St. Christopher's College of Education (Autonomous)

IQAC MINUTES

Academic Year : 2022-2023

P. Nithiri Dwaharayam

Principal

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

SEEK AND YE SHALL FIND

St. Christopher's College of Education, Chennai - 7

IQAC MEETING

(IN-HOUSE)

The 1st IQAC meeting for the year 2022-2023
will be held on 12.08.2022
at 10.30 a.m.
Venue: IQAC Room

AGENDA

1. **Prayer**
2. **Minutes**
3. **Pre-Test and Post-Test Formats**
4. **Internship Peer Feedback format**
5. **Staff taking Seminar for Staff and Students**
6. **E-Content Development by Staff**
7. **Blended Approach of Teaching**
8. **Faculty Peer Feedback Format**
9. **Self-Study Courses**
10. **Change in the B.Ed. Practicum Components**
11. **Staff Welfare**
12. **AQAR 2021-2022**
13. **Any Other Business**

P. Vithei Dwarakanayam

PRINCIPAL

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

IQAC IN-HOUSE MEETING

The 1st IQAC meeting for the year 2022-2023
will be held on 12.08.2022 at 02.00 p.m.
Venue: IQAC Room

MEMBERS PRESENT

Members	Signature
Dr. Nithila Devakarunyam	P. Nithila Devakarunyam 12/8/22
Dr. Jeyanthi Melba Premkumari	- ABSENT -
Dr. Mano Stella Charling	D. Mano Stella C 12/8/22
Mrs. Parimala Paul	Parimala Paul
Miss. Jesintha Mary	Jesinthamary.e 12/8/22
Dr. A. Jayasundari	Jayasundari 12/8/22
Mrs. Libin Saral	P. Libin Saral 12.8.22
Mrs. Susan David	12/8/22
Mrs. M. Ramya	M. Ramya 12/8/2022
Mrs. Reeva Jebalina	J. Reeva Jebalina 12/08/2022
Mrs. J. Jasmine	Jasmine 12/08/2022
Mrs. Samuel Stella	- ABSENT -

Mrs. Hebziba. M

Mrs. N.G. Jyothsna

Mrs. Georjeena. S — ABSENT —

Mrs. Joy Femila. L. A

Mrs. N. Nalini

Miss. M. Lydia

Mrs. Thusitha

Miss. Selvamary M

Mrs. P. Emi Jeba Sugnathi

Mrs. C.M. Jenifer

Mrs. Karunya Rajakumari R

Mrs. Enid Ruth

St. Christopher's College of Education(Autonomous), Chennai - 7

IQAC IN-HOUSE MEETING

MINUTES

The first IQAC meeting for the year 2022-2023 was held on 12.08.2022 at 10.30 a.m. at the IQAC Room.

The Agenda for the meeting was as follows;

- Prayer
- Minutes
- Pre-Test and Post-Test Formats
- Internship Peer Feedback format
- Staff taking Seminar for Staff and Students
- E-Content Development by Staff
- Blended Approach of Teaching
- Faculty Peer Feedback Format
- Self-Study Courses
- Change in the B.Ed. Practicum Components
- Staff Welfare
- AQAR 2021-2022
- Any Other Business

Prayer

The meeting began with the prayer by Mrs. J. Jasmine, Assistant Professor of Education and Controller of Examinations.

All were present except Dr. Jeyanthi Melba Premkumari, Mrs. Samuel Stella and Mrs. Georjeena.

Minutes

The minutes of the previous meeting were read by the IQAC Coordinator.

Pre-Test and Post-Test Formats

The Pre-Test and Post Test Formats formulated by the 2nd criterion team for Micro Teaching, ICT, Digital Technology in Pedagogy and Spoken English were presented by Mrs.Libin Saral, Assistant Professor of Physical Science, Mrs.Hebziba, Assistant Professor of Computer Education and Mrs. Susan David, Head Mistress, D.El.Ed.

Suggestions given by the staff were carried out and the final formats were given to the Staff. ***(Annexure-1)***

Internship Peer Feedback format

The Internship Peer Feedback format formulated by the Criterion 1 team was presented by Mrs. Parimala Paul, Assistant Professor of Mathematics.

It was suggested to follow the format used for micro teaching pretest and post test format for the internship peer feedback.

The suggestions put forth by the members were carried out and the final format was shared with Staff. ***(Annexure-2)***

Staff taking Seminar for Staff and Students

It was suggested that Staff should take Seminar for staff and students for a duration of 30 minutes during the first year assembly programme in the first semester. The schedule and the procedure was presented by Libin Saral, Assistant Professor of Physical Science.

E-Content Development by Staff

Dr. Mano Stella Charling, Assistant Professor of Education presented the guidelines for the E-Content Development by Staff proposed by the Research Committee.

Guidelines for e-content preparation:

- Topic should be related to B. Ed Curriculum.
- There should be a minimum of 4 modules.
- Each module should have a short video of 5 to 10 minutes duration, reference material and an activity.
- A post test should be given.

It was suggested to use the KIDS Facility for E-Content preparation by staff and students.

Blended Approach of Teaching

To continue the blended learning in the curriculum it is suggested to have the Saturday classes for the first semester students as online classes. The schedule would be 1st hour Optional and the remaining 2nd to 4th hours General Courses. During the 1st hour the 3rd semester students will have internship moral and scripture lesson plan correction and 2nd to 4th period they will be occupied by the Special Course staff for their lesson plan correction work.

Faculty Peer Feedback Format

As suggested by the experts during the last IQAC meeting, the format for Faculty Peer Feedback has been prepared. After validation it will be shared with faculty.

Self-Study Course

The Self study course topics given by the staff were sent for expert opinion. The highlighted are the topics approved ***(Annexure-3)***

The other topics are to be modified to proceed with the self study course syllabus preparation.

Change in the B.Ed Practicum Components

It was suggested that the practicum component PPT file submission which is in the curriculum at present should be replaced with E-Content development by students.

Staff Welfare

Principal Presented the Staff welfare schemes offered in the college.

Existing Scheme:

- Management Staff can avail an emergency loan of Rs. 5000/- and Advance of Rs. 25,000/- (once in a year and once in two years respectively).
- Fee concession for staff children who study in the college and the two schools.
- Faculty who pursue higher education in the college need not pay tuition fees.
- Staff are given permission to do work related to research like, to meet their guide, to go to university and for data collection.
- Registration fee, Travel reimbursement are given to the faculty for paper presentation.Staff can use the college campus for the wedding of their children. (Rs. 15,000/-)
- Seed money of Rs. 10,000- to faculty for research proposal and completion of the project.

New Scheme:

- *Management staff who complete Ph. D degree will be given two increments.*
- *Teaching faculty who complete an additional degree will be given a programme fee or Rs. 5000/- whichever is less.*
- *Festival advance of Rs. 5000/- will be given to management staff, repayable in ten installments.*
- *This interest free Advance loan of Rs. 25,000/- has been enhanced to Rs. 50,000/- which could be availed for specific reasons like; Staff - their own and their Children's Education and Wedding, their health issues and their family members health issues. This advance can be availed once in two years and the repayment period of the staff working in management posts is ten installments and the repayment period of the staff working in approved posts is 5 installments.*

AQAR 2021-2022

AQAR 2021-2022 format has been shared with the staff through official mail. Staff are instructed to prepare their respective criterion with their team as follows

Criterion I	- Mrs. Parimala Paul, Mrs. M. Ramya and Mrs. Lydia. M
Criterion II	- Dr. Mano Stella Charling, Mrs.Libin Saral and Mrs. Hebziba. M
Criterion III	- Dr. Jeyanthi Melba Premkumari, Mrs. J. Jasmine and Mrs. Joy FemilaJF
Criterion IV	- Dr. Jayasundari, Miss. Selvamary. M and Mrs. Emi Jeba Suganthi
Criterion V	- Mrs. Samuel Stella, Mrs. Reeva Jebaline and Mrs. Thusitha . M
Criterion VI	- Miss. Jesintha. C
Criterion VII	- Mrs. Susan David and Mrs. N. Nalini

The above members as a team work well in advance to enable the timely submission of AQAR for which the deadline for submission of Criterion wise Report will be 31st August 2022.

With this the meeting came to an end.

Jayasundari

Signature of the IQAC Coordinator

P. Nithiri Dwaharyam

Signature of the Principal

St. Christopher's College of Education (Autonomous), Chennai-7

Spoken English skills – Entry Level Assessment - *Annexure 1*

S.No.	Name	Tenses	Singular and Plural	Preposition	Modals	Articles	Types of sentences	Choice of words	Syntax	Pronunciation	Voice Modulation
Five-point rating scale for assessment : 1.Excellent 2. Good 3.Average 4. Poor 5. Very Poor.											

St. Christopher's College of Education (Autonomous), Chennai-7

Digital Technology in Pedagogy Pre-Test Post-Test : *Annexure -1*

I) Virtual Classroom Management:		**1**	**2**	**3**	**4**	**5**
1.	The teacher was able to create the LMS.					
2.	The teacher was able to give assignments/ questions/ materials.					
3.	The teacher was able to organise the topics.					
4.	The teacher was able to give announcements to students.					
5.	The teacher was able to grade the assigned works.					
6.	The teacher was able to add/ remove/mute people in the GCR.					
II) Assessment Tools:						
1.	The teacher was able to create a Google form.					
2.	The teacher was able to conduct a teacher pace/ student pace quiz easily.					
3.	The teacher was able to conduct brainstorming using Menti cloud.					
4.	The teacher was able to collect and grade video assignments using Flip Grid.					
III) Video Conferencing Tools:						
1.	The teacher was able to organise a Google meet.					
2.	The teacher was able to share the screen.					
3.	The teacher was able to use the white board.					
4.	The teacher was able to send an invite to all the students.					

IV) Video Recording Tools:						
1.	The teacher was able to record videos using any video recording tools (Screencastify/ Loom/ Screen V Recorder/AZ Recorder/ARloopa).					
2.	The teacher was able to navigate between the camera and content while recording.					
3.	The teacher was able to make a live recording using ARloopa.					
V) Video Editing Tools:						
1.	The teacher was able to edit the video.					
2.	The teacher was able to add images in between the videos.					
3.	The teacher was able to change the theme of the video.					
4.	The teacher was able to add audio/music to the video.					
VI) Online Video Uploading App:						
1.	The teacher was able to create a YouTube channel.					
2.	The teacher was able to upload a video on the YouTube channel.					
3.	The teacher was able to create a playlist.					
4.	The teacher was able to fetch the link of the video and share it to others.					
5.	The teacher was able to set the visibility settings.					

PRE-TEST & POST-TEST : ICT

* Required

1. *

Which of the following features is NOT an editing feature?

Mark only one oval.

- Cut
- Copy
- Save
- Paste

2. What are each individual "pages" of a Power Point called? *

Mark only one oval.

- Sheet
- Page
- Slide
- Paper

3. *

How do you print 6 slides in one paper?

Mark only one oval.

- Handouts
- Pages
- Slides
- Printouts

4. The purpose of a tab is to: *

Mark only one oval.

- ◯ Adjust the spacing between characters.
- ◯ Align text in columns and to indent lines of text.
- ◯ Align text at the left margin.
- ◯ Set the right margin.

5. Line spacing refers to the: *

Mark only one oval.

- ◯ Vertical spacing between lines of text.
- ◯ Horixontal spacing between words.
- ◯ Horizontal spacing between characters
- ◯ Top and bottom margins.

6. Which statement is TRUE about Cut and Copy? *

Mark only one oval.

- ◯ Cut removes selected text and copy moves selected text.
- ◯ They serve the same purpose.
- ◯ Cut removes selected text and copy duplicates selected text.
- ◯ Cut duplicates selected text and copy removes selected text.

7. The CUT command differs from the COPY command because the highlighted text is: *

Mark only one oval.

- ◯ Duplicated
- ◯ Erased from its old position.
- ◯ Replaced with a synonym.
- ◯ Formatted.

8. The character formatting feature that darkens the appearance of text is called: *

Mark only one oval.

- ◯ Boldface
- ◯ Italics
- ◯ Small caps.
- ◯ Underlining.

9. The word processing feature that forces every line to end evenly at the right margin is called: *

Mark only one oval.

- ◯ Right justification
- ◯ Left justification.
- ◯ Centering
- ◯ Left margin.

10. *

When a line gets too long and the extra words are moved automatically to the next line as you key, this is known as:

Mark only one oval.

- ◯ Wordiness
- ◯ Page format
- ◯ Page layout.
- ◯ Word wrap.

11. A number of letter that appears little above the normal text is called : *

Mark only one oval.

- ◯ Superscript
- ◯ Subscript
- ◯ Supertext
- ◯ Toptext

12. Which functionin Excel tells how many numeric entries are there ? *

Mark only one oval.

- ◯ NUM
- ◯ COUNT
- ◯ SUM
- ◯ CHKNUM

13. A features that displays only the data in column (s) according to specified criteria *

Mark only one oval.

- ◯ Formula
- ◯ Sorting
- ◯ Filtering
- ◯ Pivot

14. Statistical calculations and preparation of tables and graphs can be done using *

Mark only one oval.

- ◯ Adobe Photoshop
- ◯ Excel
- ◯ Notepad
- ◯ Power Point

15. The ____ feature of MS Excel quickly completes a series of data *

Mark only one oval.

- ◯ Auto Complete
- ◯ Auto Fill
- ◯ Fill Handle
- ◯ Sorting

16. In Excel, Rows are labelled as _____ *

Mark only one oval.

- A, B, C, etc
- 1,2,3 etc
- A1, A2, etc.
- A1, A2, etc.

17. The basic unit of a worksheet into which you enter data in Excel is called a *

Mark only one oval.

- cell
- table
- box
- column

18. An Excel file is generally called a / an : *

Mark only one oval.

- E-Spreadsheet
- Woorksheet
- Workbook
- Sheet

19. Which one is not a Function in MS Excel ? *

Mark only one oval.

- SUM
- AVG
- MAX
- MIN

20. Which functionin Excel checks whether a condition is true or not ? *

Mark only one oval.

- SUM
- COUNT
- IF
- AVERAGE

21. _____ is used to create a presentation *

Mark only one oval.

- MS Word
- MS Powerpoint
- MS Excel
- MS Spreadsheet

22. A presentation is saved in the extension *

Mark only one oval.

