



St. Christopher's College of Education
No 63 E.V.K Sampath Road, Vepery, Chennai-7

IQAC MINUTES: 2019-2020

P. Nithya Duralakshmyam

PRINCIPAL

ST. CHRISTOPHER'S COLLEGE OF EDUCATION
VEPERY, CHENNAI - 600 007.

IQAC HELD ON 17.6.19 AT 10.00 A.M. FOR OPTIONAL TEACHERS.

Principal discussed certain points and asked what are the deviations we see in our students now-a-days? She requested the Staff to analyse and give their views.

- Content knowledge is very poor among the students
- Written language skills has come down
- Students from teaching background have been reduced. Some of them are first generation learning so they find it hard to adhere to rules.
- Attitudinal change is found among students.
- Mobile phone addition has increased
- giving respect for teachers has reduced.
- Commitment among students has reduced.
- Late attendance and leave taking has increased
- Students come late for chapel.
- Taking leave without proper reason.
- Spending time in canteen during class time.
- not participating in assembly programme and quiz.

Next Principal asked the staff to give suggestions for the question, What is the desirable behavior?

- Staff gave some suggestions
- Students must have good language skills- both written and spoken.
- Students must willingly adhere to the rules and regulations of the College.
- Students must have good context knowledge etc.

Next Principal asked the question, What were the best practices used earlier?

Staff gave the following points:

- Students referred books
- Prior permission was taken for leave
- Parents support was there
- Students had a proper way of dressing
- Students' behavior was corrected by all teachers
- Earlier when students come late to class they will be made to stand out.

Lastly she asked the question, what are the best practices to be continued and the best practices to be introduced.

- Dress code – strict dress code to be followed leggings to be banned, saree to be worn on Wednesday.
- Mobile phones to be banned.
- Messages will be sent to the parents when the student is absent.
- Students must bring leave letters from the parents when they take leave. It must be signed by the optional teachers.
- Parent orientation can be done
- Student orientation can be done for 3 days. Rule and regulations can be explained in detail during orientation.
- Those with 100% attendance will be given a prize in the College Day.
- Those with attendance above 95% will be given 5 marks in the internal and those with 90% to 95% attendance will be given 1 mark.
- PTA to be conducted at the time of issuing certificates.
- At teaching schools mobile phones must be banned.
- Lesson plans can be checked while going for teaching observation.
- During teaching practice teacher trainees can be made to sign in the evenings.
- Silence must be maintained in the chapel, assembly, in the corridors and in the library.
- Campus maintenance. Students can be encourage to maintain the college campus clean.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC

IQAC MEETING ON 21.06.2019 AT 10.00 A.M

Agenda

National policy of Education, 2019 – discussion

Principal highlighted the important points from the new education policy 2019

- She stated the purpose of this meeting is to discuss the points to prove that ours is a standard professional college.
- She requested the staff to state the deviations that they find in students of recent years.
- Staff stated their opinion which are listed below.
- No listening, only talking
- No note taking behavior
- No reference of books
- Only reference from online sources
- Expect spoon feeding
- No serious learning
- No originality in submitting assignments
- Coming late to class
- Avoiding test and taking leave
- Sitting with friends and talking in class (I group students sit in alphabetical order)
- Indiscipline while attendance is taken and while walking in the corridors.
- Principal requested the staff to give suggestions to improve the functioning of the College.
- She said that all teachers must take responsibility to correct the mistakes of the students irrespective of the departments.
- Students must be asked to give reference during assignment submission.
- Assignments if found copied can be given zero
- Application oriented assignments can be given.
- The books used for reference must be used along with online reference.

- One reference book can be suggested for different subjects so that the students can purchase them. Xerox can be taken for certain topics.
- One student who uses the library frequently for reference can be identified and recognized.
- To encourage regular study habits. One week with specified days for each subject can be fixed for giving tests.
- The 1st period of the day can be allocated for the 1 hour test. 3 long tests can be given for C.C.E
- Short test can be open book test
- Collect the assignments in the presence of the teacher and distribute in the presence of the teacher. Keep a checklist to check who had submitted.
- To avoid late attendance staff must leave the students on time. They must see that students leave the class before leaving.
- In general class students may be asked to sit in the alphabetic order.
- Students must not be allowed to enter the marks in the mark register.
- In the case of general class, classes can be exchanged when the teacher takes leave.
- In order to motivate the students 5 marks can be allocated for attendance.
- Internal marks will be given for 35 out of 40 and 5 for attendance. Out of 35, 28 is the maximum marks to be given by the teacher. If a student has above 95% attendance she will be given 5 marks.
- If the student has 90% to 95% attendance 1 mark will be allocated to her.
- If the student has less than 90% attendance then she will not be given any marks for attendance.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC

IQAC MEETING ON 24.06.2019 AT 10.00 A.M FOR OPTIONAL TEACHERS

In contribution of the meeting held on 17.6.19 some more points were discussed to strength the teaching-learning process and following suggestions given.

