Chairperson appreciated the faculty for preparing question bank for their courses so that the students could equip themselves with ease.
- **Conduct Practical Examinations:** The practical examinations for the second year students is decided to be held on 06.12.2018 and 07.12.2018. The Chairperson shared information about the plan, arrangements of hall for the evaluation of teaching competency and display of records of training programmes to be evaluated by the panel of experts appointed as external examiners.
- **Organize National Seminar: “Towards Gender Sensitivity – An Eclectic Perspective”:** The members of the IQAC shared about the upcoming event of national seminar focusing on issues of gender disparities which was to be organized on 20.11.2018 by our Principal Rev.Sr. Dr. Nirmala Devi. Arrangements of venue and speakers for the sessions and distribution of certificates were discussed and finalized. The Chairperson encouraged all to take initiatives for conducting seminars and workshop in the current academic year.

Meeting 3

Date: 04-01-2019

Time: 2.30 p.m.

Venue: Technology Hall

Agenda:

- Schedule for the even Semester
- Plan and organize International TCI workshop
- Plan and organize Intercollegiate Sports and Cultural Meet called in by TNTEU.
- Organize Club activities
- Citizenship Training Camp
- Conduct Alumni Meet

Members Present

1. Rev. Sr. Dr .A. Nirmala Devi
2. Dr. E. C. Punitha
3. Dr. M. Maria Saroja
4. Dr. A. Faritha Begum
5. Dr. N. Theresita Shanthi
6. Mrs. A. Nancy
7. Dr. R. Indra Mary Ezhilselvi
8. Dr. G. Esther Maragathamani

Minutes

- **Schedule for the even Semester:** A critical analysis of I Semester examination results and the performance of the student teachers in the practical examinations was done. An impartial SWOT analysis was done with equal

participation of all the members of IQAC. From the score variables, instructional strategies of teaching with technology were stressed. The Co-ordinator checked with the members whether white boards with LCD projectors provided, were used promptly in every classroom. An open discussion ended up with a successful planning of schedule for the even semester. Distribution of work and classroom allotment for II semester as well as IV Semester students was the area of focus.

- **Organize Club activities:** Initiatives to organize various club activities were taken. Faculty in charge of every club was asked 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 were considered for revision before dates of club activities were confirmed.
- **Plan and organize International TCI workshop:** Principal Rev. Dr. A. Nirmala Devi for organizing a five days International workshop on “Theme Centered Interaction” from 16.01.2019 to 20.01.2019. This workshop was announced to be the first workshop in Tamilnadu started by “Ruth Cohn Institute – India”. Dr. X. Rosary Mary, the former Director of Youth Welfare Department of MS University, Tirunelveli and Prof. Karin Kritzche from Germany were supposed to be the facilitators of the workshop. The arrangements for the venue and dates regarding distribution of certificates were discussed and finalized. The members of the IQAC appreciated the efforts made by our Principal to organize this five days International workshop. Hard and soft copies of documentation of the workshop were requested to be submitted to the IQAC.
- **Plan and organize Intercollegiate Sports and Cultural Meet called in by TNTEU:** In accordance with the guidelines given by the TamilNadu Teachers Education University, our College holds the responsibility of conducting district level Sports and Cultural Meet. It was resolved that Sports meet will be conducted in Anna Stadium nearby and our institution will serve as the venue for Cultural competitions and the Validiction.
- **Citizenship Training Camp:** The members of the IQAC appreciated the efforts made by our Principal for volunteering herself to lead a helping camp in

the Gaja Cyclone struck area with a batch of first year students from 11.12.2018 to 18.12.2018 and arrangement of facilities for the Citizenship Training camp at Melaputhaneri Village from 28.09.2018 to 30.09.2018 .

- **Conduct Alumni Meet:** The plan for conducting Alumni meeting for 2018-2019 academic year was instigated by our Principal which was welcomed by the IQAC. The feasibility of Alumni meeting dates were discussed and needed arrangements was forwarded to the faculty in-charge of the alumni association. Teachers from our model school were to be invited for our alumni meet. The members of IQAC disbursed with allocation of responsibilities for a successful event of alumni meet.

Meeting 4

Date: 05-05-2019

Time: 2.30 p.m.

Venue: Technology Hall

Agenda

- Reporting and Discussion on Academic and Administrative Audit (AAA)
- Conduction of Seminars
- Review of activities of the even semester.

Members Present

1. Rev. Sr. Dr .A. Nirmala Devi
2. Dr. E. C. Punitha
3. Dr. M. Maria Saroja
4. Dr. A. Faritha Begum

5. Dr. N. Theresita Shanthi
6. Mrs. A. Nancy
7. Dr. R. Indra Mary Ezhilselvi
8. Dr. G. Esther Maragathamani

Minutes

- **Reporting and Discussion on Academic and Administrative Audit:** The main purpose of convening this IQAC meeting was to make all the members of the staff aware of the report of the Peer team after the Academic and Administrative Audit of our Institution. The Principal and IQAC coordinator explained in detail, the response of the Peer team members about our activities throughout the academic year 2018-2019. The suggestions of the AAA were considered with due respect. The aspects to be focused and the aspects to be revised are discussed. As suggested by all the members of IQAC, the Principal and Coordinator met all the staff both teaching and non-teaching and had a constructive discussion on the areas for improvement. It was made clear to realize that these are not criticism or mere appreciation; the purpose of the audit is to improve ourselves to meet with the requirements to achieve the vision and objectives of our institution.
- **Conduction of Seminars:** IQAC appreciated the efforts taken by the faculty in organizing Seminars on “Cyber Crime” and National level seminar on “Moving Towards Plastic Free Future”. The IQAC team recommended the papers presented, to be published in our institution’s Research Journal ‘Inigo Edu Research’ with ISSN number. It served as a motivation for further activities.
- **Review of activities of the even semester:** The Chairperson appreciated the contributions of all the members of the IQAC team for their efforts in implementing the resolutions passed on by the IQAC. All the members are requested to contribute for the Plan of Action for the next academic year which would bring about overall development of our students.