- ◯ .ppc/
- ◯ .ppb/
- ◯ .ppt/
- ◯ .ppm/

23. In Power point, _____ key is used to run the slideshow from the beginning *

Mark only one oval.

- ◯ F5
- ◯ F7
- ◯ Shift+F5
- ◯ Shilft +F11

24. **To open the existing presentation, press** *

Mark only one oval.

- ◯ Ctrl + L
- ◯ Ctrl + N
- ◯ Ctrl + A
- ◯ (D) Ctrl + O

25. *

We can remove / hide border of a shape by selecting …

Mark only one oval.

- ◯ No Line
- ◯ No Outline
- ◯ White Line
- ◯ No Border

This content is neither created nor endorsed by Google.

Google Forms

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Entry Level Test - Micro Teaching - Annexure 2

S.No	Statements	1	2	3	4	5
	Skill of Introducing a lesson					
1.	Teacher used previous knowledge of the pupils.					
2.	The device used was appropriate.					
3.	Almost every question of the lesson was effective.					
	Skill of Explaining					
4.	Used many explaining links.					
5.	Continuity in explaining.					
6.	Fluency in explaining.					
	Skill of fluency in Questioning					
7.	Questions were grammatically correct.					
8.	Questions were specific.					
9.	Questions were concise.					
	Skill of using the black board					
10.	Legibility of handwriting.					
11.	Neatness in black- board work.					
12.	Appropriateness of written work on the black board.					
	Skill of Reinforcement					
13.	Teacher used positive verbal reinforcement like 'Yes' 'excellent''splendid', etc.					
14.	Teacher used nonverbal cues like nodding, smiling, looking attentively at the responding pupil, patting etc.					
15.	Teacher wrote the pupil's answer on the board.					
	Skill of Stimulus Variation					
16.	Teacher modulated her voice to draw attention.					
17.	To seem and sustain attention the teacher changed interaction style.					
18.	Teachers make oral, visual, and switching.					
	Skill of using Teaching Aid					
19.	The aid(s) chosen was/were adequate and relevant to the topic.					
20.	The aid(s) used was/were introduced and described when necessary.					
21.	The aid(s) used was/were handled well by the teacher.					
	Skill of increasing pupil participation					
22.	The set created by the teacher was effective in increasing pupil participation.					
23.	Pupils were helped to participate in doing activities.					
24.	The teacher could ask a sufficient number of questions in this lesson.					

Skill of achieving closure							
25.	The teacher consolidated the major points.						
26.	The teacher provided opportunities for the pupil's to apply what they have learnt.						
27.	The teacher linked the present knowledge with the future learning.						

St. Christopher's College of Education (Autonomous), Chennai-7

SELF STUDY COURSE TITLE PROPOSAL - *Annexure 3*

S.No	Course Title	Staff In-charge
1	Basic Nutrition and Fitness	Dr. Jayanthi Melba Premkumari
2	Problem Solving in workplace	Dr. Mano Stella Charling
3	Recreational Mathematics	Mrs. Parimala Paul
4	Thirukural & Admin	Miss. C. Jesintha Mary
5	Copyright : Everything you need to know	Dr. A. Jayasundari
6	Exploring Everyday Chemistry	Mrs. R. Libin Saral
7	Veetu Vaithiyam	Mrs. Reeva Jebalina
8	Roof Gardening	Mrs. Samuel Stella
9	Storytelling using Block Code Programming - SCRATCH	Mrs. Hebziba. M
10	Teacher Etiquette	Mrs. N.G. Jyothsna
11	Basic Aquarium Management	Mrs. J. Jasmine
12	Culinary Arts	Mrs. Georjeena
13	Vedic Maths	Mrs. Joy Femila
14	Website Designing without coding	Miss Selvamary M
15	Event Management in Schools	Mrs. Susan David
16	Script Writing	Mrs. M. Ramya
17	Happiness	Mrs. Thusitha. M
18	Thirukural & Work Ethics	Mrs. N. Nalini

19	Skills of Time management	Miss. M. Lydia
20	Gamification through Coding	Mrs. Enid Ruth
21	Beautician Course : Makeup	Mrs. Emi Jeba Suganthi
22	Puppet Making	Mrs. Jennifer C.M.
23	Non -Verbal Communication Skills	Mrs. Karunya Rajakumari

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St. Christopher's College of Education, Chennai - 7

IQAC MEETING

The 2nd IQAC meeting for the year 2022-2023
will be held on 18.08.2022 at 3.00 p.m.
Venue: IQAC Room

AGENDA

1. **Prayer**
2. **Leave of Absence**
3. **Minutes**
4. **Students Feedback 2021-2022**
5. **Faculty Self Appraisal 2021-2022**
6. **Report of various committees**
7. **Self Study Courses**
8. **Faculty Peer Feedback**
9. **Any Other Business**

P. Nithin Devakanyam 16/8/22

PRINCIPAL

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

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ST. CHRISOTPHER'S COLLEGE OF EDUCATION (Autonomous)

The 2nd IQAC meeting for the year 2022-2023 was held on 18.08.2022 at 3.00 p.m. in the IQAC Room.

Members	***Signature***
Dr. Nithila Devakarunyam	P. Nithila Devakarunyam 18/8/22
Dr. Miriam Samuel	Miriam 18/8/2022
Dr. Joan Elango	Joan Elango
Dr. Priscilla Rajan	ABSENT
Mrs. Selvarani	ABSENT
Mrs. Marian Usha	ABSENT
Mrs. Jacquline Jayakaran	Jacqueline Jayakaran 18/08/2022
Mrs. Parimala Paul	Parimala Paul 18/8/22
Miss Jesintha Mary. C	Jesintha Mary. C
Mrs. Jasmine. J	ABSENT
Dr. Mano Stella Charling	D. Mano Stella C 18/8/22
Mrs. Libin Saral. R	ABSENT
Mrs. Jyothsna N.G.	Jyothsna. N. G. 18/8/22

Miss Shobana	18/8/22
Dr. Jayasundari. A	18/8/22.
Special Invitees	
Dr. Jeyanthi Mebla Premkumari	18/8/22
Mrs. Susan David	ABSENT
Mrs. Samuel Stella	
Mrs. Joy Femila .L.A	
Mrs. Hebziba. M	18/08/22

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC MEETING

MINUTES

The SECOND IQAC meeting for the year 2022-2023 was held on 18.08.2022 at 3.00 p.m. in the IQAC Room.

The Agenda of the meeting was as follows;

- Prayer
- Leave of Absence
- Minutes
- Students Feedback 2021-2022
- Faculty Self-Appraisal 2021-2022
- Report of various committees
- Self-Study Courses
- Faculty Peer Feedback
- Any Other Business

Members Present

Chairperson

Dr. Nithila Devakarunyam	: Principal

Senior Administrative Officers

Mrs. Parimala Paul	: Vice-Principal
Mrs. Jasmine J	: Controller of Examinations
Miss Jesintha Mary	: Bursar

Management Representative

Dr. Miriam Samuel	: Head of the Department Social Work, Madras Christian College, Chennai

Teacher Representatives

Dr. Mano Stella Charling	: General
Mrs. Libin Saral	: Science
Mrs. Jyothsna N.G.	: Arts

Nominee from Students

Miss Shobana	: II Year M.Ed Student

Nominee from local society

Mrs. Selvarani	: Consultant to Schools, Advisor, St. Christopher's Academy.

Nominee from Alumni

Mrs. Marian Usha, : Head Mistress, Bentinck Girl's Hr. Sec. School

Nominee from Employers

Dr. Joan Elango : Principal, Anita Methodist Matric Hr. Sec. School

Nominee from Stakeholders

Dr. Priscilla Rajan, : Co-Founder, CEO, Faith International Academy

Nominee from Industrialists

Mrs. Jacquline Jayakaran, : Principal, St. Christopher's Academy, Chennai.

IQAC Coordinator

Dr. Mrs. Jayasundari : Librarian

Special Invitees

Dr. Jeyanthi Mebla Premkumari : Director of Physical Education
Mrs. Samuel Stella : Assistant Professor of Biological Science
Mrs. Joy Femila .L.A : Assistant Professor of Education
Mrs. Hebziba. M : Assistant Professor of Computer Education
Mrs. Susan David : Headmistress, D.El.Ed.

Prayer

The meeting began with the prayer by Dr. Mano Stella Charling, Assistant Professor of Education.

Leave of Absence

Mrs. Selvarani : Nominee from local society
Dr. Priscilla Rajan : Nominee from Stakeholders
Mrs. Marian Usha : Nominee from Alumni
Mrs. Jasmine J : One of the Senior Administrative Officers and
Mrs. Libin Saral : One of the Teacher Representatives

submitted an apology for their absence.

Minutes

The minutes of the 2nd IQAC meeting held on 11.10.2021 in the year 2021-2022 with external members were read by the IQAC coordinator.

Students Feedback 2021-2022

The student feedback 2021-2011 collected from the II year students at the end of IV semester was consolidated and was presented by Mrs. Parimala Paul, Vice-Principal. ***(Annexure-1)***

It was suggested that the students should be given awareness on existing online grievance mechanisms.

Faculty Self-Appraisal 2021-2022

The Faculty Self-Appraisal Report submitted by all the staff members was consolidated and presented by Mrs. Parimala Paul, Vice-Principal. ***(Annexure-2)***

Experts suggested analyzing the support needed for the staff to finish their Ph.D. and also to conduct research workshops for the faculty members.

Report of various committees

Reports of the various committees were presented by the conveners of the respective Committees. ***(Annexure-3)***

It was suggested

- *to include members to the Internal Complaints Committee as per the UGC norms.*
- *to conduct awareness programmes on cyber security.*
- *Innovative trip can be arranged to have exposure on various school systems*
- *Counselors could be invited whenever there is a necessity.*
- *Students should be trained to address the counseling needs of their peers.*
- *Counseling format should be prepared for maintaining details regarding counselee.*
- *Book review and article review should be given as assignments.*
- *Online credible sources should be identified and given awareness.*
- *Subscription to E-Books and E-Journals are encouraged.*

Self-Study Courses

The list of Self Study Course proposed by the faculty members was modified according to the expert opinion and presented for suggestion of the IQAC members.***(Annexure-4).***

It was suggested to have 1 credit for each self study course.

Peer Feedback

The format for peer feedback was prepared by a team of faculty members headed by the Principal and was presented by Mrs. N.G Jyothsna, Assistant Professor of English.

It was suggested

- *to have positive and negative statements in the feedback format.*
- *to avoid lengthy statements in the feedback format.*

Any Other Business

There was nothing discussed under Any Other Business. With this the meeting came to an end.

Jayasundari A.

IQAC COORDINATOR

P. Nithin Devakanyam

PRINCIPAL

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

St. Christopher's College of Education (Autonomous), Chennai - 7

The SECOND IQAC meeting for the year 2022-2023 was held on 18.08.2022 at 3.00 p.m. in the IQAC Room.

ANNEXURES

(Annexure-1)

Students Feedback 2021-2022

Autonomous setup of the College

Most of the students have studies in Autonomous institutions. Even those who were from non-autonomous colleges appreciated the autonomous set up in the College. They felt the syllabus was innovative and more activities were organised. Opportunities were provided to showcase their talents. Most of them were appreciative of the special courses organised by the College. Many felt the training in digital tools was a new experience and very beneficial for their career.

Most felt the advantages of an autonomous setup to the syllabus updation and introduction of new courses.

Examination system

Most of the students were satisfied with the examination system followed in our College.

They were satisfied with the systematic organisation of online and offline examination. Some students faced technical issues during online examinations. Students suggested that they be given study holidays for better preparation.

Internal Assessment

All of them were satisfied with the internal assessment pattern followed in our College. Systematic planning and implementations of CCE helped the students to be better prepared to face the semester examination.

Most of them favoured 40% of marks for internal assessment while some students were in favour of higher percentage.

Study habits

Many of the students commented that their personal study habits have become more systematic and organised.

Internship

All the students felt that they were able to imbibe various skills which moulded them to become a professional teacher. They were appreciative of the internship schools allocated for them.

Hostel Life

All hostellers were happy with the facilities provided in the hostel. Some suggested that food provided in the mess can be improved.

Life as a non-resident

All the students enjoyed their life as a non-resident. Some commented about the long distances they have to commute and the staggered working hours of the College.

Co-curricular and extra-curricular activities

All the students enjoyed the physical education classes and were happy with facilities provided in the indoor stadium.

The camp was enjoyed by all. The virtual educational trip undertaken due to the pandemic was appreciated by the students.

All of them found the first aid classes to be useful and the Family Life Education course to be informative.

Students found the advisory group sessions to be beneficial, where they can clarify their doubts and interact with their advisors. Some felt that these sessions motivated them.

The Assembly and quiz programmes organised by the departments were found to be very exciting and informative. They felt it provided them with an opportunity to have a healthy competition among themselves.

Fine arts classes helped to develop the aesthetic sense among the students and they found them to be enjoyable and relaxing.

House parties provided them with opportunities to organise, co-ordinate and showcase their talents.

Students were highly appreciative of all the co-curricular and extra-curricular activities organised in the College.

General impression

All the students were happy with the opportunities and facilities provided in the College. Students expressed that they were able to imbibe the necessary skills needed to become an effective teacher.

(Annexure-2)

Faculty Self-Appraisal 2021-2022

All the staff attended conferences / Seminars and Workshops.

Twelve of them attended faculty development programmes. Two of them attended refresher courses. Five of them attended online courses. Two published research articles. One staff member has contributed towards writing a book.

Fifteen of them are members of the various committees. Fourteen of them have organised various activities in the College. Seven of them have served as external question paper setters. Five have served as external evaluators.

Four have taken up administrative responsibility. Eight have served as resource persons or experts.

Five have reported that they have read books not related to the course taught. Three have done reviews of research work. Four have served as research guides. One of the staff has taken up a research project funded by other organisations. Two have submitted projects for funding. Two of them have developed E - Content.

(Annexure-3)

Report of various committees

Reports of the various committees were presented by the conveners of the respective Committees:

(i) Sports Committee

The Minutes of the Sports Committee which was held on 10th August 202 through Virtual mode was read by the Convener Dr. Jeyanthi Melba Premkumari

Members Present

1. Dr. C. Jeyanthi Melba Premkumari
2. Mrs. M. Ramya
3. Mrs. M. Thusitha
4. Mrs. P. Emi Jeba Suganthi
5. Mrs. Jenifer. C. M
6. Bincy Rebecca (Games Secretary)
7. Sumithra (Alice house)
8. Pabitha (Ethel house)
9. Swathi (Nora house)
10. Keerthana Priya (Vera house)

Sports Committee Meeting for the academic year 2022 was held on 10th August 2022 through virtual mode. Instructions were given to the students regarding sports day, house party and other events. Students were encouraged to give suggestions regarding the conduct of sports. With this the meeting came to an end.

(ii) Examination Committee

Examination Committee Meeting – May 2022

The Minutes of the Examination Committee which was held on 18th May and 14th June 2022 in the IQAC Room to discuss the smooth conduct of Sem IV Examinations was read by the member Dr. Jayasundari. A

Members Present

Mrs.Parimala Paul - Vice Principal
Dr.A.Jayasundari - IQAC Co - ordinator
Mrs.Jasmine.J - Controller of Examination

1. Faculty Responsibilities and guidelines were framed.
2. Students Guidelines were framed keeping in mind the challenges faced by students.
3. Attendance Defaulters list was presented and action to be taken towards the same was finalized. The students who lacked attendance requested compensation and were permitted to compensate for the number of days required to be eligible for writing the examination.

4. Committee decided to meet the II Year students (2020 – 2022 batch) at 1.30 pm on the same day to give instructions for the semester Examinations. With this, the meeting came to an end.

Examination Committee Meeting – June 2022

Members Present

Mrs.Parimala Paul	- Vice Principal
Dr.A.Jayasundari	- IQAC Co - ordinator
Mrs.Jasmine J.	- Controller of Examination

1. Committee met the second year students on 18.05.2022 as planned and the Controller of Examinations explained the guidelines to the students.
2. Results of Semester IV were published on 6th June 2022.
3. No grievances were received from the students.
4. Attendance Defaulters list was presented and action to be taken towards the same was finalized. The students who lacked attendance were not permitted for the examination.
5. Committee decided to meet the I Year students (2021 – 2023 batch) at 1.30 p.m on the same day to give instructions for the Semester Examinations.

With this, the meeting came to an end.

(iii) Feedback Analysis Committee

The minutes of the feedback Analysis Committee which was held on 25.07.2022 at 10.30 a.m. was read by the member Mrs. Parimala Paul.

Members Present

Dr. Nithila Devakarunyam	- Principal
Mrs.Parimala Paul	- Vice Principal
Dr.A.Jayasundari	- IQAC Co - ordinator
Miss. Selvamary M	- Staff Representative

Feedback - students

Most of the students appreciated the Autonomous pattern followed in our institution and were appreciative of the add on courses organised. It was decided to offer self-study courses for the benefit of the students in the academic year 2022 – 2023.

All the students were satisfied with the internal assessment pattern and it was decided to follow the pattern for the coming academic year.

Hostel students wanted the food provided to be improved. Steps are taken to improve the food. Students did not like staggered hours but it would not be avoided as students were admitted late and working days had to be compensated.

Students were appreciative of the co-curricular activities organised. It was decided to organise more activities as it is the centenary year.

Feedback – Staff

Staff may be given more encouragement to present papers and submit research projects. They may be encouraged to read more books and serve as resource persons.

(iv) Research Committee

The minutes of the Research Committee was held on 10th August 2022 at 12:00 p.m. in the IQAC room. Which was read by the member Dr. Mrs.Mano Stella Charling, Assistant Professor of Education

Members Present

1. Dr. Mrs. Nithila Devakarunyam (Principal)
2. Mrs. Parimala Paul (Vice-Principal)
3. Dr. Mrs. Mano Stella Charling (Convenor)
4. Mrs. Jasmine (Member)

Prayer

The meeting commenced with a prayer by Mrs. Jasmine (Assistant Prof. of Education and Controller of Examinations).

The following were discussed in the meeting:

Action Taken

- Staff members who have not registered for Ph. D were asked to register during the academic year 2021 – 2022.
  Ms. M. Selvamary (Assistant Prof. of Computer Science) has registered for Ph. D.
- Staff who have registered were asked to complete and submit their thesis.
  Miss. C. Jesintha Mary (Co-ordinator of Extn. Services Dept. and Bursar), has submitted her thesis.
  Mrs. R. Libin Saral (Assistant Prof. of Physical Science), Mrs. J. Jasmine (Assistant Prof. of Education and Controller of Examinations) and Mrs. L. A. Joy Femila (Assistant Prof. of Mathematics), have completed their course work and submitted the second report.
- Staff members were asked to select a topic in pairs, collect data and submit a research article before January 2022.
  Mrs. J. Jasmine (Assistant Prof. of Education and Controller of Examinations) and Mrs. N. Nalini (Assistant Prof. of Education) have submitted their papers separately.
- All the staff members conducted Action Research and presented their report during the Staff Study Circle.

Action to be taken

- Research Committee members should publish research papers.
- For Staff Study Circle, the staff members should develop an e-content and send to the official email-id (stchristopherscollege@gmail.com) of the college

on or before 25th September 2022. The staff should present the e-content based on lots.

Guidelines for e-content preparation:

- Topic should be related to B. Ed Curriculum.
- There should be a minimum of 4 modules.
- Each module should have a short video of 5 to 10 minutes duration, reference material and an activity.
- A post test should be given.

(v) <u>Online Disciplinary Committee</u>

The minutes Disciplinary Committee Meeting which was held on 10.08.2022 at 6.25 p.m. was read by the Convenor Dr. Jeyanthi Melba Premkumari.

Members Present

Mrs. Parimala Paul	Vice- Principal & Asst. Prof Mathematics
Mrs. Susan David	Headmistress (D.El.Ed)
Miss. Selva Mary	Asst. Prof. Computer science

Student Representatives

Esther Flora Susan.A	President
Abisha D	Monitress
Hope Julie Pearlyn J C	Day representative
Ida Preethi S	Floor Representative

The convener made sure that all the student teachers follow the rules and regulations of the internship programme in their respective schools. The student teachers were told to follow strictly the school timings, dress code, appropriate behaviour with the school head, mentors and school students. They were also reminded of the best preparation to teach the lessons and conduct activities in schools. Student teachers were asked to utilize their time between the class hours usefully for the preparation of lesson plans and teaching aids.

Also, they insisted, not using their cell phones. The student teachers said that they do take permission for using the internet in their cell phones for doing reference work. The student teachers were informed that whenever they face any problem or need any help, they can contact their school in charge teachers and their special subject teachers.

They were also informed that the feedback they receive from the school heads and their mentors is very important for assessment. Hence maintaining discipline and punctuality throughout the internship is noteworthy during the B.Ed. programme. With the assurance that they would pass on the information discussed in the meeting to their fellow students, the meeting came to an end.

(vi) Online Anti-ragging Committee

The minutes of the Virtual Anti-ragging Committee meeting which was held on 10.08.2022 at 6.40 p.m. was read by the Convener Mrs. Susan David

Members Present

Mrs. Parimala Paul	Vice- Principal
Mrs. Susan David (Convenor)	Headmistress (D.El.Ed.)
Miss. Selva Mary	Asst. Prof. Computer science

Student Representatives

Esther Flora Susan. A	President
Abisha D	Monitress
Hope Julie Pearlyn J C	Day representative
Ida Preethi S	Floor Representative.

As per the agenda the following matters were discussed.

The meeting began with an enquiry by the convener whether any of the student teachers faced ragging issues in their practicing schools for which a nil report was given by the student council.

The convener informed the names of the staff who are in the Anti-Ragging Committee for the academic year 2022-23 along with their phone numbers. The student teachers were reminded about the institution's zero tolerance policy in the matter of ragging in any form. They were also informed that strict action would be initiated if found guilty in this matter.

The student teachers discussed their responsibilities towards their juniors who would be joining this academic year. They assured that they would offer a friendly welcome and help them to become an integral part of the college and create new friendships.

The convener also informed that anti-ragging posters are ready and they would be displayed in the bulletin board with the phone numbers of anti-ragging committee and E-mail ID of the college.

No specific incidents of ragging were reported. With the assurance of the student body to cooperate with the committee to ensure a ragging free atmosphere on college campus the meeting came to an end.

(vii) Eco Club

The minutes of the Eco Club meeting which was held on 10th August 2022 at 7.00 pm. through Online mode was read by the Convener Mrs. Samuel Stella.

Members Present

Mrs Samuel Stella	Convener
Mrs Nalini N	Staff member
Mrs Enid Ruth	Staff member

Students Representative

Vishnu Priya B	Biological Science
Bincy Rebecca S	Biological Science
Josephine Julie S	Biological Science
Swathi G	Biological Science
Hope Julie Pearlyn	Biological Science
Sofia Christina Joy	Biological Science
Hannah Sherine	Biological Science
Jennifer Prisilla	Biological Science

The following suggestions were made during the meeting

- Each department would be given a spot and they need to water and maintain that particular area.
- Awareness programmes would be held on Important environmental days.
- The Eco club bulletin board would be allocated and maintained department wise and the best display would get prizes.
- Herbal garden in the hostel would be strengthened and maintained.

With this the meeting came to an end.

(viii) <u>Women Protection Cell</u>

The minutes of the Women Protection Cell meeting which was held on 10th August 2022 at 06:50 p.m. through Virtual mode was read by the Convener Mrs. L. A. Joy Femila Three staff members and four student leaders were present.

Members Present

Mrs. Parimala Paul	Vice Principal
Mrs. L. A. Joy Femila	Convener
Mrs. C. Jesintha Mary	Bursar

Office Bearers

Esther Flora Susan .A	President
Hope Julie Pearlyn	Day Scholar Representative
Ida Preethi	Floor Representative
Abisha	Monitress

The convener oriented the students leaders about the functions of the Women Protection Cell in our college. They were directed to inform the women protection cell, if they face any harassment both inside and outside the campus.

The student leaders expressed that all the students feel safe inside the campus. The students leaders suggested to conduct various awareness programmes that empower women like rights and duties of women in the society, Gender issues, Legal Provisions for girl child, Women hygiene, Transgender, Breast Cancer, AIDS to create awareness among student teachers for the academic year 2022 – 2023.

The convener ended the meeting by providing the following contact numbers that provide immediate and emergency response to students.

Mobile Numbers: 9444212539 / 9940297011

The student leaders were requested to share the information to all the students immediately.

(ix) Student Council

The minutes of the Student Council which was held on 10.08.2022 was read by the Convener Mrs. Parimala Paul.

Members Present

Mrs. Parimala Paul		Vice Principal

Office Bearers

Esther Flora Susan	History	President
Abisha	English	Moniteres
Hope Julie Pearlin	Bio.Sci	Non Resident Student Representative
Ida preethi	Mathematics	Resident Student Representative

Minutes of the meeting

Internship

The students expressed that the internship provided to them, served as an opportunity to imbibe the skills required to become a good teacher. They were satisfied with the facilities provided in their respective schools.

Education Tour

Students suggested places like Mangalore, Munnar, Mysore and Bangalore but agreed to visit any place suggested by the college. They wanted the money to be collected in installments.

Teachers Day Programme

The programme to be organised for the Teachers Day by the students was discussed.

The students came up with the suggestions for the programme.

With this the meeting came to an end.

(x) Counselling Cell

The minutes of the Counselling Cell which was held on 10.08.2022 was read by the Convener Mrs. Parimala Paul.

Members Present

Dr. Nithila Devakarunyam	Principal
Mrs. Parimala Paul	Vice Principal
Mrs. N.G. Jyothsna	Assistant Professor of English

The following decisions were taken:

- It was decided to conduct an Awareness programme on child abuse.
- A programme to create awareness on dealing with students with mental and family issues will be organised.
- Teachers can be encouraged to counsel the students in need.
- Expert counselling facilities for students with serious issues can be organised.
- The report of the individual counselling details will be collected from the staff at the end of the academic year.

With this the meeting came to an end.

(xi) Library Advisory Committee

The minutes of the Library advisory committee meeting which was held on Wednesday, 10th August 2022 at 10.30 a.m. was read by the Convener Dr. Jayasundari The following members participated in the meeting:

- ❖ Principal
- ❖ Vice Principal
- ❖ Bursar
- ❖ Controller of Examinations
- ❖ Librarian

Brief description of the Discussion:

- The Library Committee meeting commenced with the opening prayer by the Principal.
- Library Report for the year 2021 - 2022 was presented by the Librarian (Library Report 2021 -2022)
- Since the missing books seem to be more than usual, it was suggested to do cross checking again within a week using barcode scanner technique.
- Faculty circulation period is changed from fifteen days to seven days. If needed, the staff should renew their books after the due date without fail.
- In the faculty self-appraisal credit points will be given to the faculty who read books other than their books related to the courses they handle.
- For the N-List, E-Resource visit by the faculty, points will be given to add credit in the faculty self-appraisal.
- New books to be purchased on diverse needs.
    - Motivational
    - Value Education related story books
    - One act plays
    - English Novels, Tamil Novels
- The two prizes planned for best usage of the Library earlier for students
    - for the maximum reference
    - a variety of reading

  should be given this year.

- It is suggested to add subscriptions to UGC-CARE LISTED Journals for this year.

With this the meeting came to an end.

(xii) Grievance Redressal Committee

Minutes of The Meeting

The Minutes of the Grievance Redressal Committee which was held on Wednesday, 10th August 2022 at 6:10 pm through Video Conferencing was read by the member Mrs. Hebziba. M

Members Present

Dr. P. Nithila Devakarunyam
Mrs. Parimala Paul
Mrs. R. Libin Saral

Student Representatives II Year

Ms. Esther Flora Susan. A	History	President	
Ms. Abisha. D	Mathematics	Monitress	
Ms. Hope Julie Pearlyn. J. C	Bio.Science	Day Scholar Representative	
Ms. Ida Preethi. S	Mathematics	Hostel Representative	

Action Taken

Arrangements were made to send the students to the Library for reference once in a week during the class hours under the supervision of the Teacher Educators.

Grievances Discussed

Bringing School related problems to Grievance Redressal Committee

The Committee informed the office bearers that the problems faced by the student teachers in their respective schools should first be brought to their respective special course teachers. If the problem was not solved, then it can be taken to the notice of the school in-charge faculty and to the Members of the Grievance Redressal Committee.

Self-Study Courses

(Annexure-4)

SELF STUDY COURSE TITLE PROPOSAL

S.No	Course Title	Staff In-charge
1	Basic Nutrition and Fitness	Dr. Jayanthi Melba Premkumari
2	Problem Solving in workplace	Dr. Mano Stella Charling
3	Recreational Mathematics	Mrs. Parimala Paul
4	Thirukural & Admin	Miss. C. Jesintha Mary
5	Copyright : Everything you need to know	Dr. A. Jayasundari
6	Exploring Everyday Chemistry	Mrs. R. Libin Saral
7	Veetu Vaithiyam	Mrs. Reeva Jebalina
8	Roof Gardening	Mrs. Samuel Stella
9	Storytelling using Block Code Programming SCRATCH	Mrs. Hebziba. M
10	Teacher Etiquette	Mrs. N.G. Jyothsna
11	Basic Aquarium Management	Mrs. J. Jasmine
12	Culinary Arts	Mrs. Georjeena
13	Vedic Maths	Mrs. Joy Femila
14	Website Designing without coding	Miss Selvamary M
15	Event Management in Schools	Mrs. Susan David
16	Script Writing	Mrs. M. Ramya
17	Happiness	Mrs. Thusitha. M
18	Thirukural & Work Ethics	Mrs. N. Nalini
19	Skills of Time management	Miss. M. Lydia
20	Gamification through Coding	Mrs. Enid Ruth
21	Beautician Course : Makeup	Mrs. Emi Jeba Suganthi
22	Puppet Making	Mrs. Jennifer C.M.
23	Non -Verbal Communication Skills	Mrs. Karunya Rajakumari

SEEK AND YE SHALL FIND

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC MEETING

(IN-HOUSE)

The 3rd IQAC meeting for the year 2022-2023 will be held on 03.11.2022 at 10.00 a.m.
Venue: IQAC Room

AGENDA

1. **Prayer**
2. **Leave of Absence**
3. **Minutes**
4. **Report of all Committee Meetings**
5. **Report on AQAR 2021-2022 by teams**
6. **Schedule for staff taking seminar for staff and students**
7. **Schedule for presentation of E-Content developed by staff**
8. **Presentation of self study courses by the faculty**
9. **Faculty peer feedback format**
10. **Discussion on student support activities**
11. **Any Other Business**

P. Hithin Devakumar

PRINCIPAL

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

ST. CHRISOTPHER'S COLLEGE OF EDUCATION (Autonomous)

The 3rd IQAC meeting for the year 2022-2023 was held on 03.11.2022 at 10.00 a.m in the IQAC Room.

Members	***Signature***
Dr. Nithila Devakarunyam	P. Nithila Devakarunyam
Dr. Jeyanthi Melba Premkumari	C. Jeyanthi Melba Premkumari
Dr. Mano Stella Charling	D. Mano Stella C 3/11/22
Mrs. Parimala Paul	Parimala Paul.
Miss Jesintha Mary. C	Jesintha Mary. C
Dr. Jayasundari. A	Jayasundari A 3/11/22
Mrs. Libin Saral. R	R. Libin Saral 3/11/22
Mrs. Reeva Jebalina. J	J. Reeva Jebalina. 03/11/2022.
Mrs. Jasmine. J	Jasmine 03/11/2022
Mrs. Susan David	Susan David
Mrs. Samuel Stella	Samuel 3/11/22
Mrs. Jyothsna N.G.	Jyothsna. N.G. 3/11/22
Mrs. Hebziba. M	Hebziba. M

Mrs. S. Georjeena	- ABSENT -
Mrs. L.A. Joy Femila	3/11/22
Miss. M. Selvamary	3/11/22
Miss. Lydia.M	3/11/22
Mrs. Enid Ruth	3/11/22
Mrs. Nalini. N	03/11/22
Mrs. Karunya Rajakumari	3/11/22
Mrs. Emi Jeba Suganthi	3/11/22
Mrs. C.M. Jenifer	03/11/2022

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC IN-HOUSE MEETING

MINUTES

The THIRD IQAC meeting for the year 2022-2023 was held on 03.11.2022 at 10.00 a.m.at the IQAC Room

The agenda of the meeting was as follows;

- Prayer
- Leave of Absence
- Minutes
- Report of all Committee Meetings
- Report on AQAR 2021-2022 by teams
- Schedule for staff taking seminar for staff and students
- Schedule for presentation of E-Content developed by staff
- Presentation of self study courses by the faculty
- Faculty peer feedback format
- Discussion on student support activities
- Any Other Business

Prayer

The meeting began with the prayer by Mrs. Libin Saral, Assistant Professor of Physical Education.

Leave of Absence

All the invited in house members were present except Mrs. Georjeena.

Minutes

The minutes of the previous meeting were read by the IQAC Coordinator.

Report of all Committee Meetings

The minutes of the various student committee meetings with the first year students were read by the committee convenors:

Student Council	- Mrs. Parimala Paul
Grievance Redressal Committee	- Mrs. Libin Saral R
Disciplinary Committee	- Dr. Jeyanthi Melba Premkumari
Sports Committee	- Dr. Jeyanthi Melba Premkumari
Anti-Ragging Committee	- Mrs. Susan David
Internal Compliance Cell	- Mrs. Joy Femila F
Eco Club	- Mrs. Samuel Stella
Library Advisory Committee	- Dr. Mrs. Jayasundari A

(Annexure-1)

Report on AQAR 2021-2022 by all teams

The report on AQAR 2021-2022 preparation by all the seven criteria were presented by the team representatives.

The action plan for AQAR 2022-2023 was also presented by all the teams.

Schedule for staff taking seminars for staff and students

The Schedule for staff taking seminars for staff and students was presented by the assembly incharge staff Mrs. Reeva Jebalina, Assistant Professor of Tamil. ***(Annexure-2).***

Schedule for presentation of E-Content developed by staff

The Schedule for presentation of E-Content developed by staff was presented by Dr. Mrs. Mano Stella Charling, Assistant Professor of Education. ***(Annexure-3)***

Presentation of self study courses by the faculty

The Gist of 21 self-study courses developed by the faculty were presented by them. ***(Annexure-4).***

Faculty peer feedback format

The faculty peer feedback format finalized by the team after implementation of the suggestion by the IQAC was presented by Mrs. Jyothsna, Assistant Professor of English. ***(Annexure-5)***

Discussion on student support activities

The format for the counseling report was presented by the convenor Mrs. Parimala Paul. ***(Annexure-6)***

The procedure to be followed during tea with advisory was stated by the Principal.

Any Other Business

Results: The examination results for the academic year 2021-2022 were presented by Mrs. Jasmine J, Controller of Examinations.***(Annexure-7)***

MoUs: The report on the MoUs was presented by the 3rd criterion representative Dr. Mrs. Jeyanthi Melba Premkumari.

With these discussions the meeting came to an end.

IQAC COORDINATOR

PRINCIPAL

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

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC IN-HOUSE MEETING

The THIRD IQAC meeting for the year 2022-2023 was held on 03.11.2022 at 10.00 a.m.at the IQAC Room

ANNEXURES

(Annexure-I)

Report of all Committee Meetings

Disciplinary Committee:

Minutes of the disciplinary Committee meeting held through virtual mode on 2.11.2022.

The rules and regulations of the college were discussed and students were advised to follow them.

a) Dress modestly. Wearing of leggins is prohibited.

b) Should adhere to the timings of all activities.

c) Should keep campus clean

d) should not be roaming about unnecessarily

e) Toilets should be used properly.

f) Leave letters should be submitted in the office.

g) Should not waste drinking water.

With this the meeting came to an end.

Anti-Ragging Committee:

Minutes of the Anti-ragging committee held on 02 nd November 2022

The meeting was held online at 11.15 a.m.

The convenor welcomed the members and requested to self-introduce the elected student members with their designation. Staff members in charge of the committee were

introduced and their phone numbers were shared for easy access to the students. The convenor briefed the following in the meeting. Ragging is banned and totally prohibited inside and outside the college.

The aim of anti-ragging in our college is to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any Student. The supreme court of India and UGC have declared ragging as a 'criminal offence'. Hence severe actions will be taken if found guilty of ragging at the institution level as per the guidelines of UGC. Parents will also be held responsible if the student commits ragging. As per the guidelines of Honorable supreme court and directions of UGC all the students need to fill an affidavit online.

The convenor also said that if they found any incidence of ragging or misbehavior happening in the places of student gathering including Classrooms, Canteens, Buses, Grounds, Hostels etc. in the college campus and outside shall be reported to the committee immediately The students were asked to suggest some topics for awareness programmes related to ragging. They were also informed that counselling is provided in our college by all the staff members as they are all trained counsellors. The meeting ended with the assurance by all that we would ensure a student-friendly environment at all times.

Internal Compliance Committee:

All Staff representatives and six student council members were present for the meeting except Shobana.M of M. Ed class. The meeting started with the brief introduction of the members and about the Internal Complaints Cell.

The meeting of the Internal Complaint Cell was held on 2nd November, 2022 at 11. 40 a.m. through online and it was the first meeting with the students of the 2022 Batch. The objective of the Cell was explained to the students and the students were asked to share their views. The students suggested organising Awareness programmes for them.

1. Harassment in public places,
2. Usage of mobile phones wisely,
3. Psychological counseling and
4. Women's Self defense were a few topics suggested by them.

Eco Club:

The eco club meeting was held online on 2.11.22 at 10.15 am.

The following activities were discussed

1.planting of spider plants around trees inside the campus.

2.repotting of existing crotans.

3.repotting and fixing nameboards to herbs nearby the hostel.

With this the meeting came to an end.

Sports Committee:

Minutes of the Sports Committee meeting held through virtual mode on 2.11.2022

The following matters were discussed regarding the conduct of sport activities

a) Usage of Indoor Sports Centre

b) Usage of gym equipments

c) Conduct of Inter-house Competitions

d) Conduct of Project Sports

With this the meeting came to an end.

Library Advisory Committee:

The minutes of the Library Committee Meeting with the B.Ed 2022-2024 batch student teacher members, which was held on Wednesday, 2nd November, 2022 through virtual mode.

Meeting began with the self introduction of the committee members. Instructions were given by the convenor regarding rules and regulations of the College main library and the department library. Members were oriented about the responsibilities to be carried out in the library management service. (like helping in shelving and maintenance of the main library). Two Resident student members were informed about the special book bank facility to be taken care of for the resident students study hour usage. The Members were encouraged to give suggestions regarding the library procedures.

With this the meeting came to an end.

(Annexure-2)

St. Christopher's College of Education, Chennai – 7

Staff taking seminar for the benefit of Staff

Duration : 30 minutes

S.NO	NAME	TOPIC	DATE
1	Dr. Nithila Devakarunyam	Diagnostic Testing	01.11.2022
2	Dr. C. Jeyanthi Melba Premakumari	Benefits of doing asanas	01.11.2022
3	Dr. Mano Stella Charling	Team work challenges	08.11.2022
4	Mrs. Parimala Paul	Guidance and counselling for youth	08.11.2022
5	Miss. C. Jesintha Mary	Hermeneutics	15.11.2022
6	Dr. A. Jayasundari	Researcher IDs	15.11.2022
7	Mrs. R. Libin Saral	Technology and constructivism	22.11.2022
8	Mrs. Reeva Jebalina J	Organisational Culture	22.11.2022
9	Mrs. Jasmine.J	Role of feedback in teaching, learning and assessment	29.11.2022
10	Mrs. Samuel Stella	Environmental Trends	29.11.2022

Note:

Report should be submitted to Criterion II team after getting signature from the Principal

PRINCIPAL

St. Christopher's College of Education, Chennai – 7

Staff taking seminar for the benefit of Students

Duration : 30 minutes

S.NO	NAME	TOPIC	DATE
1	Dr. N.G.Jyothsna	Effective ways of teaching in an Inclusive classroom	01.11.2022
2	Mrs. Hebziba.M	e-Portfolio	01.11.2022
3	Mrs. L.A.Joy Femila	The role of digital technology in the education of future	08.11.2022
4	Ms. Selvamary. M	Online safety	08.11.2022
5	Ms. M.Lydia	Student Centered learning(SCL)	15.11.2022
6	Mrs.A. Enid Ruth	Role of teachers in Peace Education	15.11.2022
7	Mrs. N. Nalini	SEL in classroom	22.11.2022
8	Mrs. Karunya Rajakumari R	Personalized learning	22.11.2022
9	Mrs. P. Emi Jeba Suganthi	Gamification of learning	29.11.2022
10	Mrs. Jennifer. C.M	Bite-sized learning	29.11.2022

Note:

Report should be submitted to Criterion II team after getting signature from the Principal

PRINCIPAL

(Annexure-3)

ST. CHRISTOPHER'S COLLEGE OF EDUCATION, CHENNAI-7

STAFF STUDY CIRCLE 2022 - 2023

E-Content development

S. No.	Name of the Staff	Topic	Date
1	Mrs. N. Nalini	Consumerism	07.11.2022
2	Mrs. J. Jasmine	Revised Bloom's Taxonomy	14.11.2022
3	Mrs. J. Reeva Jebalina	மொழித் திறன்கள்	21.11.2022
4	Mrs. Hebziba	Social Problems	28.11.2022
5	Dr. Mrs. C. Jayanthi Melba Premkumari	Fitness for a healthy life	05.12.2022
6	Dr. Mrs. Nithila Devakarunyam	Teaching Methods / Teaching Skills	19.12.2022
7	Dr. Mrs. Mano Sella Charling	Insight Learning	09.01.2023
8	Mrs. R. Karunya Rajakumri	Child-Centered Education	23.01.2023
9	Mrs. P. Emi Jeba Suganthi	Content of the (History) Syllabus	06.02.2023
10	Mrs. C. M. Jenifer	Socialization	13.02.2023
11	Mrs. Parimala Paul	Individual Difference	20.02.2023
12	Mrs. L. A. Joy Femila	Blended Learning	27.02.2023
13	Ms. C. Jesintha Mary	Community Resources	06.03.2023
14	Mrs. A. Enid Ruth	Learning Disabilities	13.03.2023
15	Ms. M. Selvamary	Online Safety	20.03.2023
16	Dr. A. Jayasundari	Maintenance of Library	27.03.2023
17	Mrs. Samuel Stella	Visual Impairment	03.04.2023

ST. CHRISTOPHER'S COLLEGE OF EDUCATION, CHENNAI-7

STAFF STUDY CIRCLE 2022 - 2023

E-Content development

S. No.	Name of the Staff	Topic	Date
18	Ms. Lydia	Defense Mechanism	10.01.2023
19	Dr. N. G. Jyothsna	Guidance	17.04.2023
20	Mrs. R. Libin Saral	Social Issues of Environmental Education	24.04.2023

29/10/22

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

Self-Study Courses

(Annexure-4)

SELF STUDY COURSE TITLE PROPOSAL

(SYLLABUS) Due

S.No	Course Title	Staff In-charge
1	Basic Nutrition and Fitness	Dr. Jayanthi Melba Premkumari
2	Problem Solving in workplace	Dr. Mano Stella Charling
3	Recreational Mathematics	Mrs. Parimala Paul
4	Thirukural & Admin	Miss. C. Jesintha Mary
5	Copyright : Everything you need to know	Dr. A. Jayasundari
6	Exploring Everyday Chemistry	Mrs. R. Libin Saral
7	Veetu Vaithiyam	Mrs. Reeva Jebalina
8	Roof Gardening	Mrs. Samuel Stella
9	Storytelling using Block Code Programming SCRATCH	Mrs. Hebziba. M
10	Teacher Etiquette	Mrs. N.G. Jyothsna
11	Basic Aquarium Management	Mrs. J. Jasmine
12	Culinary Arts	Mrs. Georjeena
13	Vedic Maths	Mrs. Joy Femila
14	Website Designing without coding	Miss Selvamary M
15	Event Management in Schools	Mrs. Susan David
16	Script Writing	Mrs. M. Ramya
17	Happiness	Mrs. Thusitha. M
18	Thirukural & Work Ethics	Mrs. N. Nalini
19	Skills of Time management	Miss. M. Lydia
20	Gamification through Coding	Mrs. Enid Ruth
21	Beautician Course : Makeup	Mrs. Emi Jeba Suganthi
22	Puppet Making	Mrs. Jennifer C.M.
23	Non -Verbal Communication Skills	Mrs. Karunya Rajakumari

(Annexure-5)

Peer Feedback

Instructor : **Date :**

Course taught: **Reviewer :**

S.No.	Teaching Competency	Needs Improvement (1)	Satisfactory (2)	Exceptional (3)	Score
1.	**Learning Outcomes**	The relationship between learning outcomes and class activities were not clearly evident.	The relationship between learning outcomes and class activities were evident but not sufficient.	The relationship between learning outcomes and class activities were clearly evident.	
2.	**Content Delivery**	The teacher was unsure of how to make the content interesting.	The teacher was clear in delivering content but lacked confidence.	The teacher was very sure of making the content interesting.	
		Did not proceed logically and sequentially.	Proceeded through the content logically and sequentially.	Proceeded through the content logically and sequentially with appropriate illustrations and anecdotes.	
		Failed to summarise main points at the end of the session.	Summarised main points at the end of the session.	Summarised and distiled main points at the end of the session and linked it with the next topic.	
		Failed to use a variety of strategies to address diverse learner needs.	Used a few strategies to address diverse learner needs.	Used a large variety of teaching strategies to address diverse learner needs.	
		Examples were not relevant to the content and intended learning outcomes.	The selected examples were occasionally relevant to content and intended learning outcomes.	Selected examples were always relevant to content and, intended learning outcomes.	

3.	**Mastery of Teaching Content**	Did not relate the content with what was taught before and what will come after.	Occasionally related content with what was taught before and what will come after.	Often related the content with what was taught before and what will come after.	
		Did not explain difficult terms or concepts.	Explained difficult terms or concepts. But explanation was not sufficient.	Explained all difficult terms or concepts in depth and in more than one way.	
		Did not answer students' questions adequately.	Answers to students' questions were not sufficient.	Answers to students' questions were adequate.	
4.	**Teaching Aids**	Failed to use teaching aids.	Teaching aids were used but not relevant.	Incorporated relevant teaching aids.	
		Did not integrate technology in teaching.	Integrated technology in teaching.	Proficient in integrating technology with teaching.	
		The teaching aids were not handled properly.	The teaching aids were handled with little proficiency.	The teacher showed proficiency / dexterity in handling the teaching aid.	
5.	**Students Engagement**	Used one-way communication.	Used two-way communication occasionally.	Maximum usage of two-way communication.	
		Did not use any strategy for student engagement.	Strategies used for student engagement were not sufficient.	Strategies for student engagement were used effectively.	
6.	**Time Management**	Struggled in managing time.	Need to work more on time.	Began the class on time, proceeded in an orderly manner and completed the class on time.	
		Did not use time effectively for content delivery.	Efforts could be made to avoid gaps in between.	Optimum utilization of time for content delivery.	

Date:

Signature of Reviewer

Peer Relationship

S. No.	Statements	Always 5 1	Frequently 4 2	Sometimes 3 3	Rarely 2 4	Never 1 5
1.	You cooperate with me when need arises.					
2.	You work happily with me.					
3.	You argue mostly with me.					
4.	You give pessimistic opinions when asked.					
5.	You do not participate in team effort					
6.	You are comfortable to do work only in the premises.					
7.	You oblige me.					
8.	You boss over me.					
9.	You are ready to help me when I approach you.					
10.	You have a good and healthy relationship with me.					
11.	You get into arguments and conflicts.					
12.	You are easily approachable and helpful.					

13.	You are honest and transparent with me.					
14.	You walk off when I ask for help.					
15.	You find difficulty in accepting constructive criticism from me.					
16.	You discuss angrily with me whom you have a problem.					
17.	You work on your own, though in a team.					
18.	You complain about the work assigned to you.					
19.	You entrust all work to me without taking any responsibility.					
20.	You blame and find fault with my work.					

(Annexure-6)

Counselee Record

Personal Data :	
Name	
Address	
Postal Code	
Telephone Residental	
Email Address	
Father's Occupation	
Mother's Occupation	
Family Income	
Date of Birth (dd/mm/yy	
Occupation	
Education Qualification	
Martial Status	
No of Children (indicate age)	
Religion	
Areas I want to seek help/counsel in : (tick the appropriate box/es):	
Members in the Family	
Family Type	
Home Enviroment	
Annual Income	
Students' Family adjustment	
Interaction with Parents	

Family history of illness	
Health Issues	
Parental Relationship	
Peer Group Relationship	
Academic Performance	
Behavioural Issues	
Social Adjustment	
Students approach Counselling because	
Previous counselling done? YES?NO	

Signature of the Counsellor _____ Date _____

Name of the Counsellor _____ Date _____

(Annexure-7)

ST.CHRISTOPHER'S COLLEGE OF EDUCATION, CHENNAI-7

(An Autonomous College Affiliated to the Tamil Nadu Teachers Education University)

Results of B.Ed., and M.Ed., Degree Examinations : 2021-2022

(Batch 2020-2022)

SEMESTER – I (Online Examinations)

Examination		No. of Candidates	No Appeared	Number Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Theory	107+1	104+1	3	83	16
M.Ed. Degree	Theory	2	2	-	2	-

(Batch 2020-2022) SEMESTER – II (Online Examinations)

Examination		No. of Candidates	No Appeared	Number Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Theory	107	104	38	58	4
M.Ed. Degree	Theory	2	2	-	2	-

(Batch 2020-2022) SEMESTER – III (Online Examinations)

Examination		No. of Candidates	No Appeared	Number Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Practical	107+1	92+1	33	58+1	1
M.Ed. Degree	Theory	2	2	-	2	-
	Practical	2	2	1	1	-

(Batch 2020-2022) SEMESTER – IV

Examination		No. of Candidates	No Appeared	Number Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Theory	107+1	101+1	8	79	14+1
M.Ed. Degree	Theory	2	2	-	2	-

(Batch 2021-2023) SEMESTER – I

Examination		No. of Candidates	No Appeared	Number Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Theory	145+2	141+2	9	124	4
M.Ed. Degree	Theory	1	1	-	1	-

(Batch 2021-2023) SEMESTER – II

Examination		No. of Candidates	No Appeared	Number Passed		
				Distinction	I Class	II Class
B.Ed. Degree	Theory	145+3	136+3	8	118	7
M.Ed. Degree	Theory	1	1	1	-	-

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC MEETING

(IN-HOUSE)

The 4th IQAC meeting for the year 2022-2023 will be held on 05.01.2023 at 03.15 p.m.
Venue: IQAC Room

AGENDA

1. **Prayer**
2. **Analysis of the NAAC Report**
3. **Any Other Business**

PRINCIPAL

ST. CHRISOTPHER'S COLLEGE OF EDUCATION (Autonomous)

The 4th IQAC (In-house) meeting for the year 2022-2023 was held on 05.01.2023 at 3.15 p.m. in the IQAC Room.

Members	***Signature***
Dr. Nithila Devakarunyam	P. Nithila Devakarunyam
Dr. Jeyanthi Mebla Premkumari	Jeya 5/1/23
Dr. Mano Stella Charling	D. Mano Stella C 5/1/23
Mrs. Parimala Paul	Parimala Paul.
Miss Jesintha Mary. C	Jesinthamary. C
Dr. Jayasundari. A	Jayasundari A 5/1/23
Mrs. Libin Saral. R	- ABSENT -
Mrs. Reeva Jebalina. J	J. Reeva Jebalina. 05/01/2023
Mrs. Samuel Stella	5/1/23
Mrs. Hebziba. M	H. M
Mrs. Jyothsna N.G.	Jyothsna. N.G. 5/1/23
Mrs. Jasmine. J	Jasmine 5/1/23
Mrs. S. Georjeena	- ABSENT -
Mrs. Joy Femila .L.A	Joy Femila 5/1/23

Mrs. Selvamary. M	
Ms. M. Lydia	
Mrs. A. Enid Ruth	
Mrs. N. Nalini	
Mrs. Karunya Rajakumari. R	
Mrs. Salveena A	- ABSENT -
Mrs. P. Emi Jeba Suganthi	
Mrs. Jenifer.C.M	

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC MEETING
(IN-HOUSE)

The 4th IQAC (In-House) meeting for the year 2022-2023 was held on 05.01.2023 at 03.15 p.m. at IQAC Room.

Minutes

1. Prayer

The meeting started with the opening prayer by Dr. (Mrs.) P. Nithila Devakarunyam, Principal.

All the staff members were present except Mrs. Georjeena, Assistant Professor of Biological Science and Mrs. Libin Saral, Assistant Professor of Physical Science.

2. Analysis of the NAAC Report

The NAAC (4th Cycle) result analysis was presented by Dr. A. Jayasundari, IQAC Co-ordinator (Annexure I). The Principal discussed the criterion wise analysis with all the faculty members. The discussion of each criterion was done on scores given by NAAC to

understand the performance and to improve the weaker areas by analysing it objectively. The discussion was done based on the scores below:

Criterion II

Criterion 2: Teaching-learning and Evaluation			
Metric ID.	**Metrics**		**Score Obtained Out of 4**
2.1	**Student Enrollment and Profile**		
2.1.1	Average enrollment percentage of students during the last five years	**QnM**	**2**
2.1.2	Percentage of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the last five years	**QnM**	**1**
2.1.3	Percentage of students enrolled from EWS and Divyangjan categories during the last five years	**QnM**	**0**
2.2	**Honoring Student Diversity**		
2.2.1	Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students	**QlM**	**3**
2.2.4	Student-Mentor ratio for the last completed academic year	**QnM**	**1**
2.3	**Teaching- Learning Process**		
2.3.1	Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme	**QlM**	**3**
2.3.3	Students are encouraged to use ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning including on field practice	**QnM**	**3**
2.3.7	Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students : Describe two cases in not more than 500 words each showcasing how this is attempted by teachers along with its impact on students	**QlM**	**3**
2.4.9	Average number of students attached to each school for internship during the last completed academic year 2.4.9.1 : Number of final year students during the last completed academic year 2.4.9.2 : Number of schools selected for internship during the last completed academic year	**QnM**	**0**
2.5	**Teacher Profile and Quality**		
2.5.2	Percentage of fulltime teachers with Ph. D. degree during the last five years	**QnM**	**3**

2.5.4	Describe the nature of efforts by teachers to keep themselves updated professionally	**QlM**	**3**
2.7	**Student Performance and Learning Outcomes**		
2.7.4	Performance of outgoing students in internal assessment : Number of students achieving on an average 70% or more in internal assessment activities during the last completed academic year	**QnM**	**0**
2.7.5	Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to: Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs	**QlM**	**3**

Criterion III

Criterion 3: Research and Outreach Activities			
Metric ID.	**Metrics**		**Score Obtained Out of 4**
3.1	**Resource Mobilization for Research**		
3.1.1	Average number of research projects funded by government and/ or non-government agencies during the last five years	**QnM**	**0**
3.1.2	Average grants received for research projects from government and / or non-government agencies during the last five years (INR in Lakhs)	**QnM**	**0**
3.2	**Research Publications**		
3.2.1	Average number of research papers / articles per teacher published in Journals notified on UGC website during the last five years	**QnM**	**0**
3.2.2	Average number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the last five years	**QnM**	**0**
3.3	**Outreach Activities**		
3.3.1	Average number of outreach activities organized by the institution during the last five years..	**QnM**	**1**
3.3.5	Number of awards and honours received for outreach activities from government/ recognized agency during the last five years	**QnM**	**1**
3.4	**Collaboration and Linkages**		
3.4.1	Average number of linkages for Faculty exchange, Student exchange, research etc. during the last five years	**QnM**	**1**

Criterion IV

Criterion 4: Infrastructure and Learning Resources			
Metric ID.	**Metrics**		**Score Obtained Out of 4**
4.1	**Physical Facilities**		
4.1.2	Percentage of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the last completed academic year.	**QnM**	**1**
4.1.3	Percentage of expenditure excluding salary for infrastructure augmentation during the last five years(INR in lakhs)	**QnM**	**2**
4.2	**Library as a Learning Resource**		
4.2.4	Average annual expenditure for purchase of books, journals, and e-resources during the last five years (INR in Lakhs)	**QnM**	**1**
4.2.5	Percentage per day usage of library by teachers and students during the last completed academic year	**QnM**	**1**
4.3	**ICT Infrastructure**		
4.3.2	Student – Computer ratio during the last completed academic year	**QnM**	**3**