- To avoid copying application oriented assignments can be given
- Mobile phones must not be used for taking notes.
- One book can be recommended for each subject and the students may be asked to but the book
- One week will be allocated to give each cycle of the internal assessment test. The 1st period of each day will be allocated for each subject for the test to be given. The question will be given by the teacher.
- No retest will be given if the student is absent.
- Special permission must be got from the Principal by the student to the eligible for the retest.
- Deadline for submission of practical marks will be decided and it must be submitted on time.
- Teachers must finish their classes on time and check whether the students have left for their respective classes before leaving to avoid students going late to the next class.
- In demonstration, model teaching in the primary can be included.
- In the month of June students can go for internship to a primary school for 2 weeks. 5 lessons plans can be taught. Permission letter must be sent by the students. Lesson plan and certificate will be in one file. Bonafide certificate must be taken.
- Demonstrations – students will observe Bentinck and our teachers.
- Microteaching – 2 skills blackboard and introduction as a group.
- 3 skills of explaining skill, questioning reinforcement and stimulus variation can be done in the optional
- Peer teaching – one lesson plan – group work in the 2nd semester for one week.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC

The Minutes of the IQAC held on 29.7.2019 at 3.00 p.m.

All the members were present. The Agenda for the meeting was as follows:

Prayer

IQAC Report

Student's Feedback

Staff self Appraisal Report

Exam Result

Suggestions for improvement

The meeting started with a prayer by Mrs. Parimala Paul.

IQAC report was read by Mrs. Parimala Paul the IQAC Co-ordinator.

IQAC – Report

1. Attendance

- Late comers will be marked 'a'.
- Students with 100% attendance will get prize during College Day.
- above 95% – 5 marks.
- 90% to 95% - 1 mark. } Will be given in the internal assessment

2. Leave

- Students should get prior permission before taking leave.
- Leave letters should be forwarded by the department faculty to Vice Principal.
- If a student is absent without getting prior permission, a message will be sent to the parent. When the student comes back, a letter from the parent should be submitted to the optional teacher and it will be forwarded to the Vice Principal.

3. Dress Code

- Students should wear a saree on Wednesdays.
- During internship students should wear saree and put up their hair.
- Tight fitting clothing and leggings are not permitted in the College.

4. Mobile phones

- Usage of mobile phones is strictly banned in College campus.

- There will be a penalty, if the student use mobile phone.
- If the teachers want to do activities using mobile phones, they may permit the students to bring their mobile phones.

5. Parent meetings

- Parents will be given an orientation about the rules of the College.
- Parents should meet the optional teacher at the time of getting semester mark sheets.
- Parents Teacher meeting will be conducted when the mark sheets are given.

6. Discipline

- Students should maintain absolute silence in Chapel, Assembly Hall and when they walk along the corridors.
- All teachers are responsible for the discipline of students.
- Optional teachers will handle discipline issues with the help of Disciplinary Committee.

7. Evaluation

- There should be a minimum of 3 Continuous Comprehensive Evaluation tests. One week will be allocated to give each cycle of internal assessment test. The 1st period of each day will be allocated for each subject test.
- Assignments should be application oriented. More marks should be given to students who have originality.
- Retest will not be conducted if the student is absent during Continuous Comprehensive Evaluation. Special permission from the Principal has to be got if there is genuine reason to rewrite the test.
- If the assignments are not submitted on time, marks will be reduced.
- Internal assessment marks will be for 35 marks and 5 marks will be allocated for attendance with the total of 40 marks. 28 will be the maximum marks to be allocated for 35.

8. Study Habits

- Students should be made to take notes and mobiles should not be used for reference.

- Students should buy at least one book for each subject and for certain topics notes can be prepared by students.
- Taking Xerox copies and photos should be discouraged.

9. In classrooms

- Students could be asked to sit according to alphabetical order for core courses and big optional classes.
- Teachers are responsible for discipline inside classrooms.
- In the case of general classes if the teachers are on leave, they can exchange their classes with others and report to principal.
- Teachers must finish their classes on time so that students can attend all the classes on time. They must send all the students out of the class before leaving.

