

Internal Quality Assurance Cell (IQAC) Meeting Minutes of the IQAC Meeting held on 11.09.2020

The Internal Quality Assurance Cell meeting for the Academic Year 2020-21 was held on 11th September 2020 at 3.30 pm at the Conference Hall.

The following members were present in the meeting:

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|-----|-------------------------|---|
| 1. | Dr. G. Subramonian | - Chairperson |
| 2. | Dr. N. Muthaiah | - Member |
| 3. | Dr. P.E. Thomas | - Member |
| 4. | Dr. R. Thangavel | - Member |
| 5. | Dr. R. Sridhar | - Member |
| 6. | Sri. R. Balasubramaniam | - Member |
| 7. | Dr. V. Shanmuga Ganesan | - Member |
| 8. | Dr. V. Srinivasan | - Member |
| 9. | Dr. S. Swaminathan | - Member |
| 10. | Dr. S. Sivasankar | - Member |
| 11. | Sri. N. Mohandass | - Member |
| 12. | Sri. Prince Paulraj | - Student Representative |
| 13. | Dr. M. Jagadesh | - IQAC Coordinator/
Member Secretary |

Leave of absence:

- | | | |
|----|--------------------|----------|
| 1. | Sri. R. Damodharan | - Member |
| 2. | Sri. Balakrishnan | - Member |

The Principal of Sri Ramakrishna Mission Vidyalaya College of Education Dr. G. Subramonian Anna welcomed the Secretary and members. He presented the Action Taken Report of the previous meeting held.

Dr. M. Jagadesh, IQAC Coordinator presented the IQAC report. The report elucidated the review of activities for the previous quarter of the academic year 2020-21.

Agenda 1: Approval of minutes and action taken report of the previous IQAC meeting held.

Minutes and action taken report of the previous IQAC meeting held were read and confirmed.

Agenda 2: Review of Activities

- Due to Covid-19 pandemic condition, the online classes for the II Year B.Ed., and M.Ed., Programmes for the Academic Year 2020-21 commenced on 03rd August 2020.
- Independence Day celebrations on 15th August 2020.

Staff Activities:

Dr. G. Subramonian, Principal

As Resource Person:

S.No	Title	Program	Institution	Date
1	Higher Education Opportunities to all with IGNOU	Webinar	Sri Ramu College of Arts & Science, Pollachi.	27 th July 2020

2	Technology of teaching and learning	Webinar	IGNOU	13 th August 2020
3	Teachers' the Pillars of the Nation	Webinar	Sri Ramakrishna Mission Vidyalaya Maruthi College of Physical Education.	05 th September 2020

Dr. S. Swaminathan

Librarian

As Resource Person:

S.No	Title	Program	Institution	Date
1	Online Digital resources for Teacher Education	Webinar	Meston College of Education, Chennai.	12 th August 2020
2	Course Management System with Special Reference to MOODLE	Webinar	ADM College for Women, Namakkal.	19 th August 2020
3	Preparing Librarians for NAAC	Webinar	St. Christopher College of Education, Chennai.	25 th August 2020.

Dr. M. Jagadesh, Assistant Professor

- Attended a meeting in connection with framing a core team for conducting Faculty Development Programs across Vidyalaya institutions from the Academic Year 2021-2022 at Central Office on 13th October 2020.
- Contributed to an edited chapter titled "Engaging Students and Transforming Instruction through Digital Tools" in the book titled Digital Media in Teaching and Learning, published by ESN Publications in October 2020.
- Reviewed an authored volume titled "Education Technology in School Education: Constructive Teaching and Learning with Technology" by Routledge, Taylor & Francis in December 2020.

As Resource Person

S.No	Title	Program	Institution	Date
1	Creating Digital Brochures and Certificates	Webinar	Bharathiar University Arts and Science College, Pollachi.	23rd April 2020.
2	Creative Digital Tools for Teacher Educators	Webinar	Tamil Nadu Teachers Education University, Chennai.	04th May 2020
3	Transforming Data using Excel	Webinar	Tamil Nadu Teachers Education University, Chennai.	27th July 2020
4	Jamboard & Google Apps	Webinar	Pingle Government College for Women, Telangana.	30th and 31st August 2020

Webinars conducted:

The College of Education has conducted several Webinars on varied areas for the benefit of the teachers, students and administrators. The details of the same is given below

