



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

Internal Quality Assurance Cell (IQAC) Meeting Minutes

 ST.IGNATIUS COLLEGE OF EDUCATION (AUTONOMOUS) Accredited with 'A' grade by NAAC (Second Cycle) Palayamkottai – 627 002
Internal Quality Assurance Cell (IQAC) In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the Internal Quality Assurance Cell (IQAC) has been established in the College since 11.10.2004. The primary aim of IQAC is to develop a system for conscious, consistent and catalytic improvement of overall performance of the institution. Objectives of IQAC: ➤ To ensure continuous improvement in the academic and administrative actions of the institution. ➤ To ensure stakeholders, equitable access and affordability and quality sustenance. ➤ To develop measures for optimization and integration of resources for the benefit of the society, through educational programme. ➤ To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices. Functions of IQAC: ❖ Establish and implement a quality system encompassing teaching, research and consultancy. ❖ Promote pedagogical innovation for effective teaching-learning. ❖ Encourage use of e-resources for Teaching and Learning. ❖ Organize relevant Faculty Development Programmes, Seminars, workshops to meet the changing needs of the developing society. 1



**ST.IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)**

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

IQAC Composition

2016-2017

Sl.No.	Name	Category
1.	Dr. R. Rajeswari Principal	Chairperson
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator
8.	Rev. Sr. Dr. L. Vasantha Medona Assistant Professor of Mathematics	Teacher Educator
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator
10.	Mrs. T. Glory Bai Assistant	Administrative Staff
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder
14.	Dr. P. Annaraja Educationist	External Expert



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

IQAC Student Representatives

2016-2017

1.	R. P. Selva Suganthi Keshiya M. Phil. Scholar	Student Representative
2.	D. Chandrababha Prospective Teacher Educator	Student Representative
3.	R. Blessy Grashma Prospective Teacher	Student Representative
4.	N. Annie Madhumita Prospective Teacher	Student Representative
5.	S. Pravinla Prospective Teacher	Student Representative
6.	R. Esther Pretty Prospective Teacher	Student Representative
7.	M. Kaja Bathru Prospective Teacher	Student Representative
8.	P. Esakkiyammal Prospective Teacher	Student Representative
9.	K. Ananthi Prospective Teacher	Student Representative
10.	Ms. A Sathya Prabha Prospective Teacher	Student Representative

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>Rev. A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>Lily Pushpam</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Rev. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>Mrs. Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



**ST.IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)**

**Accredited with 'A' grade by NAAC (Second
Cycle)**

Palayamkottai – 627 002

Meeting 1

The first meeting of IQAC was held on 15.07.2016 in the Educational Technology Hall at 10 a.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- ❖ Planning for Orientation Programme for first year students.
- ❖ Planning for Board of Studies meeting
- ❖ Discussion for revision of syllabus
- ❖ Schedule for Bridge Course
- ❖ Staff allotment for all courses

Minutes:

It was unanimously decided to conduct orientation programme for first year students on 02.08.2016. The Principal will orient the students on B. Ed. Programme. The Dean of the College will orient the student teachers about the courses of study and their objectives. The Controller of Examination will explain the examination pattern and mode of assessment.

The Board of Studies will be on 12.08.2016. The faculty members have to revise and submit the syllabus to the Dean office at the earliest. Care has to be taken to include latest updates in the subjects concerned.

Bridge course for first year students will be conducted from 02.08.2016 to 06.08.2016. The topics related to the holistic development of the learners will be dealt with.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>Lily Pushpam</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasantha Medona Assistant Professor of Mathematics	Teacher Educator	<i>Dr. L. Vasantha Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting 2

The meeting of IQAC was held on 19.08.2016 in the Educational Technology Hall at 10 a.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- ❖ Preparation for Special School visit
- ❖ Plan and schedule for Special school visit
- ❖ Tutor-ward system: allotment and planning
- ❖ Finalizing Draft Syllabus
- ❖ Planning for individual club activities

Minutes:

It was resolved that:

To familiarize the students with the diverse needs of the students, firsthand experience is given through Special School Visit. The student teachers visit the Special Schools for differently abled children along with the Teachers Educators. The Heads of the special schools have to be approached to finalize the schedule.

To ensure individual care for prospective teachers, Tutor -Ward system is practiced. List of students as wards of respective teacher educators were distributed.

Draft syllabus was circulated for verification and syllabus was finalized.

Staff members were asked to submit their plan for their respective club activities for the academic year 2016-17, to the Principal's office.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>L. Pushpam</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting – 3

The meeting of IQAC was held on 23.09.2016 in the Educational Technology Hall at 11 a.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- Schedule for observation and demonstration classes
- Schedule for Microteaching and grouping of students
- Arrangements and room allotment
- Staff-in-charge for each group
- Selection of Student representative for each optional subject

Minutes:

It was resolved by all the members as follows:

Tentative dates for observation and demonstration classes were prepared by all the teacher educators. It will be forwarded to the Head of the supporting school for finalizing the dates.

The most important part of B. Ed programme namely, Microteaching cycle is planned to be conducted from 26.09.2016, as scheduled in the academic year plan. For optional subjects with a greater number of student teachers, additional staffs are allotted for support.

All the teaching staff who are coordinators of subject clubs have to select the student representatives of the respective clubs and submit the list to the IQAC office within 2 days.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	R. Rajeswari
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	A. Nirmala Devi
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	L. Pushpam
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	R. Ruby
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	M. Maria Saroja
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	E. C. Punitha
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	A. Faritha Begum
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	Rev. Sr. Dr. L. Vasanthi Medona
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	N. Theresita Shanthi
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	T. Glory Bai
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	M. Rohia
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	G. Selvan
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	A. Singarayar
14.	Dr. P. Annaraja Educationist	External Expert	P. Annaraja



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting – 4

The meeting of IQAC was held on 15.10.2016 in the Educational Technology Hall at 4.30 p.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- Discussion on Club Inauguration
- Conducting I Internal Examination for I B.Ed. and II M.Ed based on resolutions of Examination Committee meeting
- Implications of Academic Council Meeting
- Fine Arts Competitions – Grouping and Planning

Minutes:

It was unanimously resolved that:

All subject clubs will be inaugurated on 21.09.2016. The Teacher Educators have to orient the club members about the objectives and functions of the clubs, before inauguration.

Examination Committee has to finalize the dates for first internal examination and prepare the schedule in accordance with the year plan.

The Academic Council met on 04.10.2016. The Principal highlighted the focus areas of the meeting and discussed the measures for further improvement of the Institution.

To bring out the hidden talents of the student teachers and to increase their self-confidence, Fine arts competitions will be conducted on 08.11.2016. The staff-in-charge of each competitions have to prepare the regulations for the day.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>L. Lily</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>A. Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Dr. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>R. Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting – 5

The meeting of IQAC was held on 10.11.2016 in the Educational Technology Hall at 2.30 p.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- Schedule for Practice Teaching for I B.Ed.
- Staff duty allotment
- Graduation Day and Alumni Meet
- II Internal test for II M.Ed.

Minutes:

All the members of IQAC unanimously decided that:

As per the year plan, practice teaching for first year B. Ed. Students will start from 18.11.2016. The Dean could finalize the dates looking for the convenience of the Head of the Supporting School, so that our student teachers will be benefitted.

Practice teaching has to be under careful supervision of the Teacher Educators. Duty allotment will be sent along with the schedule.

The Graduation Day was planned to be on 15.11.2016. Planning is done with the active participation of all the Teacher Educators. On the same day, annual alumni meet will be conducted in the forenoon session. Measures have to be taken to improve Alumni participation in the planning and evaluation of the activities of the college.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>L. Pushpam</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting – 6

The meeting of IQAC was held on 30.11.2016 in the Educational Technology Hall at 2.30 p.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- Examinations – I Internal Exam for M.Phil.
II Internal Exam for I B.Ed.
III Semester Exam for II M. Ed.
II Internal Exam for M. Phil.
I Semester Exam for I B. Ed.
I Semester Exam for M. Phil.
- Planning for Inigo State level Intercollegiate Cultural Competition

Minutes:

It was resolved that:

Schedule and planning for forthcoming examination will be in accordance with the year plan. Examination committee will finalize and display the Timetable in the notice board outside the Controller of Examinations' office.

Inigo State level Intercollegiate Cultural Competition will be organized on 11.01.2017. More number of Colleges of Education are expected to participate. Information and Brochure have to be sent to all Colleges of Education at the earliest. Teacher Educators could give their valuable suggestions even after the official meeting.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>L. Lily Pushpam</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Rev. Sr. Dr. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)
Palayamkottai – 627 002

Meeting – 7

The meeting of IQAC was held on 18.01.2017 in the Educational Technology Hall at 2.00 p.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- Review and Evaluation of Inigo State level Intercollegiate Cultural Competition
- Practical Examination for II B.Ed
- Planning and preparation of Tableau for Social Awareness.
- Organizing Citizenship Training Camp

Minutes:

It was resolved in the meeting as follows:

The appreciations and suggestions for improvement received regarding the Inigo State level Intercollegiate Cultural Competition, were analyzed impartially. The suggestions will be included while planning for the next year.