10. Multidisciplinary Practices

- Student teachers shall observe 10 lessons related to their major subject and eight lessons related to other School subjects (2x4).
- Demonstration classes of Teacher Educators shall be observed by other department students too.
- Student teachers will practice 3 skills in their optional class and 2 skills in multidisciplinary groups.
- Peer teaching will be done in multidisciplinary groups.
- Students teachers will observe 5 lessons at the Primary level during demonstration.
- Student teachers will undergo two weeks of teaching (10 lessons) at primary level in the month of June. The School may be selected by them. They should get permission from the School and a completion certificate should be obtained from the School.

Student Feedback

Students Feedback was read by Dr. Regina Joel

Students' feedback on Autonomy

81 students have studied in autonomous colleges.110 have stated that they have found innovative practice in the college.123 are happy that they study in autonomous set up

of this college. 124 are benefitted by the autonomous set up. 124 are satisfied by the examination system followed in the college. 115 want the same internal assessment to be continued. 65 of them want 40% for internal assessment, 48 want 20%, 19 want 60%. 109 have changed the study habits for the good. For 141 the internship improved the teaching competence. For 125 social service was useful. 140 have used the indoor stadium to play games. For 139 physical education classes were useful. 132 were benefitted from the citizenship camp. 120 found the fieldtrip useful. Educational tour was useful to 101. 138 HAVE found first aid classes useful to give first aid in case of emergencies. 127 have found family education classes useful. 114 have benefitted from tea with advisory sessions. For 136 assembly and quiz programme have trained them in organizational skills. The fine art classes have taught them lifes kills to 137 For 124 house parties were useful in moulding them as socially mature persons. For 136 the activities of the helped in bringing out the inherent talents. 136 are confident in getting placement after completing B.Ed.

Staff Self Appraisal Report

Feed back of the staff of the academic year 2018-2019

All staff have relevant and up-to-date knowledge of their subject. Lectures of all the staff have clear goals, and they explain clearly and structure them well to assist the students in their learning. All the staff have an efficient system to provide adequate feed back to students on their progress. 99% of them have clearly specified the intended out comes to their students. All of them ensure the students do the only the work assigned to them in their classes. 98% of them are keen on the maximum usage of ICT. All of them are able to gain students' active participation and interest in the topic. 98% of them allow their students to ask questions in the class. All of them give enough space and conducive atmosphere in class for interaction and learning. All the staff take efforts in developing interest among students towards their subjects. 98% of the staff keep themselves available to the students to discuss about their concerns in the progress .understanding and difficulties of the course with them.

99% of them find their assistance to the students helpful. All of them make the students clear about the completion of the assessment activities. All are able to adequately prepare for class. They all manage and use class time smoothly and fully.

They all review teaching process based on student feed back and achievement. 99% of them are able to make their students do what they had not done before, where they had to rethink or think new. They encourage learners to add their own personal touch to their learning experiences. 99% of them could model and assist learners in developing and understanding their own metacognitive processes. 99% of them assist learners in reflecting on and evaluating their learning experiences. 97% of them assist learners in identifying and acknowledging the rewards of persevering through tough times. 98% of them give learners the time, resources and opportunity to identify and pursue their dreams. 99% of them strive to upgrade their professional competence.

98% of them attempt to broaden their perspective through professional study, research, reading, writing, travel and try to enrich their teaching through the experience gained. All of them make use of available means of evaluation to improve their teaching. All of them are receptive to the suggestions of their colleagues. 99% of them evaluate the effectiveness of the courses of study that they teach with a sensitivity for student interest and relevance to the modern scene. 99% of them make a genuine effort to help new staff members. In addition to their regular duties as classroom teachers they all accept willingly extra duties within the college. All of them state that their colleagues know their attitude that they are prepared to assist them whenever necessary. 97% of them make their time and talents available beyond the classroom helping students through extra academic assistance, coaching or managing of teams, clubs or other activities. 98% of them take corrective action outside of their classroom whenever necessary. All of them accept administrative decisions in good faith and make use of the proper channels to suggest modifications to those decisions with which they disagree. All of them discourage harmful gossip and chronic complaining in the staff room. 99% of them check every day the cleanliness of the classroom they use. All of them encourage the students to take action to improve the college environment to respect the college property and that of others. 99% of them check the furniture are arranged properly in

the classrooms. All of them maintain the registers well. 995 of them take responsibility of the infrastructure given to their department. All of them ensure that the students use the facilities of the college carefully. All of them are able to make their students complete all the practical work on time. 97% of them are able to implement and use Google classroom for all the subjects they handle. All of them function as effective counselors to their students.