S. No	Webinar Title	Resource Person	No. of Participants	Date
1	Sports Science & Yoga	Dr. E. Amudhan Assistant Professor SRMV Maruthi College of Physical Education, Coimbatore. Dr. S. Viswanath Senior Biomechanist National Sports Institute of Malaysia, Kuala Lumpur.	697	19.06.2020 & 20.06.2020
2	நூல்களை பாதுகாக்கும் முறைகள்	முனைவர் பபெருமாள் . மாநில ஒருங்கிணைப்பாளர், தமிழ்நாடு சுவடி பாதுகாப்பு குழுமம், பாதுகாப்பாளர்நூலகர்- பொறுப்பு (ப.நி), சரஸ்வதி மஹால் நூலகம், தஞ்சை.	127	24.06.2020
3	Strategies for Enhancing Attention and Motivation in e-Learning	Dr. V. Shanmuga Ganesan Associate Professor in Psychology	32	26.06.2020
4	A Bundle of Tools for Online Teaching	Dr. S. Mohan Faculty The School of Computer, Information and Mathematical Sciences, The University of the South Pacific, Fiji.	845	27.06.2020
5	Qualitative Research – Phenomenological Method	Dr. K. Mohanasundram Professor & Head Department of Education Periyar Maniammai Institute of Science & Technology, (Deemed to be University) Thanjavur – 613 403.	718	30.06.2020
6	Mastering Speaking Skill among The Prospective Teachers	Dr. A. John Lawrence Associate Professor in English Education St. Xaviers College of Education, Tirunelveli.	169	02.07.2020
7	Trends in Higher Education – Role of Internal Quality Assurance Cell (IQAC)	Dr. S. Mani Director – IQAC & Professor and Head Department of Educational Planning and Administration Tamil Nadu Teachers Education University, Chennai 600 097.	183	16.07.2020

8	Great Ideas Great Minds	Dr. S. Krishnaraj Associate Professor & Placement Officer Bharathiar School of Management & Entrepreneur Development Bharathiar University, Coimbatore - 641 046.	1156	20.07.2020
9	XMind: A Mindmap Tool	Dr. K. Ramasamy Librarian M.V. Muthiah Govt. Arts College for Women, Dindigul.	159	30.07.2020
10	“ஆசிரியர் : கடமை மற்றும் பொறுப்புகள் ”	Dr. S. Udhayakumar, Assistant Professor, Department of English and Comparative Literature, Madurai Kamaraj University.	52	05.09.2020

IGNOU:

- The counselling sessions for the IGNOU B.Ed., programme for the Academic Year 2020-21 were conducted through online mode on 15th , 22nd and 23rd July 2020 respectively.

NAAC Best Practices Presentation:

National Assessment and Accreditation Council hosted a Webinar Series on presentation by Higher Education Institutions who have secured A++ in Assessment and Accreditation on Best Practices adopted by them. In this connection, Sri Ramakrishna Mission Vidyalaya College of Education, Coimbatore presented the best practices titled “**Pivotal of Teacher Education: Impact of innovative Practices**” on 14th August 2020. Dr. G. Subramonian, Principal, Dr. S. Swaminathan, Library & Placement Coordinator and Dr. M. Jagadesh, IQAC Coordinator presented the Webinar. NAAC has planned to publish the collection of Best Practices of several institutions as a book and we are happy that our college is also listed in the publication.

PARAMARSH Activities:

Our College of Education has been awarded a UGC Grant for Rs. 15 Lakhs for **PARAMARSH** - UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions to Promote Quality Assurance in Higher Education on 15th January 2020.

As per the PARAMARSH Scheme, our college as a Mentor institution has been guiding the Mentee institutions for accreditation process. In this connection, we are conducting preparatory meetings for the mentee institutions.

The preliminary meeting for Mentee Institutions under PARAMARSH - UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions to Promote Quality assurance in Higher Education was conducted at Sri Ramakrishna Mission Vidyalaya College of Education (Autonomous) on 23rd June 2020 at 10.30 am. Representatives (Principals and IQAC Coordinators) from Mentee institutions participated in the meeting. Dr. N. Muthaiah, Dean, FDMSE delivered the Key note address on Assessment and

Accreditation Framework for TEIs for the Mentee Institutions. He emphasized the need for A&A and highlighted the Revised Accreditation Framework for TEIs.

Agenda 3: Periodical events scheduled

- Plan to conduct a Workshop on National Education Policy 2020.
- Faculty to take initiatives to publish books and articles in reputed journals.

Agenda 4: Any other Matter

The members offered various suggestions and recommendations for the strengthening of the IQAC activities in the college.

Dr. N. Muthaiah Anna, Dean, Faculty of Disability Management and Special Education, Ramakrishna Mission Vivekanandha Education and Research Institute, Coimbatore insisted all the faculty members to apply for research funding from the agencies like UGC (STRIDE), ICSSR (IMPRESS) etc., He also signified the weightage of research metrics in the revised Assessment and Accreditation framework.

Dr. Thomas, Syndicate Member, Professor and Head, Department of Communication & Media Studies, Bharathiar University advised the faculty members to apply for ATAL FDPs sponsored by AICTE concentrating on topics such as Leadership Skills, Emotional Intelligence etc.,

Mr. R. Balasubramaniam, Notary Advocate appreciated the implementation of IFHRMS and PFMS modules in the institution.

All the members of the IQAC Advisory Committee contributed their valuable insights and proposed several suggestions. A healthy discussion prevailed among the members of the IQAC. The advisory meeting came to an end as Dr.V.Shanmuga Ganesan, Associate Professor in Psychology proposed the vote of thanks.

Internal Quality Assurance Cell (IQAC) Meeting Minutes of the IQAC Meeting held on 02.12.2020

The Internal Quality Assurance Cell meeting for the Academic Year 2020-21 was held on 02nd December 2020 at 3.30 pm at the Conference Hall.

The following members were present in the meeting:

14.	Dr. G. Subramonian	- Chairperson
15.	Dr. N. Muthaiah	- Member
16.	Dr. P.E. Thomas	- Member
17.	Dr. R. Thangavel	- Member
18.	Dr. R. Sridhar	- Member
19.	Sri. R. Balasubramaniam	- Member
20.	Dr. V. Shanmuga Ganesan	- Member
21.	Dr. V. Srinivasan	- Member
22.	Dr. S. Swaminathan	- Member
23.	Dr. S. Sivasankar	- Member
24.	Sri. N. Mohandass	- Member
25.	Sri. Prince Paulraj	- Student Representative
26.	Dr. M. Jagadesh	- IQAC Coordinator/ Member Secretary

Leave of absence:

1.	Sri. R. Damodharan	- Member
2.	Sri. Balakrishnan	- Member

The Principal of Sri Ramakrishna Mission Vidyalaya College of Education Dr. G. Subramonian Anna welcomed the Secretary and members. He presented the Action Taken Report of the previous meeting held.

Dr. M. Jagadesh, IQAC Coordinator presented the IQAC report. The report elucidated the review of activities of the previous quarter of the academic year 2019-2020.

Agenda 1: Approval of minutes and action taken report of the previous IQAC meeting held.

Minutes and action taken report of the previous IQAC meeting held were read and confirmed.

Agenda 2: Review of Activities

- The Result Passing Board for 2018-20 batch was conducted on 14th October 2020
- Board of Studies meeting was held on 11th November 2020.
- Academic Council Meeting was held on 18th November 2020.
- The College Committee was held on 21st November 2020.
- Governing Body Meeting was held on 21st November 2020.

Examinations:

Semester	Course	CIA I	CIA II	Model Exam	Practical/Viva-voce	Semester Exam
Fourth Semester (2018-20 Batch)	B.Ed.,	--	--	--	--	23 Sep - 29 Sep 2020 (Online)
	M.Ed.,	--	--	--	--	23 Sep - 29 Sep 2020 (Online)
Second Semester (2019-21 Batch)	B.Ed.,	--	--	--	--	30 Nov - 05 Dec 2020 (Online)
	M.Ed.,	--	--	--	--	30 Nov - 05 Dec 2020 (Online)
	M.Phil.,	--	--	--	--	30 Nov - 05 Dec 2020 (Online)

Staff Activities:**Dr. G. Subramonian****Principal**

- Attended an online meeting for Programme Incharges organised by School of Education, IGNOU, Delhi in connection with B.Ed., Second Year Workshop on 28th October 2020.

Dr. S. Sivasankar**Director of Physical Education**

- Acted as a resource person titled "Yoga for healthy life", under Rashtriya Poshan Maah 2020 organised by Sri Ramakrishna Mission Vidyalaya College of Arts and Science on 29th September 2020.
- Published a book titled "Fundamentals of Yoga Education" for Education, Physical Education and Yoga Students by Sports Publication, New Delhi in September 2020.
- Attended a meeting in connection with framing a core team for conducting Faculty Development Programs across Vidyalaya institutions from the Academic Year 2021-2022 at Central Office on 13th October 2020.
- Acted as a resource person for a session titled "Sports, Games and Yoga" for first year students at Ramakrishna Mission Vidyalaya Industrial Training Institute, Coimbatore on 5th November 2020.

Research and Outreach Activities**Publications:**

One issue [57(2&3)] of the Journal of Educational Research and Extension was brought out during this quarter of the year. The senior staff members of the college continue to be the members of the editorial board of this journal. Besides this, many staff members also published articles in various journals.

Webinars conducted:

S.No	Event	Resource Person	No of Participants	Date
1	National Level Faculty Development Programme on National Education Policy 2020	Dr. S. Alagesan, Former Principal SRMV Maruthi College of Physical Education. Dr. Ch. VST. Saikumar, Principal, SRMV Maruthi College of Physical Education. Dr. S. Peter Anandh, Lecturer in Physical Education, DIET, Salem	250	14.10.2020 - 16.10.2020

Agenda 3: Plan for the next quarter of the academic year 2020-2021.

- Our college of Education through the Extension Services Department and IQAC, has planned to conduct series of FDPs for school and college teachers on enhancing their teaching skills.
- IQAC has planned to conduct several preparatory meetings at mentee institutions to prepare them for NAAC Assessment & Accreditation Processes.

Agenda 4. Any other Matter

The members offered various suggestions and recommendations for the strengthening of the IQAC activities in the college.

- Dr. N. Muthaiah Anna, Dean, Faculty of Disability Management and Special Education, Ramakrishna Mission Vivekanandha Education and Research Institute, Coimbatore portrayed the NAAC revised accreditation framework with special reference to Teacher Education Institutions (TEIs). He insisted upon orienting Mentee institutions to go for Assessment and Accreditation processes.
- Dr. Thomas, Syndicate Member, Professor and Head, Department of Communication & Media Studies, Bharathiar University insisted on more practical oriented sessions for the students will enhance their teaching skills.
- Dr. R. Thangavel, Principal, Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore reiterated the significance of Practice teaching for students as it will mould them to be effective teachers.

All the members of the IQAC Advisory Committee contributed their valuable insights and proposed several suggestions. A healthy discussion prevailed among the members of the IQAC. The advisory meeting came to an end as Dr.V.Shanmuga Ganesan, Associate Professor in Psychology proposed the vote of thanks.

Internal Quality Assurance Cell (IQAC) Meeting Minutes of the IQAC Meeting held on 19.04.2021

The Internal Quality Assurance Cell meeting for the Academic Year 2020-21 was held on 19th April 2021 at 3.30 pm at the Conference Hall.

Members Present

27. Swami Garishthananda	- Secretary
28. Dr. G. Subramonian	- Chairperson
29. Dr. N. Muthaiah	- Member
30. Dr. P.E. Thomas	- Member
31. Dr. R. Thangavel	- Member
32. Dr. R. Sridhar	- Member
33. Sri. R. Balasubramaniam	- Member
34. Dr. V. Shanmuga Ganesan	- Member
35. Dr. V. Srinivasan	- Member
36. Dr. S. Swaminathan	- Member
37. Dr. S. Sivasankar	- Member
38. Sri. N. Mohandass	- Member
39. Sri. T. Sakthivel	- Student Representative
40. Sri. Prince Paulraj	- Student Representative
41. Dr. M. Jagadesh	- IQAC Coordinator/ Member Secretary

Leave of absence:

1. Sri. R. Damodharan	- Member
2. Sri. Balakrishnan	- Member

Principal Anna welcomed the Secretary and members. He presented the minutes and the Action Taken Report of the previous meeting.

Dr. M. Jagadesh, IQAC Coordinator presented the Activities and new initiatives.

Agenda 1: Approval of minutes and Action Taken Report (ATR) of the previous IQAC meeting held.

Minutes and Action Taken Report (ATR) of the previous IQAC meeting held were read and confirmed.

Agenda 2: Review of Activities

1. Curricular Aspects

Meetings:

- Board of Studies and Academic Council.

2. Teaching-learning and Evaluation

- Due to Covid-19 pandemic condition, the classes for the B.Ed., and M.Ed., Programmes for the Academic Year 2020-21 were conducted online.

- The II Year BEd., students commenced their II Phase of Teaching Practice sessions at their respective schools (through online mode) from 07th December 2020.
- The Result Passing Board for 2018-20 batch was conducted on 14th October 2020 and for the 2019-2021 batch, it was conducted on 16th February 2021.

Faculty Development Programme (FDP)

Our college of Education through the Extension Services Department and IQAC, had conducted series of FDPs for school and college teachers on enhancing their teaching skills. In which, teachers of Swami Shivananda Higher Secondary (English and Tamil Medium), Sri Ramakrishna Mission Vidyalaya Arts and Science College teachers (SF Wing) and RKMVERI - Faculty Centre for Agricultural Education and Research were the participants.

Our faculty members have conducted several webinars on unique topics and have acted as resource persons at various seminars, webinars and academic activities.