Criterion V

Criterion 5: Student Support and Progression			
Metric ID.	**Metrics**		**Score Obtained Out of 4**
5.1	**Student Support**		
5.1.4	Institution provides additional support to needy students in several ways such as 1. Monetary help from external sources such as banks 2. Outside accommodation on reasonable rent on shared or individual basis 3. Dean student welfare is appointed and takes care of student welfare 4. Placement Officer is appointed and takes care of the Placement Cell 5. Concession in tuition fees/hostel fees 6. Group insurance (Health/Accident)	**QnM**	**3**
5.2	**Student Progression**		
5.2.1	Percentage of placement of students as teachers/teacher educators	**QnM**	**1**
5.2.2	Percentage of student progression to higher education during the last completed academic year	**QnM**	**3**
5.2.3	Percentage of students qualifying state/national level examinations during the last five years (eg: NET/SLET/ TET/ CTET)	**QnM**	**2**
5.3	**Student Participation and Activities**		
5.3.2	Average number of sports and cultural events organized at the institution during the last five years	**QnM**	**2**

5.4	**Alumni Engagement**		
5.4.1	Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution Describe the role of alumni association in the development of institution in not more than 500 words highlighting two significant contributions in any functional aspects	QlM	3

Criterion VI

Criterion 6: Governance, Leadership and Management			
Metric ID.	**Metrics**		**Score Obtained Out of 4**
6.1	**Institutional Vision and Leadership**		
6.1.1	The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission : Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution	QlM	3
6.2	**Strategy Development and Deployment**		
6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. : Describe the functioning of the institutional bodies	QlM	3
6.2.4	Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the meetings of various Bodies / Cells / Committees which is successfully implemented	QlM	3
6.3	**Faculty Empowerment Strategies**		
6.3.2	Percentage of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the last five years	QlM	1
6.3.4	Percentage of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes	QnM	3
6.4	**Financial Management and Resource Mobilization**		
6.4.2	Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the last five years (not covered in Criterion III)(INR in Lakhs)	QnM	1
6.5	**Internal Quality Assurance System**		
6.5.1	Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance	QlM	3

	strategies : Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism		
6.5.2	The institution reviews its teaching-learning process periodically through IQAC or any other mechanism : Describe the process adopted by the institution for reviewing Teaching- Learning Process periodically	**QlM**	**3**
6.5.3	Average number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years	**QnM**	**2**

Criterion VII

Criterion 7: Institutional Values and Best Practices			
Metric ID.	**Metrics**		**Score Obtained Out of 4**
7.1	**Institutional Values and Social Responsibilities**		
7.1.3	Institution waste management practices include 1. Segregation of waste 2. E-waste management 3. Vermi-compost 4. Bio gas plants 5. Sewage Treatment Plant	**QnM**	**3**
7.1.7	Percentage of expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)	**QnM**	**3**

The above analysis and discussion with all the faculty members was carried out to understand the performance and also the strength and weakness.

It was suggested to come out with an action plan on 09.01.2023 and to work out strategies for the weaker areas and the metrices in danger zone to strengthen it. A brainstorming session would be held to come out with an immediate action plan. It was also discussed to invite experts to help in analyzing the areas where there was no clarity in losing marks.

3. Any Other Business

an immediate action plan. It was also discussed to invite experts to help in analyzing the areas where there was no clarity in losing marks.

3. Any Other Business

AQAR last date falls in the month of February 2023. It was instructed to finish all the pending work in order to upload AQAR earlier. An action plan was suggested to be worked out by IQAC coordinator for documentation.

The Principal congratulated and thanked all faculty members for their contribution, co-operation, time spent and efforts taken towards NAAC work.

With this the meeting came to an end.

Signature of the IQAC Coordinator

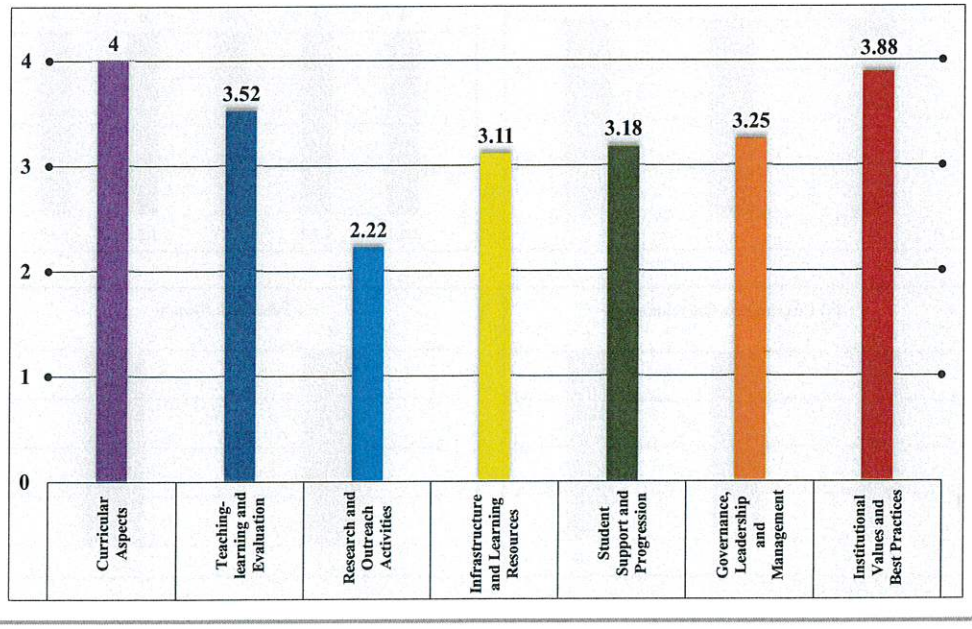
Signature of the Principal

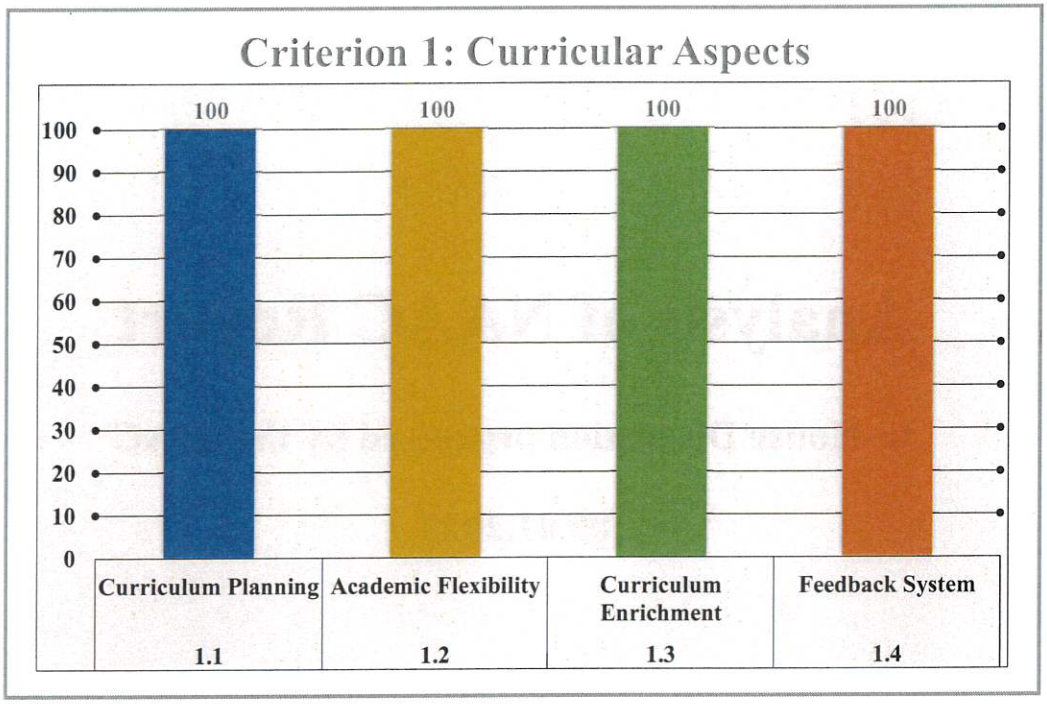
Analysis of NAAC Report

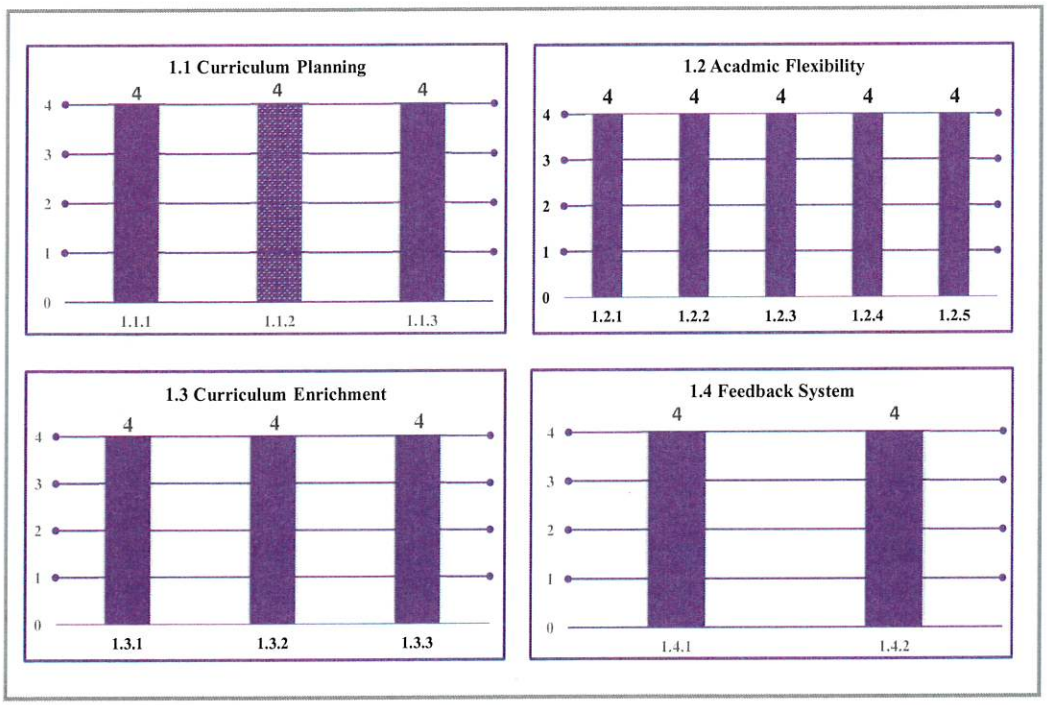
In-House Discussion organised by the IQAC

05.01.2023

Criterion Wise Score




Criterion 1: Curricular Aspects
100
100
100
100
100
90
80
70
60
50
40
30
20
10
0
Curriculum Planning
1.1
Academic Flexibility
1.2
Curriculum Enrichment
1.3
Feedback System
1.4