Conferences /seminars/workshops attended

7 staff have attended, 3 of the above 6 have attended 2, one has attended 4, Another has attended 5, 5 have not attended any.

Exam Result

Results of B.Ed and M.Ed Degree (Batch 2017-2019) and Diploma in Nursery Education Examinations.

The Controller of Examinations reported the results of B.Ed and M.Ed Degree Examinations and also Diploma in Nursery Education Examination held in the year 2018-2019.

SEMESTER – IV (Batch 2017-2019)

Examination		No. of Candidates	No Appeared	No Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Theory	150	146+1	15	125+1	6
M.Ed. Degree	Theory	4	3	2	1	-
	Practical	4	3	3	-	-
Diploma in Nursery Education 2018-2019	Theory	4	4	-	4	-
	Practical	4	4	-	1	3

Results of B.Ed Batch 2018-2020 Examinations

SEMESTER – II (Batch 2018-2020)

Examination		No. of Candidates	No Appeared	No Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Theory	150	146	5	123	17

Suggestions for improvement

- Two awards will be given to encourage the library readers, one best reader of the year award and best library user award were constituted this year.
- Our campus is free of ragging and harassment. Effective measures are in place to identify and prevent ragging and harassment.

- One more grievance box will be placed.
- Assessment of counselling needs will be analysed and action taken.
- It was decided to install equipment for segregation of waste in the College and hostel. Celebrate important days and weeks related to the environment.

With this the meeting came to an end.

Paimals Paul

P. Nithi. Devakanyam

ST. CHRISTOPHER'S COLLEGE OF EDUCATION, CHENNAI - 7
IQAC MEETING ON 5.8.19 AT 2.30 P.M

The meeting of the IQAC was conducted on 5.8.19 at 2.30 p.m

All the members were present except Mrs. J. Jasmine.

The agenda for the meeting was as follows:

1. Phone usage
2. Marks for attendance

Phone wage:

It was decided that phones must not be used inside the College campus, and the students must switch off their phone inside the campus. If they are found using their phones without special permission, they will be suspended from College for 5 days for the first default. For the second default they will be dismissed from the College.

Mark for attendance:

10 marks will be allocated for attendance to be added along with the internals before reducing it to 40. When the student has above 90% attendance the proportionate marks will be added. For every 1% increase in attendance, 1 mark will be given.

e.g. for a student with 98% attendance 8 marks will be added out of 10.



Signature of Co-ordinator, IQAC



Signature of Chairperson, IQAC

MINUTES OF IQAC held on 20.3.2020

Agenda

Online courses

Demo Classes

Professional growth of staff

All the members were present except Mrs Samuel Stella and Mrs Georgina

Online courses

The syllabus for the three online courses must be finalised so that the courses may be started in the next semester

Demo classes

The recording for the demo classes for the various skills will be done on 23rd and 24th of March. Each Demo will be of 15 minutes duration.

Professional growth of staff

The Principal requested the staff to make a presentation of various programmes attended by them in this academic year. On 3rd of April photos taken by them in the various workshops/ seminars /conferences attended can be incorporated and they have to highlight in few words their experiences in the above said programmes.

NAAC Accreditation

Principal said that our institution will go in for NAAC Accreditation in the year 2021.

She divided the staff into seven groups and each group was allocated one criterion.

The various groups ,the seven criteria and the staff in charge are listed below

Group 1- Curricular Aspects – Mrs. Parimala Paul, Dr. Alice Elizabeth, Mrs. M. Ramya.

Group 2 – Teaching – learning and Evaluation – Mrs. Libin Saral, Mrs. M.Hebziba, Dr. Mano Stella Charling, Mrs. N.G. Jyothsna.

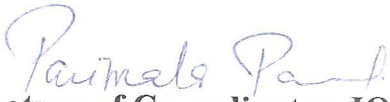
Group 3 – Research and Outreach Activities – Dr. Jeyanthi Melba, Mrs. J. Jasmine, Mrs. Joy Felimla.

Group 4 – Infrastructure and Learning Resources- Dr. Jayasundari, Miss. Selvamary.

Group 5 – Student Support and Progression – Mrs. Reeva Jebalina, Mrs. Samuel Stella, Mrs. Thusitha.

Group 6 – Governance, Leadership and Management –Dr. Regina Joel, Miss. Jesintha Mary.