The practical examination for II year B. Ed. Students will be on 01.02.2017. Ample time will be given for verification of records and display of teaching aids. Teacher Educators have to conduct a mock examination to prepare the student teachers for facing the examination.

The theme for the Tableau for this academic year shall be "Towards a Humane Society" on 31.01.2017. Preparation will be done under the guidance of Director of Physical Education.

Valuable suggestions are invited from the Staff in planning and organizing Citizenship Training Camp.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>Rev. A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>Lily Pushpam</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Rev. Sr. Dr. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>L. Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting – 8

The meeting of IQAC was held on 02.02.2017 in the Educational Technology Hall at 4.30 p.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- I Internal exam for B.Ed., M. Ed., M. Phil. for even semester
- Finalizing Theme and Schedule for Citizenship Training Camp
- Conducting Parents Teachers Association Meeting
- Organizing Awareness Programme on Emergency Care

Minutes:

The following resolutions were taken in the meeting held on 02.02.2017:

The examination committee will finalize first internal exams for semester II and IV in accordance with the year plan.

The Citizenship training Camp will be conducted on the theme "Water sanitation and Voters awareness" on 27.02.2017, 28.02.2017 and 02.03.2017. The student teachers will be prepared with initial knowledge of the objective to serve the society with compassion.

The Parents Teachers Association Meeting for the first-year students will be conducted on 01.02.2017. The President and Secretary of PTA elected democratically will share their views and expectations.

An awareness programme on Emergency Care will be conducted on 15.03.2017.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>S. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>L. Lily Pushpam</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Rev. Sr. Dr. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting – 9

The meeting of IQAC was held on 01.03.2017 in the Educational Technology Hall at 11.00 a.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- Celebration of International Women's Day
- Planning and places of visit for Educational Tour for I and II-year B. Ed
- Optional subject-wise Field Trip
- Organizing National seminar on "Women, Media and Society" and seminar on "Gender Discrimination and Sexual Harassment"
- Organizing a renewal programme for the Academic and administrative staff of our college and Campus Interview for student teachers.

Minutes:

It was resolved in the meeting, as follows:

International women's day will be celebrated on 08.03.2017. Students should be encouraged to participate in the competitions to be held by the Social Welfare Department, Tirunelveli District.

Individual optional teacher educators should plan one-day field trip for their students in relevance to the subject and submit the place and date to the Principal through IQAC office.

All the Teacher Educators have to adopt their respective roles in organization of seminars, renewal programme for the Academic and administrative staff of our college and campus interview.

2016-2017

Sl.No.	Name	Category	Signature
1.	Dr R Rajeswari Principal	Chairperson	<i>R. Rajeswari</i>
2.	Rev. Sr. Dr. A. Nirmala Devi Vice Principal & Dean & IQAC Coordinator	Member Secretary	<i>Rev. A. Nirmala Devi</i>
3.	Rev. Sr. Lily Pushpam Secretary, SICE	Management Representative	<i>L. H. Lily</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. E. C. Punitha Associate Professor of English	Teacher Educator	<i>E. C. Punitha</i>
7.	Dr. A. Faritha Begum Assistant Professor of Education	Teacher Educator	<i>Faritha Begum</i>
8.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. L. Vasanthi Medona</i>
9.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Rohia Teacher, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>R. Rohia</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. A. Singarayar, Teacher, Chidambarapuram	PTA / Stakeholder	<i>A. Singarayar</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Meeting – 10

The meeting of IQAC was held on 03.05.2017 in the Educational Technology Hall at 4.30 p.m. All the members of IQAC, SICE were present. Effective discussion was made on the following agenda:

Agenda:

- Review and Evaluation of the activities of the Even Semester
- Evaluation of Campus Interview 2016-2017
- Evaluation and Feedback on the renewal programme for the Academic and administrative staff
- II and IV semester examinations for B. Ed., M.Ed., and M. Phil.

Minutes:

Based on the discussions in the meeting on 03.05.2017, the following resolutions were taken:

The activities of the even semester were reviewed and evaluated. The feedback collected from the student teachers and the heads of the institutions were analyzed to review the conduction campus interview. These would be considered for planning for next year programmes.

Evaluation of the renewal programme on Relax, Relate and Renew held on 01.04.2017 for the Academic and administrative staff revealed that the programme was well organized and was beneficial.

Suggestions from Teacher Educators for activities to be included in academic planning for 2017-2018, have to be presented.



IQAC 2016-2017

Plan of Action / Action Taken

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

Sl. No.	Plan of Action	Action Taken
1.	Our college IQAC draws the year plan keeping the objectives of the institution in mind. Activities are meticulously planned and effectively implemented. The college calendar reflects the various activities of the year.	IQAC co-ordinated the functions of various clubs and committees of the institution towards accomplishing the objectives of the institution. • IQAC helped the teaching professionals to meet their educational needs and expectations in the present scenario. • IQAC had provided opportunities for the professional development of the budding teachers in their education and career. • IQAC designed and organised curricular and co-curricular activities. • IQAC provided opportunity to use innovative methods of teaching. • IQAC focused on the importance of participatory activities, best and innovative practices for fair and healthy management. • IQAC developed a collaborative environment that promotes shared learning and active participation of the institution.

2.	Motivating scholars with a spirit of research to inculcate research attitude in the upcoming generation. Rev. Sr. Landrada research centre must retain its excellence in utilising its resources for enhancing research culture.	Five scholars are admitted in the Ph.D. programme have published 17 research papers in the International and National refereed journals with high impact factor during this academic year.
3.	Seminars/Conferences/ Workshops/Symposia have to be organized to improve input given to student teachers.	12 seminars are organized which includes, National Level Seminar on “Human Rights and Right to Education Act”, National Seminar on “Women, Media and Society”, seminar on “The Techniques to Enhance English Communication skill”, Seminar on “Effective use of Library in digital era” and Seminar on “Gender Discrimination and Sexual Harassment”. In total 2 National level seminars and 10 Institution level seminars are organized.
4.	To improve the professional skills of the Teacher Educators Faculty Development Programmes are conducted.	Enriching experiences are given through a renewal programme on “Relax, Relate, Renew” which was held on 01.04.2017 for the Academic and Administrative Staff of the College. Rev. Sr. L. Vasanthi Medona and Rev. Fr. Jegan, Parish Priest, Nalankattalai were the resource persons. The ICM charism motivated the staff to commit them for the transformation of society and the individual.
5.	Encouraging Faculty to undertake more research activities and expose themselves to international advancements in the field of Education so that these experiences	Rev. Sr. Dr. A. Nirmala Devi, the Dean and Vice-Principal of the College participated in the Asian University Leaders Program (AULP) held from 27.10.2016 to 29.10.2016 at the Education University of Hong Kong and Lingnan

	could be utilized for the quality enhancement of the students.	University on the theme “Gender and the changing face of Higher Education in Asia Pacific”. The reflections of the programme are shared with other staff and students to enrich themselves.
6.	To conduct a State Level, Inter Collegiate Cultural Competition to bring multiple talents together.	State level Intercollegiate cultural competition on the Theme “Education for Social Transformation” was held on 07.04.2017 for the Colleges of Education affiliated to TamilNadu Teachers Education University in our College premises. 10 colleges participated and St. Justin’s College of Education, Madurai won the overall championship.

IQAC MEETING MINUTES
(2017-2018)



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

IQAC Composition
2017-2018

SL.No.	Name	Category
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator
10.	Mrs. T. Glory Bai Assistant	Administrative Staff
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhuraja Higher Secondary School, Tirunelveli	PTA / Stakeholder
14.	Dr. P. Annaraja Educationist	External Expert



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

IQAC Student Representatives

2017-2018

1.	Mrs. M. Viji M. Phil. Scholar	Student Representative
2.	Ms. M. Vincy Prospective Teacher Educator	Student Representative
3.	Ms. N. Vidhya Prospective Teacher	Student Representative

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>S. Francisca</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Hilda</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>G. Selvan</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>J. Jeyapaul Arulraj</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

2017- 2018

IQAC Minutes

SEMESTER -I IQAC MEETING-1

IQAC meeting was held on 17.07.2017 in the Technology Hall at 11.20 a.m. All the members of Internal Quality Assurance Cell (IQAC) of the college attended the meeting. Effective discussion was made on the following agenda:

- Planning for students' orientation programme
- Conducting Parent Teacher Association meeting
- Preparation of schedule for bridge course
- Preparation of time table
- Staff in-charge for each theory paper
- Preparation for internship

The following resolutions were taken in the meeting:

The M.Phil.programme for the academic year 2017-18 will be inaugurated on 7th September, 2017.On 25th July 2017, orientation for I year B.Ed.programme will take place. Bridge course will be conducted from 26.07.2017 to 09.08.2017. Teacher Educators have to suggest topics and resource persons for the bridge course.

"Parents Teachers Association" meeting will be held on 22nd July 2017, for II-year student teachers. For I year student teachers PTA meeting will be conducted in the II semester.