3. Research and Outreach Activities

- Our faculty members have presented project proposals, FDP proposals, reviewed books and published several books and articles.
- Three of our newly recruited faculty members have completed their one month Online Faculty Induction Programme conducted by HRDC, Bharathidasan University, Trichy in the Academic Year 2020-21.

Publications

Our College of Education has been publishing a peer reviewed quarterly journal titled "Journal of Educational Research and Extension" since 1964 without missing a single issue. This year we have applied for our journal to be included UGC-CARE Listed journals.

IGNOU

Counselling sessions and Workshop Based Activities for 2019 and 2020 batches of IGNOU BEd students through online mode was conducted.

4. Student Support and Progression

The Government of Tamil Nadu, Ministry of Higher Education distributed internet data cards to all our students and were distributed on 12th March 2021 to make use for their online classes.

5. Governance, Leadership and Management

- The College Committee Meeting, Governing Body Meeting and other Committee Meetings such as Programme & Evaluation Committee, Library Committee, Grievance & Appeal Committee and Admission Committee were conducted on different dates.

6. Institutional Values and Best Practices

NAAC Best Practices Presentation:

Sri Ramakrishna Mission Vidyalaya College of Education, Coimbatore presented the best practices titled “**Pivotal of Teacher Education: Impact of innovative Practices**” on 14th August 2020 hosted by NAAC. NAAC has planned to publish the collection of Best Practices of several institutions as a book and we are happy that our college is also listed in the publication.

PARAMARSH Activities:

As per the PARAMARSH Scheme, our college as a Mentor institution has been guiding the Mentee institutions for accreditation process. In this connection, we are conducting preparatory meetings for the mentee institutions.

Agenda 3: Periodical events scheduled

The following activities will be conducted for the forthcoming semester.

Sl.No	Events
1	Micro-teaching demo sessions
2	Micro-teaching students practice
3	Macro Demonstration Sessions
4	MOOC Courses Orientation for Students
5	Examination Schedule
	CIA - I
	CIA- II
	Model Examinations
	Semester Examinations
6	Scout Masters Training for Students
7	Curriculum Development Council Meeting
8	Board of Studies Meeting
9	Academic Council Meeting
10	FDPs for school and college teachers on enhancing their teaching skills.
11	An In-service programme for the Graduate Science teachers is planned.

3. New Initiatives

- Similar to the previous Academic Year, we have planned to conduct several Webinars/ Conferences on relevant topics in the forthcoming year.
- Funding options from ICSSR under **IMP**actful Policy **RE**search in **S**ocial **S**cience (IMPRESS) scheme will be utilized for research projects and seminars.
- To tap funds from other schemes and funding agencies viz., UGC-STRIDE, PMMMNMTT, Tamil Nadu State Council for Higher Education, etc.,
- Faculty members of our college to enrol in SWAYAM Online MOOC Courses in different programmes.
- Faculty members of our college have planned to conduct SWAYAM MOOC Courses acting as subject experts.

- Planned to organize a hands-on experiments workshop on Psychology for M.Ed students of colleges of Education in Coimbatore.
- A template for staff is being made ready for preparing AQAR for the Academic year 2020-21.

Agenda 4: Any other Matter

The members offered various suggestions and recommendations for the strengthening of the IQAC activities in the college.

- Dr. N. Muthaiah Anna, Dean, Faculty of Disability Management and Special Education, Ramakrishna Mission Vivekanandha Education and Research Institute, Coimbatore portrayed the NAAC revised accreditation framework with special reference to Teacher Education Institutions (TEIs). He insisted upon orienting faculty members and students about the key indicators of the Assessment and Accreditation processes.
- Dr. P. E. Thomas, Syndicate Member, Director I/c, CDE, Professor and Head, Department of Communication & Media Studies, Bharathiar University threw light upon the significance of Outcome Based Education (OBE). He also insisted learning by doing rather concentrating on bookish knowledge alone. He cited relevant examples connecting concepts and curriculum.
- Mr. R. Balasubramaniam, Notary Advocate gave an insight on how IQAC can benefit in strengthening the overall performance of the institution. He also provided suggestions for the fine tuning of the administrative and financial procedures in the institution.
- Dr. R. Thangavel, Principal, Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore briefed the importance of an effective IQAC in an institution and the activities to be done.

All the members of the IQAC Advisory Committee contributed their valuable insights and proposed several suggestions. A healthy discussion prevailed among the members of the IQAC. The advisory meeting came to an end as Dr.V.Shanmuga Ganesan, Associate Professor in Psychology proposed the vote of thanks.