Group 7 – Institutional Values and Best Practices- Mrs. Susan David, Mrs.S. Gorjeena, Mrs. N.Nalini.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC

MINUTES ON IQAC held on 9.5.2020

Agenda

Prayer

Report of mentors

The members present : Principal, Dr.Jayasundari,Mrs. Parimala Paul, Mrs. Samuel Stella,Mrs. N.G. Jyothsna,Mrs. Libin Saral,Mrs. Susan David, Mrs. S. Georjeena.

Mrs Susan David Mentor in charge of RMP College reported that she interacted with the staff of the College and cleared their doubts regarding NAAC Accreditation . She said that the Librarian needed some help to upgrade the library. She had collected the official mail ids of the staff. The staff were split and put in charge of seven criteria, The next meeting with the RMP College staff will be held on 12th May 2020 from 2.30-3.30 p.m

Mrs Libin Saral Mentor in charge of G.U.Pope College reported that she frequently meets with staff in google meet and motivates them .She has allocated the staff for each criteria. She had collected the official mail ids of the staff. She said that the Principal of the College cooperated well. The next meeting with the staff of G.U Pope College was decided to be held on 15th of May from 2.30-3.30 p.m.

The Mentor of Newbegin College Mrs Jyotsna reported that she had created the official mail id for all the staff .She had divided the criteria among the staff .She said that the IQAC co-ordinator co-ordinates all the activities with her. Next meeting with Newbegin College will be held on 16th May 2020 from 2.30-3-30 p.m.

Mrs Georgina the mentor for Rev John Thomas college had collected the email ids of the staff .She said that the staff found it difficult to do the work from home and meet in Google Meet due to net- connectivity problems. Next meeting with the staff of Rev John Thomas will be held on 13th May from 2.30-3.30 p.m.

Mentor of Ewart's College of Arts and Science , Mrs Samuel Stella reported that the Gmail id for all the staff had been created. She reported that the IQAC co-ordinator Mrs Benita co-ordinated well with her. She had split the various criteria among the staff. The next meeting with the Ewart's College staff will be held on 11th May from 2.30 – 3.30 p.m.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC

MINUTES ON IQAC held on 10 .5.2020

Agenda

Prayer

Report of mentors

The members present : Principal, Dr. Jeyasundari, Mrs. ParimalaPaul, Mrs. Samuel Stella, Mrs. N.G.Jyothsna, Mrs. Libin Saral, Mrs. Susan David and Mrs. Georjeena.S.

Mrs Jyotsna the mentor for NewBegin College of Education , reported that Mrs Persis the IQAC co-ordinator for NewBegin College of Education had taken steps to form a separate team to work towards Paramarsh. The Paramarsh Manual was given to them.They are meeting exclusively to discuss about NAAC Accreditation. NGJ reported that they needed help in taking Geo tag Photos .

Principal suggested that a meeting can be organised with the IQAC co-ordinator and a representative and both can be trained to take Geo tag Photos.

Mrs Susan David the Mentor for R.M.P College said that she frequently meets with the Principal and IQAC co-ordinator and motivates them. The IQAC co-ordinator needed some guidance which was given. The relevant documents are yet to be gathered.

Mrs Libin Saral the Mentor for G.U.Pope College reported that a whatsapp group had been formed among the staff and work has been allocated for each staff.

The IQAC co-ordinator Mr.Vedaraj had doubts about documents to be collected pertaining to 5 years. They had a meeting some days back to clarify doubts.

Mrs Georgina Mentor incharge of John Thomas College reported that just before lockdown started the staff were divided into groups and given responsibilities. Two days before the staff have met and discussed about the various responsibilities. She said that they were unable to co-ordinate from home and were waiting for the lockdown to be lifted so that they can proceed further.

Mrs Samuel Stella, the Mentor of C.S.I Ewart's College of Arts and Science reported that she is co-ordinating the work through Mrs Benita The IQAC co-ordinator of the College. She reported that the staff were very committed . She reported that the staff were involved in a workshop on Technology at present for 3 days from 11-13th of May.

Principal asked the Mentors of each College to fix a separate date for each institution so that we can meet with the staff of the College and render help whenever necessary.

Before meeting with the staff of the various Colleges Principal suggested that the Paramarsh team will meet again on 9th May to discuss in each Criteria what work can be allocated to staff to work from home. She requested each mentor to prepare a report and discuss on Saturday before meeting with the respective Colleges.

Principal also asked the Mentors to fix a date with each College to meet with the staff. With this the meeting came to an end.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC