



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

IQAC MINUTES: 2017-2018

D. Nithi Devarajam

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

Minutes of IQAC meeting held on 26.07.2017 at 11.30 A. M.

All the members were present except Dr. Mrs. Regina Joel, Mrs. Susan David, Dr. Mrs. Alice Elizabeth, Miss. Dilish Vanesa Viviliya and Mrs. Ramya.

Agenda for the meeting was as follows:

1. Chapel evening service
2. King's Daughter's Circle
3. Election of leaders
4. Practical marks

Chapel Evening Service

As the strength of the students in the hostel is declining, it was decided to conduct the chapel service which will be conducted once a month, during the scripture class either on Saturday or Thursday.

Kings Daughters' Circle

This was conducted once a month for the hostel students. As the strength in the hostel is declining it was decided to conduct this programme during scripture class involving all the students.

Election of leaders

It was decided to create a new post as "resident student representative". This representative will look after the duties in the college hostel. It was decided that the student council president and vice president can be a resident or non-resident student. From this year this rule will be followed.

Practical Marks

The practical mark allocation for different components were changed as from the 2016-2018 batch students are going for teaching practice from the 1st year itself.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC

Minutes of IQAC meeting held on 24.08.2017 at 11.00 a.m.

All the members were present except Dr. Mrs. Thelma Rani, Miss Dilish Vannesa and Mrs. Jyothsna.

Agenda for the meeting was a

Prayer

Minutes

Report from various committees.

The various committees presented their plan for the academic year 2017 – 2018

1. Grievance Committee:

The grievances of the students are addressed as when they are highlighted. Advisory meetings are conducted between the students and their adviser every month where students raise their grievances. Students council meetings are held regularly where students representatives highlight certain difficulties or problems faced by students in general.

It was decided not to have Gangadeeshwar Corporation Boys School as one of our teaching schools.

Disciplinary Committee:

They updated the existing rules and regulations to maintain discipline in the College.

The rules will be displayed in the notice board for the reference of the students.

The students will be informed orally of the rules to be followed.

Anti ragging Committee:

Frequent meetings were held with student representatives. No incidence of ragging was reported.

Awareness will be created among the students to report any such incidence to the concerned staff.

Women Harassment:

There was no reported incidence of women harassment in the College. Frequent interaction will be held with the staff – teaching and non teaching and the students to final if there is any incidence of women harassment.

Eco Club:

Various measures are planned to be undertaken by the Eco Club such as

- create awareness about environmental issues.
- impart knowledge about organic farming
- plant decorative plants near the department
- provide a sanitary pad dispenser
- celebrate special days such as environment day
- maintain a bird house.

Counselling:

Various programmes were charted out for the academic year 2017-2018.

- organize a talk on the importance of counselling
- create awareness about various counselling techniques.

- a talk on tips to identify students with counselling need.
- new staff members may be recommended to undergo advanced counselling – Level I course.
- identify students with special needs and give counselling referral work done.

Library Committee:


The Committee decided to acquire books for current year before March 2018. Annual stock verification will be held in September 2017 for the current academic year.

Research Committee:

The following decisions were taken.

- copy of the standardized tools will be prepared and kept in the library and the exam unit.
- students must be asked to submit the soft copy of the action research done to the library.
- the staff study circle – staff are requested to present research article
- A schedule will be prepared for the staff so that they will be prepared for their turn:

The students who are not present for the chapel service at 8.45 a.m. will be marked as absent for the forenoon session.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC

Minutes of the IQAC meeting held on 31.08.2017

All the members were present.

The agenda for the meeting was as follows:

Prayer

Minutes of the last meeting

Results 2016 – 2017

Students' feedback

Staff Self Appraisal

Report of various Committees

Discussion

The meeting started with prayer by the Principal Mrs. Joan Elango. Minutes of the last meeting was read by Mrs. Parimala Paul. Exam results for the year 2016 – 2017 were read by Dr. Mrs. Mano Stella Charling.

SEMESTER – III (Batch 2015 – 2017)

Examination		No. of Candidates	No. Appeared	No. Passed		
				Distinction	I Class	II Class
B.Ed Degree	Practical	122	118	42	75	1
	Theory	8	8	1	7	-
M.Ed Degree	Practical	8	8	1	1	-
	Theory	8	7	-	3	3
Diploma in Nursery Education 2016 – 2017	Practical	8	8	-	4	4
	Theory	2	2	-	2	-
M.Phil Degree 2015 – 2016	Practical	1 (Full Time)	Submitted Thesis	Highly Commended		
		1 (Part Time)	Submitted Thesis	Commended		

SEMESTER – IV (Batch 2015 – 2017)

Examination		No. of Candidates	No. Appeared	No. Passed		
				Distinction	I Class	II Class

B.Ed Degree	Theory	122	119	4	108	7
M.Ed Degree	Theory	8	8 Dr. Nithila Devakarunyam	2	6	-

SEMESTER – I (Batch 2016 – 2018)

Examination		No. of Candidates	No. Appeared	No. Passed		
				Distinction	I Class	II Class
B.Ed Degree	Theory	116	115	-	92	18
M.Ed Degree	Theory	1	1	-	1	-

SEMESTER – II (Batch 2016 – 2018)

Examination		No. of Candidates	No. Appeared	No. Passed		
				Distinction	I Class	II Class
B.Ed Degree	Theory	116	112	7	99	6
M.Ed Degree	Theory	1	1	-	1	-

Students' Feedback:

Students' feedback was read by Dr. Mrs. Regina Joel. The experts felt that the students' feedback may be quantified for better understanding. All the B.Ed and M.Ed students expressed that they are happy with the system of autonomy in the college. They have learnt systematic work and their study habits are improved. They are satisfied with the present evaluation system. They felt that the assembly program, quiz program and house parties enhanced their team work and provided opportunities to

express their talents. Many of the students mentioned good practice for the semester exams. They enjoyed the educational tour. They found the internship very useful.

Some students mentioned that during internal assessment tests, students copied. They felt that practical marks were not awarded properly. They expressed that teachers were partial. All units in the syllabus are not covered in Internal Assessment. The students felt that social service could have been done regularly.

Many of the students expressed that they had very little time to plan for Assembly Programme and house parties. In practical examination of some departments scored high marks.

Staff Self Appraisal:

The staff self appraisal was read by Dr. Mrs. Regina Joel. The staff can be advised to give specific details of their self evaluation instead of using general term. The format could be modified accordingly.

Faculty Self Evaluation:

Most of the faculty rated their teaching as very good, their relationship with students cordial, classes are democratic and their relationship with colleagues as friendly. Many of them did question paper setting and evaluation for other institutions. Two faculty members attended published articles. Many staff members participated in training programme. A few expressed that the training programme organized by the college were good. Faculty suggested way for their professional growth.


Report of various committees:

The report of various committees was read by Mrs. Parimala Paul. The experts appreciated the work done by the various committees and commended on the staff study circle.

Suggestions:

The experts also gave suggestion to reduce disparity in the allocation of practical marks. They suggested that a model practical examination can be conducted and the students assessed by a team of members in order to avoid disparity of marks among departments.

The staff may be encouraged to do research. They may be given incentives to appreciate their work.


Signature of Co-ordinator, IQAC


Signature of Chairperson, IQAC