4 months intensive teaching practice starts from 24th July 2017 to 16th November, 2017. Earlier the students have to be sent for a 5-day preliminary teaching and observation in St. Ignatius' Convent Higher Secondary School, Palayamkottai. For this academic year, the student teachers were permitted for Internship in 28 supporting schools. Teacher Educators have to visit the student teachers at regular intervals and meet the mentors and heads of the institutions, to give and receive feedback.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>[Signature]</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>[Signature]</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. Dr. L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>[Signature]</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>J. Jeyapaul Arulraj</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



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

SEMESTER -1 IQAC MEETING -2

IQAC meeting was held on 27.07.2017 in the Technology Hall at 11.00 a.m. All the members of Internal Quality Assurance Cell (IQAC) of our college attended the meeting. Effective discussion was made on the following agenda;

- Planning for School visit
- Preparing schedule for school visit
- Preparing for Academic council
- Drafting syllabus
- Preparing for tutor ward system

The following resolutions were taken in the meeting:

Intensive teaching practice had started from 24th July 2017 to 16th November, 2017. Thesecond-year student teachers were sent to 28 schools for Internship. It includes 8 Government schools, 16 Aided schools and 4 Private schools. Optional teachers have to visit their students twice and education staff will visit the schools once. Tentative schedule will be prepared and be finalized considering the distance of the schools and the work load of the teacher educators.

The Academic Council meets on 31.07.2017. Dr.Annaraja former Dean and Research Director of St.Xavier's college of Education, Rev.Fr.Amala Doss Asst.Prof.of Physical Science and Controller of Examination of St.Xavier's College of Education, Dr.Gigi Selvan from AnnaiVelankanni hospital, Palayamkottai, Dr.Chelvi from Government College of Education, Vellore and Advocate Mani from Palayamkottai, are the external experts. The revision of the syllabus based on the suggestions of the Board of Studies have to be verified and submitted.

The list of student teachers who are the wards of the individual Teacher educators was distributed. Teacher Educators have to maintain a record of the details of their wards and guide and counsel them as per their need.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>S. Francisca</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Mary Hilda</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>G. Gigi Selvan</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>J. Jeyapaul Arulraj</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

SEMESTER -I IQAC MEETING-3

IQAC meeting was held on 10.08.2017 in the Technology Hall at 4.00 p.m. All the members of Internal Quality Assurance Cell (IQAC) of our college attended the meeting. Effective discussion was made on the following agenda;

- Conducting theory and demo classes
- Grouping for micro teaching cycle
- Arrangement for micro teaching cycle.
- Allotment of staff in-charge
- Selection of students' representatives

In the meeting the following resolutions were taken:

For learning through observation model demonstration classes will be conducted. Senior teachers from the supporting school were demonstrating model classes. Optional teachers have to meet the respective teachers to discuss about the topics and needs and make the arrangements.

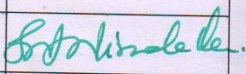
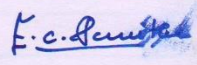
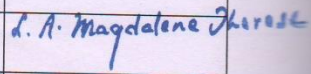
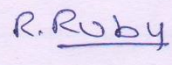
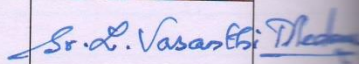
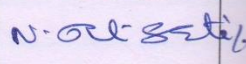
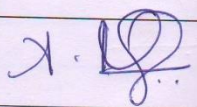
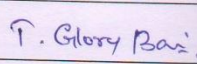
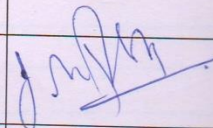
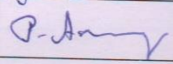
Microteaching practice and session will be held from 16.08.2017 to 30.08.2017. Mixed ability groups have to be formed among the student teachers of every optional subject. Classroom allotment for individual groups will be based on the number of groups formed for each optional subject.

As every year, student council for the academic year 2017-2018 will be democratically elected by the student teachers. Mrs. Mary Sundarabhai will lead the election for the selection of representatives.

Assistant Professors of English, from the affiliated Colleges of Education in three districts, namely, Tirunelveli, Kanyakumari and Thoothukudi will participate in the programme. All the Teacher Educators have to motivate the student teachers for active participation and interaction.

One Day International Workshop "On Humanistic Pedagogy- To Awaken the Nation Builders" will be conducted on 12th October, 2017. Rev.Br. Antony Navis Amarnath, Counsellor and psychotherapist, Psychology Federation of Australia is the resource person. Cooperative effort is expected from faculty for the wellness of the student teachers and the institution.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	
14.	Dr. P. Annaraja Educationist	External Expert	



**ST.IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)**

Accredited with 'A' grade by NAAC (Second Cycle)
Palayamkottai – 627 002

Semester I IQAC meeting - 4

IQAC meeting was held on 14.09. 2017 in the Technology Hall at 11.00 am. All the members of Internal Quality Assurance Cell (IQAC) of our college attended the meeting. Effectivediscussion was made on the following agenda:

- Discussing club inauguration
- Conducting linternal test for B.Ed. and M.Ed.
- Preparation for governing body meeting
- Planning and preparation for the Interactive Communicative workshop
- Planning and preparation for the Workshop on Humanistic Pedagogy

It was resolved in the meeting, as follows:

Teacher Educators have to select the student representatives for the subject clubs. The student teachers have to be oriented with the objectives and functions of the subject clubs before the inauguration of the clubs.

First internal examination for B. Ed. Programme will be from 23.09.2017

to 28.09.2017 and for M. Ed. Programme I internal will be from 22.09.2017 to 28.09.2017. II internal examinations were scheduled from 10.11.2017 to 15.11.2017 for B. Ed. and from 09.11.2017 to 15.11.2017 for M. Ed. The teacher educators have to plan their classes accordingly.

Our college is the venue for a one day Interactive Workshop conducted by Dr.S.Thangasamy, Vice Chancellor of TamilNadu Teachers Education University, Chennai on "Developing oral fluency in students by Individual-pair -small group method of language teaching", on 16th September ,2017.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>S. Francisca</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Dr. L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Mary Hilda</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>G. Gigi Selvan</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>J. Jeyapaul Arulraj</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Semester I IQAC meeting - 5

IQAC meeting was held on 16.11.2017 in the Technology Hall at 10.00 a.m. All the members of Internal Quality Assurance Cell (IQAC) of our college attended the meeting. Effective discussion was made on the following agenda:

- Preparation of duty allotment and schedule
- Hall Arrangements
- Question setting
- Evaluation process

The meeting focussed on the conduction of Semester Examinations for the prospective teachers and prospective teacher educators. For B. Ed. programme, I semester examinations will be from 04.12.2017 to 13.12.2017 and for M. Ed. programme I semester examinations are to be conducted from 04.12.2017 to 13.12.2017. The IQAC and Examination Committee will make arrangements for smooth conduction of the examinations. For Question Paper Setting and Evaluation, confidentiality will be maintained abiding by the quality parameters and regulations of the institution.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>S. Francisca</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Dr. L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Mary Hilda</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>G. Selvan</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>J. Jeyapaul Arulraj</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

SEMESTER - II IQAC MEETING-6

IQAC meeting was held on 14.12.2017 in the Technology Hall at 03.00 p.m. All the members of Internal Quality Assurance Cell (IQAC) of the college attended the meeting. Effective discussion was made on the following agenda:

- Preparing for II and IV semesters
- Planning and preparing for the workshop on classroom management
- Preparation of time table for even semesters
- Assigning staff in-charge for each theory paper
- Preparation for Christmas Day Celebration

Based on the discussions during the meeting it was resolved that,

The academic activities and co-curricular activities for the II and IV semesters have to be planned. Teacher Educators have to organize programmes for ensuring overall development of the student teachers.

One day workshop on Classroom Management is to be organized on 20.01.2018. Dr.G.Porgio, Former- Associate Professor of Biology, St.Xavier's College of Education, Palayamkottai will be the resource person. Student teachers will take part in group activities for learning the techniques of classroom management.

The time table for semesters II and IV was finalized and the staff-in-charge of the individual courses were allotted.

Christmas will be celebrated with true sense of sharing and joy on 21.12.2017. Student teachers will perform in carols, group dance and nativity play. Christmas message will be given by the special guest, Rev. Fr. Jerald S. Ravi, Regional Director, Madha TV. The entire programme is to be telecasted in Madha TV on 25th December. Teacher educators have to support the student teachers for the preparation to keep up the decorum of the College.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>S. Francisca</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Mary Hilda</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>G. Selvan</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>J. Jeyapaul Arulraj</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

Semester II IQAC MEETING-7

IQAC meeting was held on 05.01.2018 in the Technology Hall at 10.30 a.m. All the members of Internal Quality Assurance Cell of the college attended the meeting. Effective discussion was made on the following agenda:

- Preparation for the seminar on Health and wellness
- Planning and preparing for the seminar on “Acupuncture-A boon for Maladies”
- Preparation of schedule for the seminar and arrangements for the seminar
- Deciding the resource person from concerned field

The meeting focussed on planning and arranging expert talks to widen the knowledge of the student teachers. It was resolved to conduct the following programmes as per the schedule and the resource persons were finalized.

A seminar on “Health and Wellness” will be organized on 20.02.2018. Dr. Gigi Selvan, Director of AnnaiVelankanni Hospitals, Palayamkottai, will be the resource person. The student teachers would gain awareness about personal hygiene and women health issues. Student teachers have to be motivated to actively participate in the interactive session and clarify their general and personal doubts about Health and Hygiene of Women.

“Acupuncture- A boon for maladies” will be organized on 24.02.2018. It is a complimentary health approach. The resource person of the seminar will be Dr. Anantha Krishnan, who had expressed his consent to educate the teacher educators and student teachers to activate the pressure points of the body and how to maintain general health through simple physical exercises.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>S. Francisca</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. Dr. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Mary Hilda</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>G. Selvan</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>J. Jeyapaul Arulraj</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)
Palayamkottai – 627 002

SEMESTER -II IQAC MEETING - 8

IQAC meeting was held on 18.01.2018 in the Technology Hall at 3.00 p.m. All the members of Internal Quality Assurance Cell of the college attended the meeting. Effective discussion was made on the following agenda:

- Planning for educational tour
- Scheduling for internal examination
- Preparing for club activities

The following resolutions were taken in the meeting:

Educational tour is an opportunity to learn from own experiences and from the experience of others. The educational tour for second year B.Ed. and M.Ed. students is finalized to Bangalore and Mysore from 5th to 10th February, after considering the ideas of all the members. The final resolution was unanimous. Dr. Francisca, Research Director will be the staff-in-charge.

Educational tour for first year student teachers was unanimously decided to visit Bombay from 19.02.2018 to 25.02.2018. It will be organized by Rev. Sr. A. Magdalene Therese, the Secretary and Dr. Gladys Stella Bai, Director of Physical Education.

First internal examination for the even semester were scheduled before the educational tour. After the educational tour the II internal examinations for semesters II and IV will be scheduled.

All the Teacher Educators have to discuss with the members of their subject clubs and finalize and evaluate the activities of the club for the academic year to meet the objectives of the club.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>[Signature]</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E.C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>[Signature]</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Sr. L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>[Signature]</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>ab</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhuraja Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>[Signature]</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

SEMESTER - II IQAC MEETING - 9

IQAC meeting was held on 09.03.2018 in the Technology Hall at 11.10 a.m. All the members of Internal Quality Assurance Cell (IQAC) of our college attended the meeting. Effective discussion was made on the following agenda;

- Planning and preparation for the seminar on Gender Discrimination and Sexual Harassment
- Preparing for the workshop on SPSS package
- Preparation for the art and craft exhibition

After discussion with the members of IQAC it was unanimously resolved as follows:

A one-day Seminar on “Gender Discrimination and Sexual Harassment” will be organized on 20.03.2018. Dr.B.Radha, Associate Professor, Department of Criminology, Manonmaniam Sundaranar University will be the Resource Person. Student teachers must become aware of the legal provisions to safeguard themselves from Sexual Harassment.

As a capacity building programme for the staff and M.Ed. and M.Phil.scholars, orientation for Research methodology and practical training in “Statistical Package for the social sciences (SPSS)”, is to be organized on 22nd March. Professor Shahul Hameed, Head of the Department of Business Administration, Sadakkathullah Appa College, Tirunelveli will be the resource person for the seminar. This initiative would offer knowledge of descriptive statistics and data analysis for being involved in Research in the field of education.

Art and craft classes have made the student teachers develop aesthetic sense and dexterity in making things of beauty and utility. The effective Instructional Materials for effectual teaching prepared by our student teachers with the guidance of the Art and Craft Instructress Mrs. Mary Sundara Bai, will be exhibited on April 3rd, 2018 for the students and staff of the nearby schools and colleges.

2017-2018

Sl.No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>[Signature]</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator & Associate Professor of English	Member Secretary	<i>E.C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. A. Magdalene Therese</i>
4.	Rev. Sr. Ruby Superior, St. Ignatius Convent, Palayamkottai	Management Representative	<i>R. Ruby</i>
5.	Dr. M. Maria Saroja Controller of Examinations & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. S. Francisca Research Director & Associate Professor of History	Teacher Educator	<i>[Signature]</i>
7.	Rev. Sr. Dr. L. Vasanthi Medona Assistant Professor of Mathematics	Teacher Educator	<i>Dr. L. Vasanthi Medona</i>
8.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
9.	Mrs. A. Nancy Assistant Professor of Biological Science	Teacher Educator	<i>A. Nancy</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>[Signature]</i>
12.	Dr. Gigi Selvan M.D. Director, Annai Velankanni Multi speciality Hospital, Tirunelveli	Community Representative	<i>26</i>
13.	Mr. J. Jeyapaul Arulraj Teacher, Christhura Higher Secondary School, Tirunelveli	PTA / Stakeholder	<i>[Signature]</i>
14.	Dr. P. Annaraja Educationist	External Expert	<i>[Signature]</i>



ST.IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

SEMESTER - II IQAC MEETING 10

IQAC meeting was held on 16.04.2018 in the Technology Hall at 02.30 p.m. All the members of Internal Quality Assurance Cell (IQAC) of the college attended the meeting. Effective discussion was made on the following agenda:

- Planning for II semester examination
- Preparation of duty allotment schedule
- Hall arrangements
- Question setting
- Evaluation process

The meeting focussed on the conduction of Semester Examinations for the prospective teachers and prospective teacher educators. For B. Ed. programme, II semester examinations will be from 07.05.2018 to 11.05.2018; and IV semester examinations will be from 05.05.2018 to 12.05.2018 and for M. Ed. programme II semester examinations are to be conducted from 07.05.2018 to 10.05.2018. The IQAC and Examination Committee will make arrangements for smooth conduction of the examinations. For Question Paper Setting and Evaluation, confidentiality will be maintained abiding by the quality parameters and regulations of the institution.



**ST. IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)**

Accredited with 'A' grade by NAAC (Second Cycle)
Palayamkottai – 627 002

IQAC 2017-2018

Plan of Action / Action Taken

Sl. No	Plan of Action	Action Taken
1.	To enhance the development of first year students, Students' Orientation Programme should be conducted.	Bridge course was organized from 26.07.2017 to 09.08.2017. The key benefit of this course is the confidence and morale that automatically gets a boost and a push with good personality development. Students were trained to get an easy flow of speech in conversation as it can lead to a more successful career and promise for the future. Moreover, although life provides numerous demands that can prove difficult to handle, stress management provides a number of ways to manage anxiety and maintain overall well-being. Such opportunities are given to the budding teachers.
2.	To improve the employability skills of student teachers by training them to develop their communication skills.	Spoken English classes were organized for the welfare of our student teachers. Fr. Arulanantham SJ, Former Headmaster of Carmel School, Nagercoil and Students Teacher Counsellor for St. Xavier's College of Education(Autonomous), Tirunelveli, trained the budding teachers conclusively.

3.	To encourage all the faculty members to participate in seminars, workshops, orientation programmes and refresher courses to keep them improve their professional skills.	All the Faculty members were encouraged to participate in conferences, seminars, workshops, orientation programmes and refresher courses to update their skill with the ever widening knowledge spectrum. Rev.Sr.Dr.A.Nirmala Devi, Principal and Dr. Theresita Shanthi, Assistant Professor of Physical science attended an orientation course for 28 days, from 04.01.2018 to 31.01.2018 in Kariavattam, University of Kerala. Their knowledge was in turn shared with our students for their holistic development.
4.	Organizing more seminars in the Institution with focus on Personality Development, Gender Studies, Classroom Management and Health awareness.	• Our college was the venue for a one day Interactive Workshop conducted by Dr.S.Thangasamy, Vice Chancellor of TamilNadu Teachers Education University, Chennai on “Developing oral fluency in students by Individual- pair –small group method of language teaching”, on 16th September ,2017. • One Day International Workshop “On Humanistic Pedagogy- To Awaken The Nation Builders” was conducted on 12th October, 2017. Rev.Br. Antony Navis Amarnath, Counsellor and psychotherapist, Psychology Federation of Australia was the resource person. • A National Seminar on “Nano science Technology” was conducted on 14th October,2017. Dr. Mahadevan Pillai, University of Kerala, was the resource person. • On 20.01.2018. Dr.G.Porgio, Former- Associate Professor of Biology, St.Xavier’s

		College of Education, served as the resource person for one day workshop on Classroom Management. • A seminar on “Health and Wellness” was organized on 20.02.2018. Dr. Gigi Selvan, Director of Annai Velankanni Hospitals, Palayamkottai, was the resource person. She gave awareness about personal hygiene and women health, in an interactive session with the student teachers. • One day Seminar on “Gender Discrimination and Sexual Harassment” was organized on 20.03.2018. Dr.B.Radha, Associate Professor, Department of Criminology, Manonmaniam Sundaranar University was the Resource Person.
5.	Being a pioneer institution in giving quality education few initiatives have to be taken. For instance, implementing reforms in examinations as an innovative practice.	Hologram stickers were fixed in the mark statements. As soon as the results were published, students got an online certificate of marks. QR code was included in the certificates issued. Results were sent to the parents as mobile messages. Transfer certificate, course certificate and Bonafide certificate were obtained through online application. Students applied for their exams through online and exam fee was paid through online. Adding to the reforms, online examinations were conducted which trained the students for competitive examinations. Question paper setting was automated with temporary user ID and password. Inclusion of software and updating of Controllers office was done.

6.	To encourage the staff to keep on pace with the changing society, Staff Orientation Programme has to be conducted.	On 13th and 14th July 2017, staff orientation programme was organized. For making the staff knowledgeable and better-prepared, and to build the organization's reputation in the community Rev. Dr. Emma, psychologist aligned our faculty and their performance expectations with the organization through mutual goal setting.
7.	Along with quality education and building up of Skills and competencies, value inculcation plays a vital role in our Institution. Students must be socially aware of their responsibility to serve the society and people in need.	Rev.Sr.Clare Therese , a social activist, popularly known as Thayamma by the downtrodden, met our student teachers on 22.03.2018 and motivated them to be a part of "10 Million Signature campaign urging for a Peace Agreement for the cessation of war on the Korean Peninsula", a campaign undertaken by IWPG, the International Women's Peace Group. This signature campaign was taken up to advocate global peace and harmony.

IQAC MEETING MINUTES
(2018-2019)



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

Composition of IQAC 2018 -2019

Sl. No.	Name	Category
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative
4.	Dr. A. Faritha Begum Controller of Examinations & Associate Professor of Education	Teacher Educator
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator
5.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator
6.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator
7.	Dr. G. Esther Maragathamani Assistant Professor of Tamil	Teacher Educator
8.	Mrs. T. Glory Bai Assistant	Administrative Staff
9.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna
10.	Dr. P. Annaraja Educationist	External Expert
11.	Mr. P. Michael Raj, Parapaadi	PTA / Stake holder



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

IQAC Student Representatives

2018-2019

Mrs. D. Meera Devi M. Phil. Scholar	Student Representative
Mrs. M. Vincy Prospective Teacher Educator	Student Representative
Ms. S. Preethi Agarna Prospective Teacher	Student Representative



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

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

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.

2018 -2019

Sl. No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Dr. A. Faritha Begum Controller of Examinations & Associate Professor of Education	Teacher Educator	<i>Faritha Begum</i>
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
5.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
6.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator	<i>R. Indra Mary</i>
7.	Dr. G. Esther Maragathamani Assistant Professor of Tamil	Teacher Educator	<i>G. Esther Maragathamani</i>
8.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
9.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Hilda</i>
10.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>
11.	Mr. P. Michael Raj, Parapaadi	PTA / Stake holder	<i>P. Michael Raj</i>



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

Meeting 2

Date: 01-11-2018

Time: 11.30 a.m.

Venue: Technology Hall

Agenda:

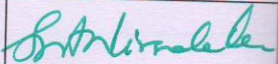
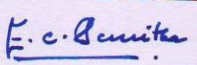
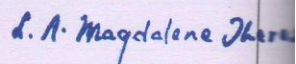
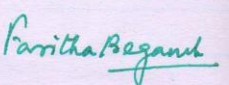
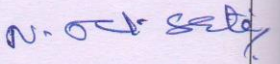
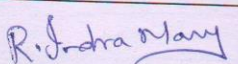
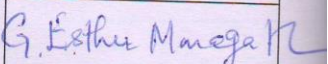
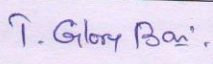
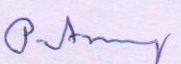
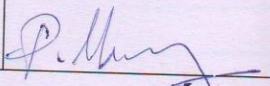
- Review of activities of the Odd Semester
- Plan and conduct First Semester Examinations
- Conduction of Practical Examinations
- Organize National Seminar on: "Towards Gender Sensitivity – An Eclectic Perspective".

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.

2018 -2019

Sl. No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary	
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	
4.	Dr. A. Faritha Begum Controller of Examinations & Associate Professor of Education	Teacher Educator	
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator	
5.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	
6.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator	
7.	Dr. G. Esther Maragathamani Assistant Professor of Tamil	Teacher Educator	
8.	Mrs. T. Glory Bai Assistant	Administrative Staff	
9.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	
10.	Dr. P. Annaraja Educationist	External Expert	
11.	Mr. P. Michael Raj, Parapaadi	PTA / Stake holder	



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

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

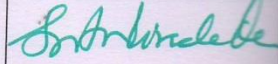
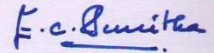
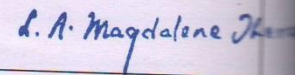
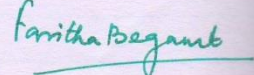
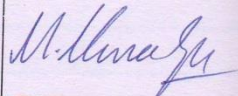
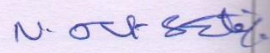
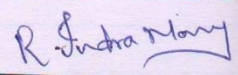
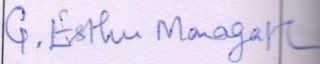
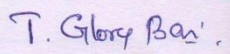
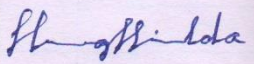
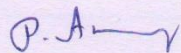
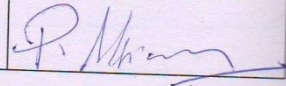
Minutes

- **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 Validation.
- **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 stuck 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.

2018 -2019

Sl. No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary	
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	
4.	Dr. A. Faritha Begum Controller of Examinations & Associate Professor of Education	Teacher Educator	
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator	
5.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	
6.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator	
7.	Dr. G. Esther Maragathamani Assistant Professor of Tamil	Teacher Educator	
8.	Mrs. T. Glory Bai Assistant	Administrative Staff	
9.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	
10.	Dr. P. Annaraja Educationist	External Expert	
11.	Mr. P. Michael Raj, Parapaadi	PTA / Stake holder	



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

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.

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.

2018 -2019

Sl. No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene</i>
4.	Dr. A. Faritha Begum Controller of Examinations & Associate Professor of Education	Teacher Educator	<i>Faritha Begum</i>
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
5.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
6.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator	<i>R. Indra Mary</i>
7.	Dr. G. Esther Maragathamani Assistant Professor of Tamil	Teacher Educator	<i>G. Esther Maragathamani</i>
8.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
9.	Mrs. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>M. Hilda</i>
10.	Dr. P. Annaraja Educationist	External Expert	<i>P. Annaraja</i>
11.	Mr. P. Michael Raj, Parapaadi	PTA / Stake holder	<i>P. Michael Raj</i>



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

IQAC 2018-2019

Plan of Action / Action Taken

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. Time-table 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, Workshop -10 were organized Successfully in various topics. Many faculties and students participated and benefitted from the seminars and workshops conducted.

	conduct Faculty Development Programme.	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 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 from Tirunelveli district participated in the sports meet and cultural competition. The Students of our college 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.

IQAC MEETING MINUTES
(2019-2020)



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

Composition of IQAC 2019 -2020

Sl. No.	Name	Category
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative
4.	Dr. A. Faritha Begum Controller of Examinations	Teacher Educator
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator
6.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator
7.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator
8.	Dr. A. Jeyasudha Assistant Professor of History	Teacher Educator
9.	Dr. J. Maria Prema Assistant Professor of Education	Teacher Educator
10.	Mrs. T. Glory Bai Assistant	Administrative Staff
11.	Rev. Sr. L. Arul Suganthi Agnes Headmistress St. Ignatius Convent Higher Secondary School, Palayamkottai	Employer/ Community Representative
12.	Mrs. K. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna

13.	Mr. S. James Basker Teacher, Punitha Arulappan Higher Secondary School, Avudaiyanoor	PTA / Stakeholder
14.	Mrs. D. Shermeena Prospective Teacher Educator	Student Representative
15.	Ms. A. Anusha Infanta Prospective Teacher	Student Representative



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

Minutes of IQAC Meeting 2019-2020

Meeting 1

Date: 01-06-2019

Time: 10.00 a.m.

Venue: Technology Hall

Agenda:

- Plan for the academic year 2019-2020
- Plan for Orientation programme for first semester students
- Prepare schedule for Bridge course and Time table.
- Allot staffs in-charge for theory papers

Minutes

- **Plan for the academic year 2019-2020:** Reviewing the AQAR report of the previous academic year for quality of activities, result analysis, students feedback, best instructional practice and its implementation year plan for the academic year 2019- 2020 was prepared.
- Tentative time table for effective teaching-learning and faculty allotment for all courses were discussed and distributed.

- Date for Faculty Development programme was finalized. The members suggested resource persons for FDP and two among them were shortlisted to find their feasibility to fix.
- Faculties should focus and give importance to research. Publication of research articles and books by faculty members was emphasized. Faculties were insisted to use library consistently and to conduct and participate in more seminars, conferences and workshops in the current academic year.
- **Conduct Orientation programme and schedule for Bridge course for first semester students:** 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 25.06.2019 to 11.07.2019. Five days are allotted for Spoken English Course for all and it will be held in the Conference hall.
- 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 classrooms allotted for all the departments.
- **Distribution of work:** 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 and fine arts competitions.

2019 -2020

Sl. No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>[Signature]</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Dr. A. Faritha Begum Controller of Examinations	Teacher Educator	<i>Faritha Begum</i>
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
7.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator	<i>R. Indra Mary</i>
8.	Dr. A. Jeyasudha Assistant Professor of History	Teacher Educator	<i>A. Jeyasudha</i>
9.	Dr. J. Maria Prema Assistant Professor of Education	Teacher Educator	<i>J. Maria Prema</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Rev. Sr. L. Arul Suganthi Agnes Headmistress St. Ignatius Convent Higher Secondary School, Palayamkottai	Employer/ Community Representative	<i>Arul Suganthi</i>
12.	Mrs. K. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>ab</i>
13.	Mr. S. James Basker Teacher, Punitha Arulappar Higher Secondary School, Avudaiyanoor	PTA / Stakeholder	<i>S. James Basker</i>
14.	Mrs. D. Shermeena Prospective Teacher Educator	Student Representative	<i>[Signature]</i>
15.	Ms. A. Anusha Infanta	Student Representative	<i>A. Anusha Infanta</i>



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

Meeting 2

Date: 02-11-2019

Time: 11.00 a.m.

Agenda:

- Review of activities of the Odd Semester
- Plan for First Semester Examinations
- Conduction of Practical Examinations
- Organize National Seminars

Minutes

- 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. Increase in the hours of coaching and supply of more learning material, as resolved in the previous academic year, have proved to be very successful. Model examination for TET would be conducted twice in this academic year. In addition to TNTET, the students have to be motivated to appear in other competitive exams like CTET, PGTRB, NET, UPSC etc.,
- Discussions on execution and evaluation of first semester exam were made with the examination committee. The Chairperson appreciated the faculty for preparing question bank for their courses so that the students could equip themselves with ease. The suggestion to translate the Question Bank in the vernacular language was accepted.
- The practical examinations for the second year students is suggested to be held on 07.12.2019. The Chairperson shared information about the plan and arrangements discussed with the examination committee.
- **Organize National Seminars:** The members of the IQAC expressed their satisfaction about the organization of the National Seminar on "Learning Disabilities" on 05.10.2019. Efforts for the upcoming National seminar on "Quality Enhancement for Sustainable Development" on 08.11.2019 was appreciated. The Chairperson encouraged all to take initiatives for conducting seminars and workshop in the current academic year.

2019 -2020

Sl. No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Dr. A. Faritha Begum Controller of Examinations	Teacher Educator	<i>Faritha Begum</i>
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
7.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator	<i>R. Indra Mary</i>
8.	Dr. A. Jeyasudha Assistant Professor of History	Teacher Educator	<i>A. Jeyasudha</i>
9.	Dr. J. Maria Prema Assistant Professor of Education	Teacher Educator	<i>J. Maria Prema</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Rev. Sr. L. Arul Suganthi Agnes Headmistress St. Ignatius Convent Higher Secondary School, Palayamkottai	Employer/ Community Representative	<i>Arul Suganthi</i>
12.	Mrs. K. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>ab</i>
13.	Mr. S. James Basker Teacher, Punitha Arulappar Higher Secondary School, Avudaiyanoor	PTA / Stakeholder	<i>S. James Basker</i>
14.	Mrs. D. Shermeena Prospective Teacher Educator	Student Representative	<i>D. Shermeena</i>
15.	Ms. A. Anusha Infanta	Student Representative	<i>A. Anusha Infanta</i>



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

Meeting 3

Date: 04-01-2020

Time: 2.30 p.m.

Agenda:

- Schedule for the even Semester
- Plan for seminar on selection of research topic and workshop on Yoga
- Plan and organize Citizenship training camp.
- Organize Club activities
- Conduct Alumni Meet

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 were done. An impartial SWOT analysis was done with equal participation of all the members of IQAC. Instructional strategies of teaching with technology were stressed. An open discussion ended up with a successful planning of schedule for the even semester. Distribution of work for faculty 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 finalized.

- **Plan and organize seminars and workshops:** The members of the IQAC appreciated the efforts made the Research Coordinator of Rev. Sr. Landrada Center for research for its initiative to enhance research culture of the Institution. An institutional seminar on “How to choose the right research topic to sustain enthusiasm and curiosity” is to be conducted on 19.02.2020 to motivate eligible candidates for further research oriented activities. Practice of Yoga has to be given further more importance to make it a daily routine. Hard and soft copies of documentation of the seminars and workshops were requested to be submitted to the IQAC.
- **Citizenship Training Camp:** In order to enrich the students towards their holistic development through community exposure citizenship training camp was planned individually for first year and second year student teachers respectively.
All the members of the staff must have equal participation in extension activities, especially CT camp.
- **Conduct Annual Alumni Meet:** The plan for conducting Annual Alumni meeting for the academic year 2019-2020 was instigated by the chairperson which was welcomed by the members of the IQAC. The meet was tentatively planned to be in the month of May as our luminous Alumnae would find it easy to attend. The members of IQAC disbursed with allocation of responsibilities for a successful event of alumni meet.

2019 -2020

Sl. No.	Name	Category	Signature
1.	Rev. Sr. Dr. A. Nirmala Devi Principal	Chairperson	<i>A. Nirmala Devi</i>
2.	Dr. E. C. Punitha Dean & IQAC Coordinator Associate Professor of English	Member Secretary	<i>E. C. Punitha</i>
3.	Rev. Sr. A. Magdalene Therese Secretary, SICE	Management Representative	<i>A. Magdalene Therese</i>
4.	Dr. A. Faritha Begum Controller of Examinations	Teacher Educator	<i>Faritha Begum</i>
5.	Dr. M. Maria Saroja Research Director & Associate Professor of Biological Science	Teacher Educator	<i>M. Maria Saroja</i>
6.	Dr. N. Theresita Shanthi Assistant Professor of Physical Science	Teacher Educator	<i>N. Theresita Shanthi</i>
7.	Dr. R. Indra Mary Ezhilselvi Assistant Professor of Psychology	Teacher Educator	<i>R. Indra Mary</i>
8.	Dr. A. Jeyasudha Assistant Professor of History	Teacher Educator	<i>A. Jeyasudha</i>
9.	Dr. J. Maria Prema Assistant Professor of Education	Teacher Educator	<i>J. M. P.</i>
10.	Mrs. T. Glory Bai Assistant	Administrative Staff	<i>T. Glory Bai</i>
11.	Rev. Sr. L. Arul Suganthi Agnes Headmistress St. Ignatius Convent Higher Secondary School, Palayamkottai	Employer/ Community Representative	<i>Arul Suganthi Agnes</i>
12.	Mrs. K. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna	<i>ab</i>
13.	Mr. S. James Basker Teacher, Punitha Arulappar Higher Secondary School, Avudaiyanoor	PTA / Stakeholder	<i>S. James Basker</i>
14.	Mrs. D. Shermeena Prospective Teacher Educator	Student Representative	<i>D. Shermeena</i>
15.	Ms. A. Anusha Infanta	Student Representative	<i>A. Anusha Infanta</i>



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

Meeting 4

Date: 15-05-20

Time: 2.30 p.m.

Agenda

- Reporting and Discussion on Academic and Administrative Audit (AAA)
- Review of activities of the even semester.
- Planning for Activities during Pandemic Period due to COVID-19

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 our Institution. The Principal and IQAC coordinator explained in detail, the response of the Peer team members about our activities throughout the academic year 2019-2020. The suggestions of the AAA were considered with due respect.

52

The aspects to be focused and the aspects to be revised were enlisted. A constructive discussion on the areas for improvement made to realize that these are not criticism or mere appreciation; the purpose of the audit is to improve ourselves further more to meet with the requirements to achieve the vision and objectives of our institution.

- **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.
- **Planning for Activities during Pandemic Period due to COVID-19:** Due to the unexpected outbreak of the COVID-19 pandemic educational institutions are indefinitely closed since March 23rd. This indefinite lockdown should not affect the academic achievement and overall development of our prospective teachers. So it was resolved to conduct classes and examinations through online mode. Continuous and comprehensive evaluation should continue through Google classrooms. Faculty members should equip themselves with updated knowledge on Techno-pedagogy and e-content development. IQAC would make arrangements for a Faculty Development Programme on the above mentioned areas. More focus must be on conduction of Webinars so that in varied dimensions student teachers would develop themselves and spend valuable, quality time during the lockdown period.



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

IQAC 2019-2020

Plan of Action / Action Taken

S.no	Plan of Action	Action Taken
1.	To augment the first year students develop their personality by participating in the induction programme.	The first year students were made to participate in the induction programme which includes, Personality Development, Physical Health, Yoga, ICT in Education, Time Management, Team Building, Emotional Intelligence, Arts and Craft, Italic Writing Practice, Communicative Competence, History of Education in India, Save the Earth- Environmental Awareness, Teacher as a Mentor, Leadership skills and Value Education. This induction programme enabled the students to identify their own role in developing their personality and strengthen their core values as an individual. Faculty in-charge carried out the process practically as per the schedule from 25.06.2019 to 11.07.2019.
2.	To provide opportunity to the students develop their communication skills.	As a part of Bridge Course Communication English course was provided from 2-07- 2019 to 06-07-2019 which helped the students to develop LSRW skills and gain confidence over the mastery of the

		language.
3.	To encourage all the faculty members and students to participate in seminars and workshops and conduct Staff enhancement programme.	National seminars – 3, State seminars – 2, Workshops – 2 were organized enthusiastically in topics and themes suggested by NAAC. All faculty members and students participated actively in the seminars and workshops conducted. Staff Enhancement Programme was organized from 21.06.2019 to 24.06.2019 on theme “A Holistic Approach” enriching faculty with effective mentoring techniques. The second phase of the staff enrichment programme was organized on the topic “The Ultimate Discovery” on 20.11.2019 which provided an opportunity for the faculty to refresh and develop their professional competence.
4.	To support faculty members to publish books on their interest and specialized subjects.	Discussions were made and planned to carry out publications for the upcoming year.
5.	Updating 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 learning and assessing resources. In order to strengthen the knowledge resources of the library more than 188 books were added along with the 20 journals subscribed. Faculty and students were asked to use library diligently and motivated to maintain perseverance towards gaining and updating knowledge.

6.	To conduct fine arts competition to bring out the talents of the students.	Fine Arts Competition was organized on 29.01.2020 to 31.01.2020. All our students showed their efforts, interest and talents in the competition.
7.	To conduct sports competitions to maintain both physical and mental health of the students.	In the emergence of COVID-19, the planner to conduct sports competition was withdrawn. Our Students were motivated to care and maintain their physical wellness during lockdown.
8.	To provide opportunity for the students to get selected for job by conducting Campus Interview.	‘Inigo Job Fest’ was conducted in the college campus on February 15 th ,2020. 19 schools participated in this “INIGOJOB FEST 2020”. The Heads of different institutions expressed their interest in selecting eligible candidates from our institution with a sound background. Interview, Written examination, Classroom teaching, Verification of qualification and competency were conducted by the schools as per their expectations.
9.	To receive feedback from students based on instructional strategies followed.	The performance of the faculty was self analyzed and also improved from the feedback received from the students.
10.	To develop students’ eligibility for qualifying in competitive exams oriented towards teaching profession.	Teacher Eligibility Test (TET) coaching was conducted to equip the students to be eligible persons for their professional competitive exam of Tamilnadu Government. Counselling sessions were conducted by the placement cell to motivate the students and orient them for placement.

11.	To bring out students active participation in add-on course :Yoga	Yoga classes were conducted regularly which enriched the co-ordination of mental and physical health of the students and the faculty.
-----	---	---

**IQAC MEETING MINUTES
(2020-2021)**



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

Composition of IQAC 2020 -2021

Sl. No.	Name	Category
1.	Dr. M. Maria Saroja Principal i/c	Chairperson
2.	Rev. Sr. A. Magdalene Therese Secretary	Management Representative
3.	Dr. R. Indra Mary Ezhilselvi IQAC Coordinator & Assistant Professor of Psychology	Member Secretary
4.	Dr. E. C. Punitha Dean & Associate Professor of English	Teacher Educator
5.	Dr. N. Theresita Shanthi Controller of Examinations & Assistant Professor of Physical Science	Teacher Educator
6.	Dr. A. Jeyasudha Vice-Principal & Assistant Professor of History	Teacher Educator
7.	Dr. J. Maria Prema M.Ed. Coordinator & Assistant Professor of Education	Teacher Educator
8.	Mrs. A. Lilly Maria Praveena Assistant Professor of Education	Teacher Educator
9.	Mrs. R. Bhuvaneswari Assistant Professor of English	Teacher Educator
10.	Ms. T. Glory Bai Assistant	Administrative Staff
11.	Rev. Sr. L. Arul Suganthi Agnes Headmistress St. Ignatius Convent Higher Secondary School, Palayamkottai	Employer

12.	Dr. A. Lourdusamy Educationist / IQAC Director, St. Xavier's College, Palayamkottai	External Expert
13.	Mrs. K. Mary Hilda PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	Alumna
14.	Mr. G. Sugantha Sekara Pandian Teacher, PTA President	Stakeholder
15.	Dr. Selvaraj Correspondent Magdalene Matric Higher Secondary School, Rahmath Nagar, Tirunelveli	Community Representative
16.	Mrs. Shermeena M. Ed. Scholar, SICE	Student Representative



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. Bhuvaneswari
10. Ms. Glory Bai

- Secretary

- Principal i/c

- Dean

- Controller of Examination

- IQAC coordinator

- Vice-principal

- M. Ed coordinator

- Member, IQAC

- Member, IQAC

- Administrative staff

L. A. Magdalene Therese

M. Maria Saroja

E. C. Punitha

N. Theresita Shanthi

R. Indra Mary Ezhilselvi

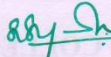
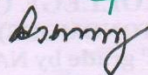
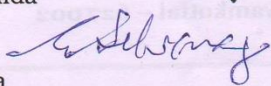
A. Jeyasudha

J. Maria Prema

Lilly Maria Praveena

R. Bhuvaneswari

Glory Bai

11. Rev. Sr. L. Arul Suganthi Agnes  - Head of the Supporting school
12. Dr. A. Lourdasamy  - 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 2nd and 3rd 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

- | | | |
|-------------------------------------|---------------------------------|--------------------------------|
| 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. M. P.</i> |
| 8. Mrs. A. Lilly Maria Praveena | - Member, IQAC | <i>A. 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>K. Mary Hilda</i> |
| 13. Mrs. Shermeena | - Student Representative | <i>M. 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

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>A. Lilly Maria Praveena</i>
9. Mrs. R. Bhuvaneswari	- Member, IQAC	<i>R. Bhuvaneswari</i>
10. Ms. Glory Bai	- Administrative staff	<i>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>M. K. Mary Hilda</i>
13. Mrs. Shermeena	- Student Representative	<i>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>Rev. Sr. L. Arul Suganthi Agnes</i> |
| 12. Dr. A. Lourdusamy | - External Expert | <i>Dr. A. Lourdusamy</i> |
| 13. Mrs. K. Mary Hilda | - President, Alumni Association | <i>Mrs. K. Mary Hilda</i> |
| 14. Mrs. Shermeena | - Student Representative | <i>Mrs. 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.



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

Minutes of IQAC meeting 2021 -2022

Date: 03.08.2021

Time: 3.00 p.m

Venue: Sr. Stephane Meeting Hall

Agenda:

- Composition of IQAC 2021-2022
- Review of the UGCNET Preparatory programme.
- Orientation Programme and Bridge course for I year students
- Interaction with Parents regarding online classes.
- Faculty Development Programme
- Programmes for the odd semester of the academic year 2021-2022
- Preparation of AQAR for the academic year 2020-2021

Minutes:

With the support and whole-hearted involvement of all the members present, the following discussions leading to significant resolutions took place in the meeting which extended from 3.00 p.m. to 4.30 p.m.

- ❖ The composition of IQAC for the academic year 2021-2022 was placed with the inclusion of new members for the academic year 2021-2022. The norms of UGC for the composition of IQAC were followed for revision. With the acceptance of all the members, the composition was finalized.

Rev.Sr.Dr.L.Vasanthi Medona, Assistant Professor of Mathematics; Mr.Britto, Advocate, Tirunelveli; Ms.A. Nancy, Alumna, PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai and the elected president of the Parent Teachers Association would serve as members of IQAC 2021-22.

- ❖ As a quality initiative of IQAC, the institution in collaboration with District Central Library organized a two days UGCNET Preparatory programme on July 22nd and 23rd. 102 participants including 35 from states other than TamilNadu were benefitted. Within TamilNadu, scholars from different Universities including Annamalai University, TamilNadu Teachers Education University, Manonmaniam Sundaranar University, University of Madras, Bharathidasan University and Periyar University, participated in the virtual programme. The programme was successful. The members discussed and resolved that along with TET preparation, student teachers should be trained for all competitive exams including NET.
- ❖ Schedule, topics and resource persons were finalized for the orientation programme and student induction programme for the first year students. It was resolved to conduct the Student Induction Programme from 6th to 25th September, 2021. The sessions must focus on Personality Development, Improving Mental Health, Enhancing Employability Skills and Spoken English Course.
- ❖ Holistic development of student teachers could be ensured with the joint efforts of the stakeholders. An online interactive session has to be conducted with the parents to build rapport with the institution. Their views regarding the conduction of online classes have to be collected and included in further planning. The online meet was planned to be on 09.10.2021 for first year students and 23.10.2021 for second year students. The PTA executive committee has to finalize the schedule and agenda.
- ❖ Faculty development programme on “Outcome based Education” is to be organized on 20.10.2021. Dr.A.Lourdusamy, IQAC Director and Associate Professor, Department of Mathematics, St.Xavier’s College, Palayamkottai will serve as the resource person. Teacher Educators have to take prior efforts to prepare themselves on the topic and could clarify their doubts during the FDP.
- ❖ More number of Seminars and Invited talks were organized to bring in multiple talents and enrich the student teachers. International webinar on “Bloom’s Digital Taxonomy” was successfully organized on 30.07.2021. The teacher educators proposed to organize webinar on “Nurturing Gender Sensitivity” on 17.08.2021, State level symposium on “Book Review” on 19.08.2021, webinar on “Fostering Social Responsibility and Social Innovation”

under UBA scheme on 21.09.2021, International webinar on "Turning Challenges into Opportunities in Mathematics Classrooms through Action Research" on 29.10.2021.

❖ Teacher Educators have to work in groups with dedication and team spirit for the submission of data to IQAC for the preparation and submission of AQAR for the academic year 2020-2021.


PRINCIPAL i/c
ST. IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)
PALAYAMKOTTAI - 627002

R. Indira Mary
[IQAC Coordinator]



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

Minutes of IQAC meeting 2021 -2022

Date: 30.10.2021

Time: 3.30 p.m

Venue: Sr. Stephane Meeting Hall

Agenda:

- Organizing National webinar on Blended Learning.
- Organizing International webinar on Positive Mental Health.
- Organizing Institutional level and Regional level webinars and Competitions.
- Discussion on Internship Teaching Practice for II year B. Ed.
- Planning for Microteaching cycle, Tutor- Ward system and Special school visit.
- Preparation of AQAR for the academic year 2020-2021.

Minutes:

- As a quality initiative of IQAC Teacher Educators are encouraged to conduct webinars and programmes to enhance learning and to promote skill development. A National webinar on “Blended Learning: The Future of Higher Education” is to be organized on 16.11.2021. The information has to be sent widely so that participants from different states of the country have to participate in the National level webinar.
- IQAC together with the Psychosocial club of the institution organizes an International webinar on “Positive Mental Health” on 30.11.2021. It was resolved by the members present to invite Resource persons from other countries. Input of Native speakers improves listening skill and content knowledge.

- To cope with the needs of the fast changing society and to provide opportunities for the holistic development of the student teachers, regional level and institutional level webinars, awareness programmes, invited talks and competitions have to be organized. Teacher Educators proposed to conduct Competition on Cyber Crime Awareness, AIDS awareness programme, e-quiz on research methodology, webinar on Water Resource Management, Awareness programme on Road safety, webinar on Formation of Youth in Modern Era, webinar on ICT tools in Teaching-Learning process, webinar on Education making a difference in the Pandemic Era, Voters' awareness programme and seminar on Recent trends in Research Methodology.
- Internship Teaching Practice for II year B. Ed student teachers starts from November 1st and extends till 19th February, 2022. Teacher Educators have to guide and supervise the preparation and execution of the Internship Training of the student teachers.
- Microteaching orientation, practice and cycle will be conducted from 07.12.2021. Orientation to Tutor-Ward system for the freshly enrolled student teachers will be conducted on 15.12.2021. Student teachers will visit the special schools on 04.01.2022. Suggestions of the members are invited while planning these programmes for enhanced outcome.
- Any programme organized, should be reported at the earliest with evidential documents to the IQAC office through the e-mail: iqac20ign@gmail.com to facilitate inclusion of all the quality initiatives of the institution in the Annual Quality Assurance Report 2020-2021.

Sr. L. Vasanthi Medana
PRINCIPAL i/c
ST. IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)
PALAYAMKOTTAI - 627002.

R. Indra May
(IQAC Coordinator)

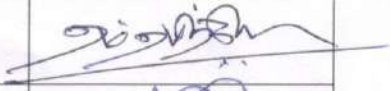
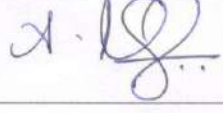


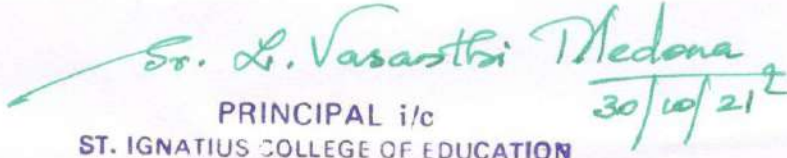
ST.IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)
Accredited with 'A' grade by NAAC (Second Cycle)
Palayamkottai – 627 002

IQAC Meeting 30.10.2021

Attendance

Sl.No	Name of the Member	Signature
1.	Rev.Sr.Dr.L.Vasanthi Medona Principal & Assistant Professor of Mathematics	<i>So. Dr. Vasanthi Medona</i>
2.	Rev. Sr. Gemma Secretary	<i>Sr. A. Gemma</i>
3.	Dr. R.Indra Mary Ezhilselvi IQAC Coordinator& Assistant Professor of Psychology	<i>R. Indra Mary</i>
4.	Dr.E.C.Punitha Dean & Associate Professor of English	<i>E.c. Punitha</i>
5.	Dr.M.Maria Saroja Research Director & Associate Professor of Biological Science	<i>M. Maria Saroja</i>
6.	Dr.N.Theresita Shanthi Controller of Examinations& Assistant Professor of Physical Science	<i>N. Theresita Shanthi</i>
7.	Dr.Jeyasudha Assistant Professor of History	<i>A. Jeyasudha</i>
8.	Dr.J.Maria Prema Assistant Professor of Education	<i>J. Maria Prema</i>
9.	Dr.Esther Maragathamani Assistant Professor of Tamil	<i>G. Esther Maragathamani</i>
10.	Ms.M.Gnana Kamali Assistant Professor of Computer Science	<i>Ms. M. Gnana Kamali</i>
11.	Ms. T. Glory Bai Assistant	<i>T. Glory Bai</i>
12.	Dr. A. Lourdasamy IQAC Coordinator. St. Xavier's Arts & Science College Palayamkottai	<i>Dr. A. Lourdasamy</i>

13.	Dr.Selvaraj Correspondent Magdalene Matriculation Higher Secondary School	
14.	Mr.Britto Advocate, Tirunelveli	
15.	Ms.A. Nancy PG Assistant, St. Ignatius Convent Higher Secondary School, Palayamkottai	
16.	Ms. D. ChandraPrabha President, PTA	ab


30/10/21

PRINCIPAL i/c
ST. IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)
PALAYAMKOTTAI - 627 002



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

IQAC 2020-2021

Plan of Action / Action Taken

S.no	Plan of Action	Action Taken
1.	Due to lockdown of schools due to pandemic period Internship Training for second year students has to be rescheduled.	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. Later, the student teachers went for Internship from January 20, 2021 to May 7, 2021.
2.	To ensure holistic development of student teachers, student induction programme has to be conducted. Even though there is no possibility for meeting the freshers face-to-face due to lockdown, an Interactive Student Induction Programme has to be conducted online.	To help the freshers adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members and expose them to a sense of larger purpose and self-exploration, student induction programme was organized from 5th to 13th November, 2020. Varied programmes including spoken English course for 5 days were planned for the holistic development and wellness of the budding teachers so that they could be formed in excellence to transform the society.

3.	To provide opportunity to the students develop their communication skills.	As a part of student induction programme, Interactive English Course was provided from 07.11.2020 to 13.11.2020 which helped the students to develop LSRW skills and gain confidence over the mastery of the language.
4.	To encourage all the faculty members and students to organize webinars and workshops.	Webinars in Regional, National and International Level were organized to enrich the prospective teachers. Participants were invited from other institutions to widen our contact. All our faculty members and students participated actively in the webinars and workshops conducted.
5.	Taking into consideration recent trends in education and the advantages and features of the online e-Learning system, Faculty Development Programme has to be conducted.	IQAC of the College conducted a two-day faculty development program on 2nd and 3rd September 2020. It provided a platform to learn the tools and techniques needed to design and develop digital resources for teaching and learning. E-Content expert and trainer, Mr. M. Vimal Gerald, Assistant Professor of Computer Science, St. Joseph's College (Autonomous), Trichy served as a resource person. The content was uploaded in IQAC YouTube channel for future reference.
6.	To support faculty members to publish books on their interest and specialized subjects. To encourage staff to undertake institutional projects and apply for projects to different agencies.	As a result of the efforts taken with the support of Sr. Landrada Centre for Research of the College, research policies were revised to provide incentives for publication of papers and chapters. This academic year, an institutional project and a group project funded by "The Council of the ICM

		Educational Institutions” were completed.
7.	To get the benefits of diverse faculty, in accordance with the MoU signed with other Colleges of Education, Faculty Exchange Programmes have to be conducted.	In accordance with the MoU signed between our institution and VOC College of Education, Tuticorin and Annammal College of Education for Women, Tuticorin respectively, a Faculty Exchange Programme was conducted from 19.04.2021 to 22.04.2021. The Managements and Heads of all the three institutions supported one another by all means to enhance student learning. Multiple talents were brought in.
8.	To manage and control the resources in the library and serve the students better, Library Automation is upgraded with KOHA software.	The library provides effective and efficient service to achieve the ultimate aim of the institution. It is automated through application software named ROVAN LMS SOFTWARE. The process of migrating from the existing commercial software to KOHA has started in the month of December 2020. Due to pandemic, the process is getting delayed and at present both the software are employed, to have a smooth migration.

9.	For students to learn beyond a typical classroom and to keep the students actively engaged and motivated for self-learning, an enrichment programme should be arranged as a specialized tutoring programme.	For every course , enrichment programme is arranged with talks of special invitees from 10.02.2021 to 12.03.2021. It includes training from Special Educators of Florence Swainson Higher Secondary School for the Deaf and The High School for the blind.
10.	It is a long-term goal to expand the infrastructural facilities of the College. Additional classrooms enabled with technology and high-speed internet facility are to be constructed.	A fully equipped and well flourished 'Sr. Stephane Meeting Hall' was opened on 23.11.2020. new block is added to our college on 27.03.2021. The extension block, named after Rev. Sr. Ursule ICM, has additional classrooms well equipped for digital learning. Purified drinking water and washroom facilities are provided for the students. Separate washroom for differently abled and incinerator facilities are also available for the needy. Highspeed internet service is provided to access e-learning resources.

Sr. L. Vasanthi Medona

PRINCIPAL i/c
ST. IGNATIUS COLLEGE OF EDUCATION
 (AUTONOMOUS)
 PALAYAMKOTTAI - 627 002