1.1 Curriculum Planning
4
4
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1.1.1
1.1.2
1.1.3
1.2 Acadmic Flexibility
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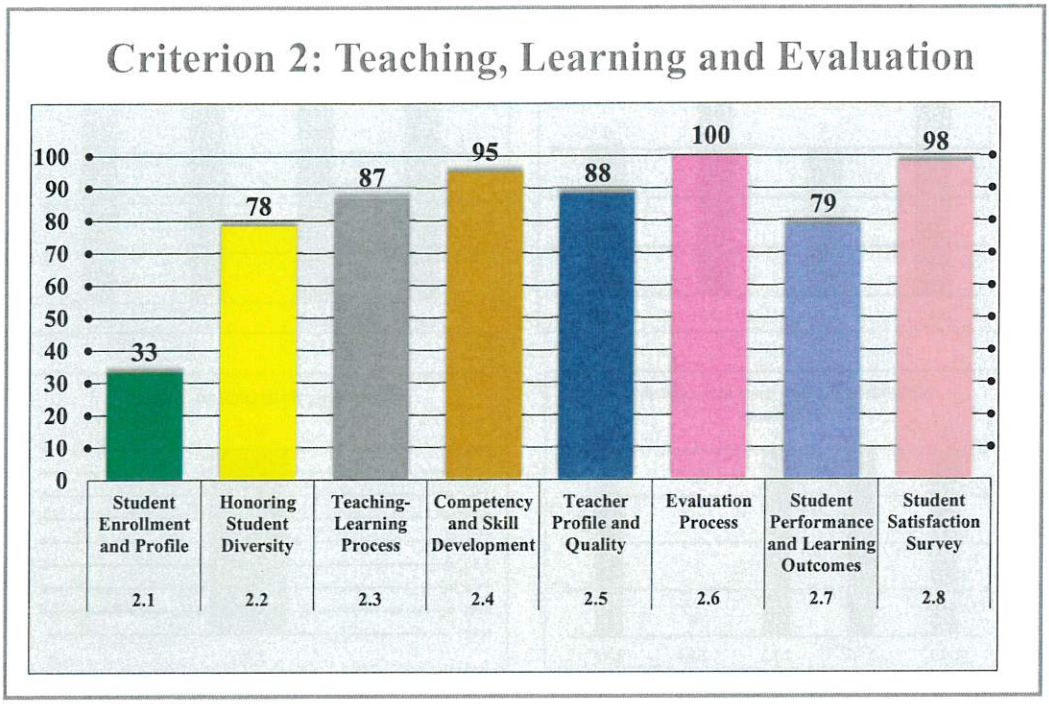
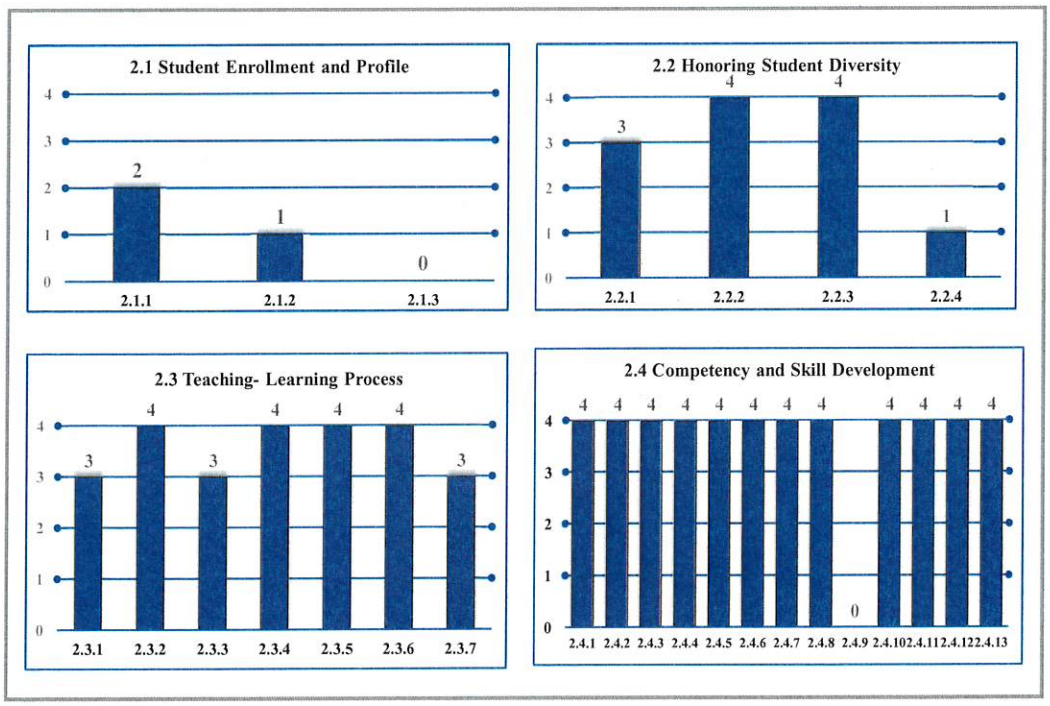
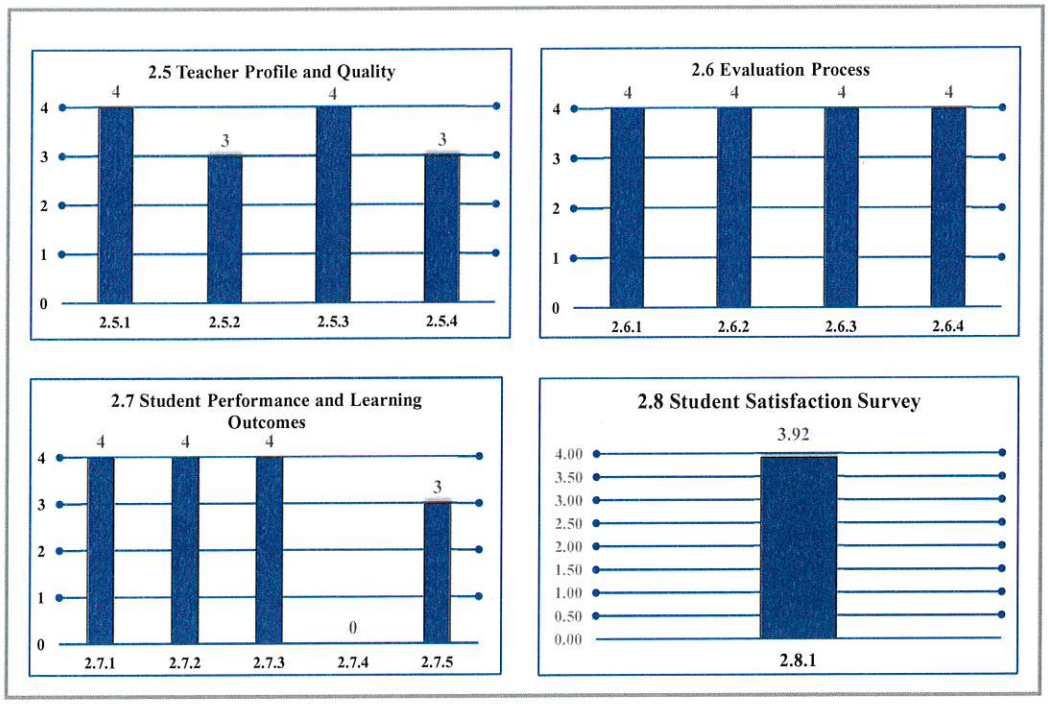
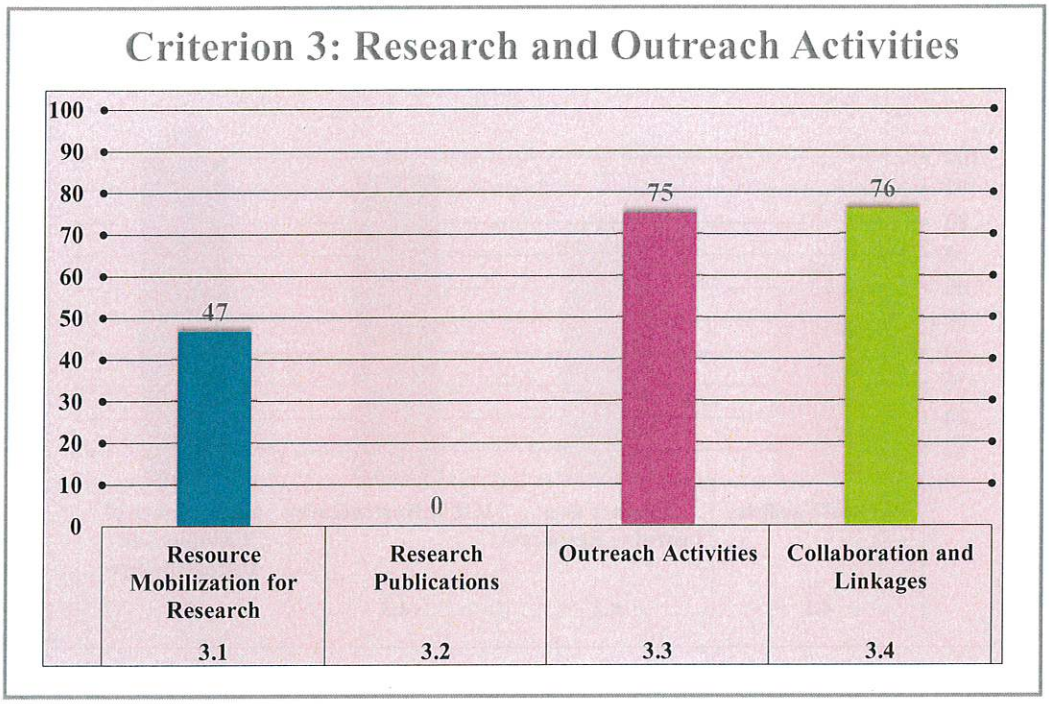
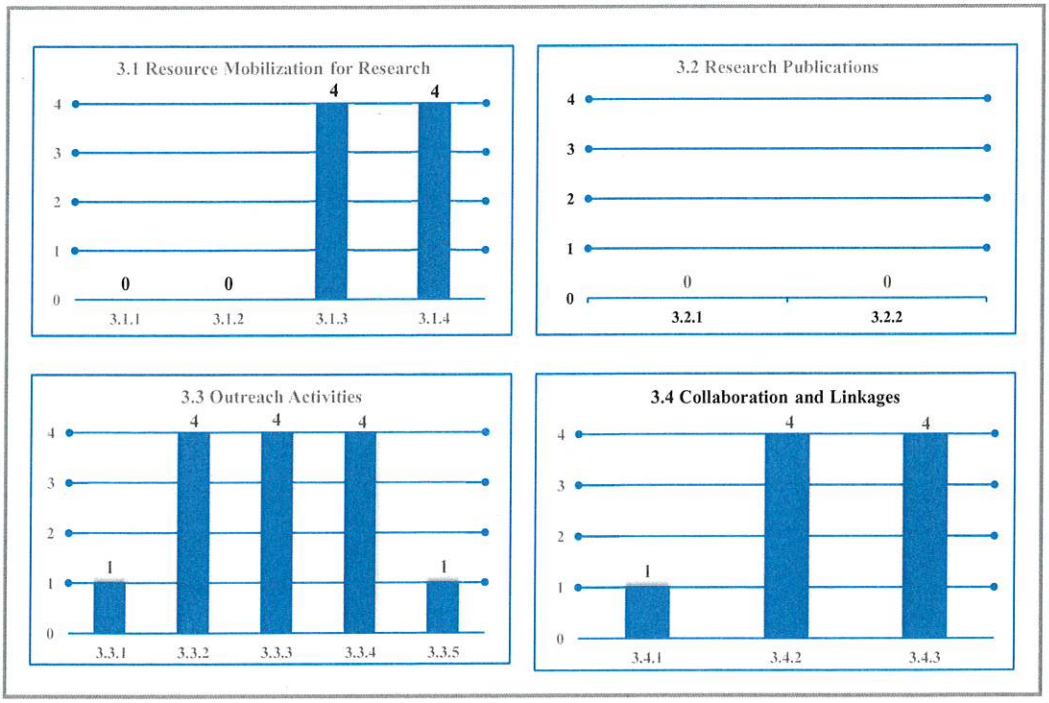
4
4
4
4
4
3
2
1
0
1.2.1
1.2.2
1.2.3
1.2.4
1.2.5
1.3 Curriculum Enrichment
4
4
4
4
3
2
1
0
1.3.1
1.3.2
1.3.3
1.4 Feedback System
4
4
4
3
2
1
0
1.4.1
1.4.2


Criterion 2: Teaching, Learning and Evaluation
100
90
80
70
60
50
40
30
20
10
0
33
78
87
95
88
100
79
98
Student Enrollment and Profile
2.1
Honoring Student Diversity
2.2
Teaching-Learning Process
2.3
Competency and Skill Development
2.4
Teacher Profile and Quality
2.5
Evaluation Process
2.6
Student Performance and Learning Outcomes
2.7
Student Satisfaction Survey
2.8

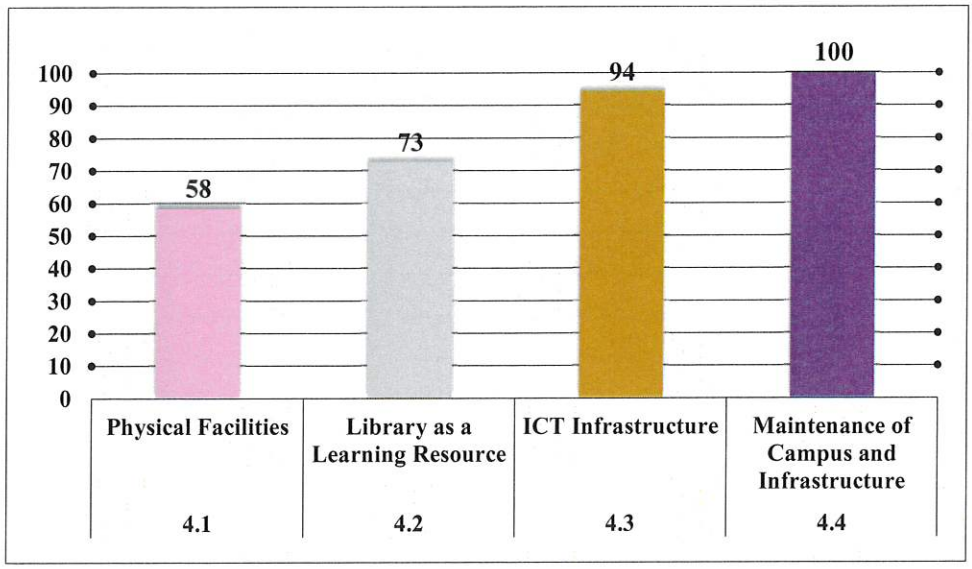

2.1 Student Enrollment and Profile
2
1
0
2.1.1
2.1.2
2.1.3
2.2 Honoring Student Diversity
3
4
4
1
2.2.1
2.2.2
2.2.3
2.2.4
2.3 Teaching- Learning Process
3
4
3
4
4
4
3
2.3.1
2.3.2
2.3.3
2.3.4
2.3.5
2.3.6
2.3.7
2.4 Competency and Skill Development
0
2.4.1 2.4.2 2.4.3 2.4.4 2.4.5 2.4.6 2.4.7 2.4.8 2.4.9 2.4.10 2.4.11 2.4.12 2.4.13

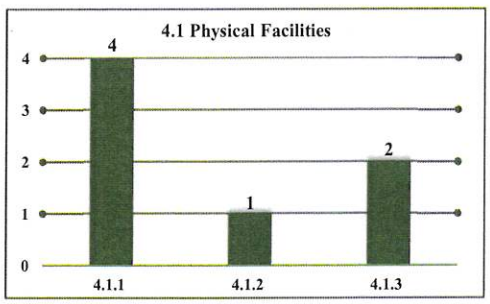

2.5 Teacher Profile and Quality
4
3
4
3
4
3
2
1
0
2.5.1
2.5.2
2.5.3
2.5.4
2.6 Evaluation Process
4
4
4
4
4
3
2
1
0
2.6.1
2.6.2
2.6.3
2.6.4
2.7 Student Performance and Learning Outcomes
4
4
4
0
3
4
3
2
1
0
2.7.1
2.7.2
2.7.3
2.7.4
2.7.5
2.8 Student Satisfaction Survey
3.92
4.00
3.50
3.00
2.50
2.00
1.50
1.00
0.50
0.00
2.8.1

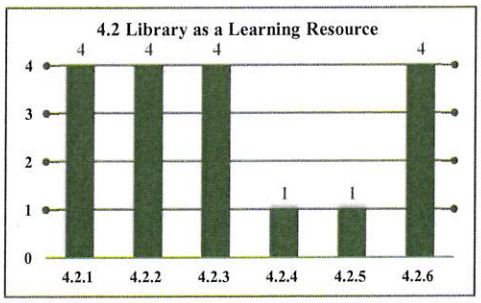

Criterion 3: Research and Outreach Activities
100
90
80
70
60
50
40
30
20
10
0
47
0
75
76
Resource Mobilization for Research
3.1
Research Publications
3.2
Outreach Activities
3.3
Collaboration and Linkages
3.4

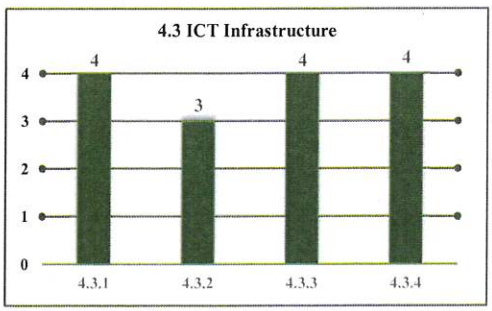

3.1 Resource Mobilization for Research
0
0
4
4
3.1.1
3.1.2
3.1.3
3.1.4
3.2 Research Publications
0
0
3.2.1
3.2.2
3.3 Outreach Activities
1
4
4
4
1
3.3.1
3.3.2
3.3.3
3.3.4
3.3.5
3.4 Collaboration and Linkages
1
4
4
3.4.1
3.4.2
3.4.3

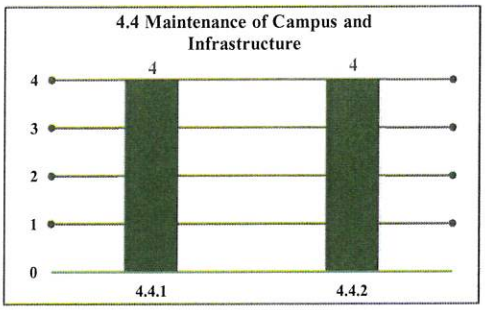
Criterion 4: Infrastructure and Learning Resources

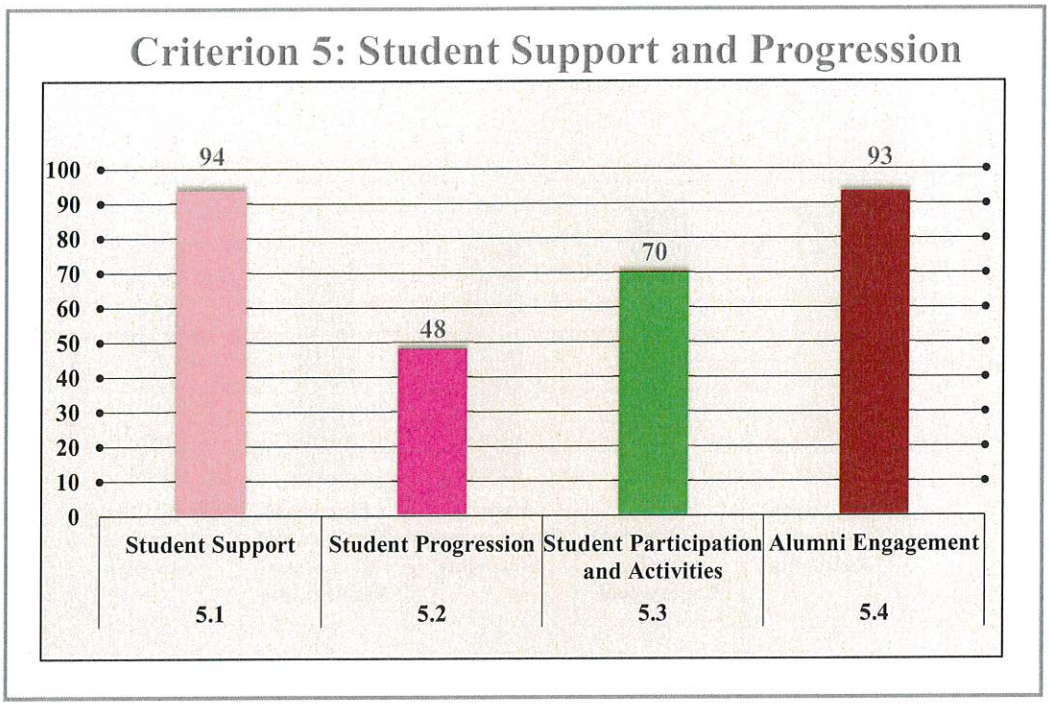


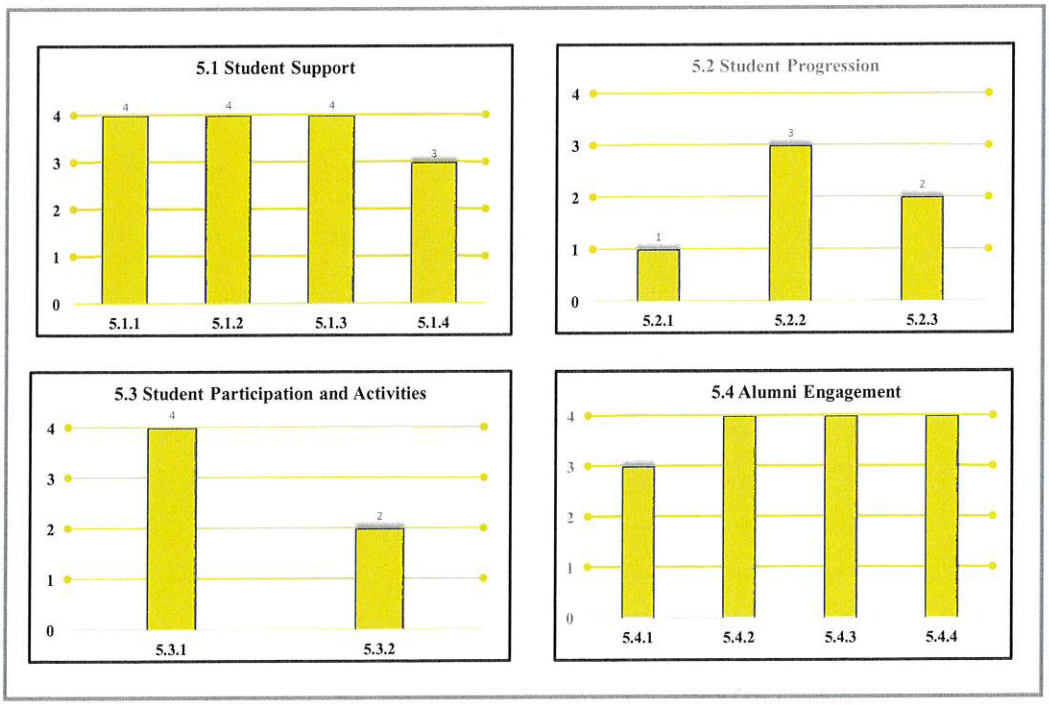




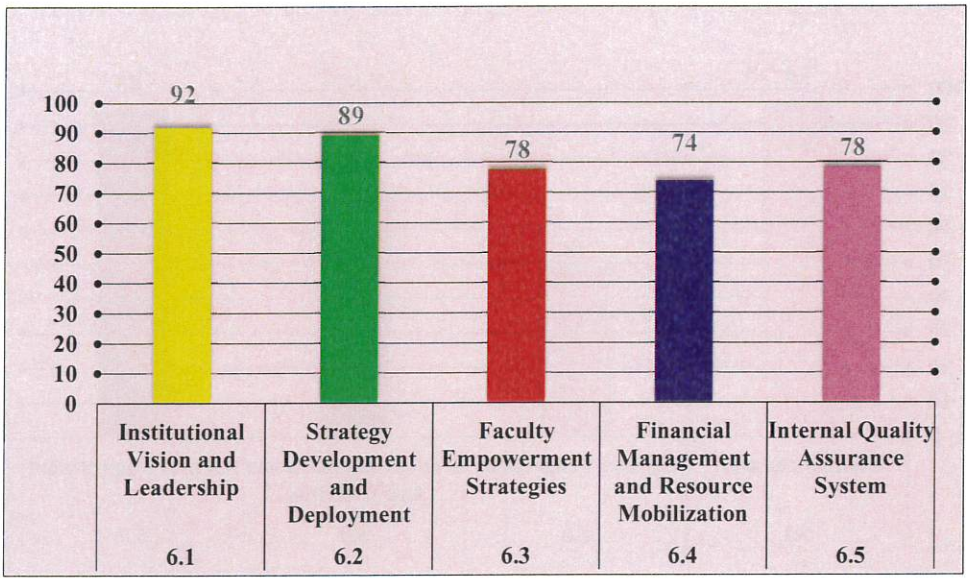


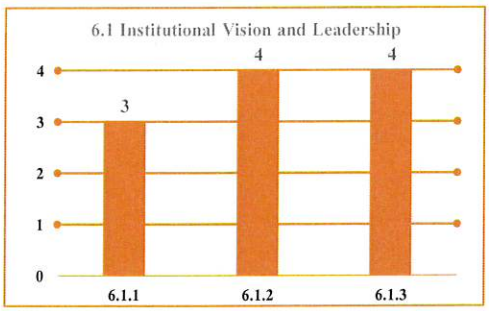


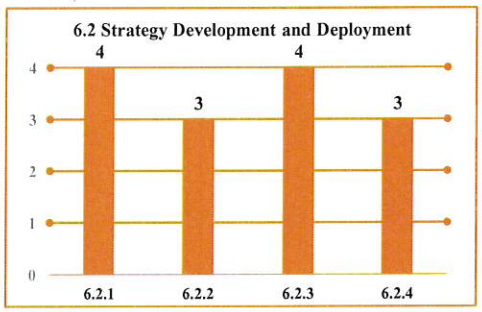

Criterion 5: Student Support and Progression
100
90
80
70
60
50
40
30
20
10
0
94
48
70
93
Student Support
5.1
Student Progression
5.2
Student Participation and Activities
5.3
Alumni Engagement
5.4

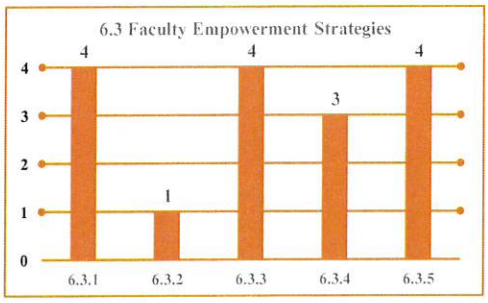

5.1 Student Support
4
3
2
1
0
4
4
4
3
5.1.1
5.1.2
5.1.3
5.1.4
5.2 Student Progression
4
3
2
1
0
1
3
2
5.2.1
5.2.2
5.2.3
5.3 Student Participation and Activities
4
3
2
1
0
4
2
5.3.1
5.3.2
5.4 Alumni Engagement
4
3
2
1
0
5.4.1
5.4.2
5.4.3
5.4.4

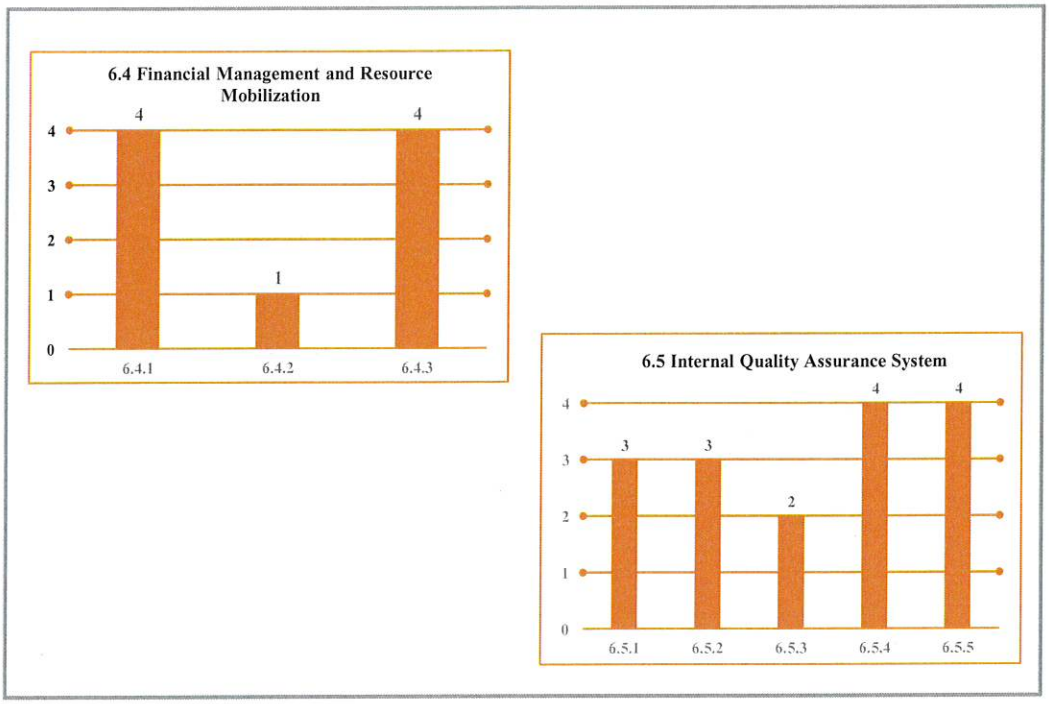
Criterion 6: Governance, Leadership and Management



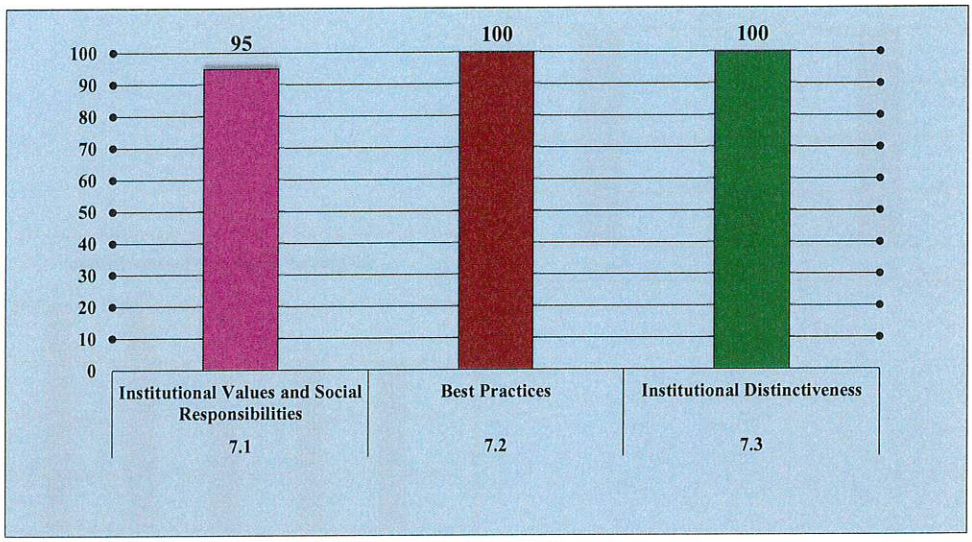


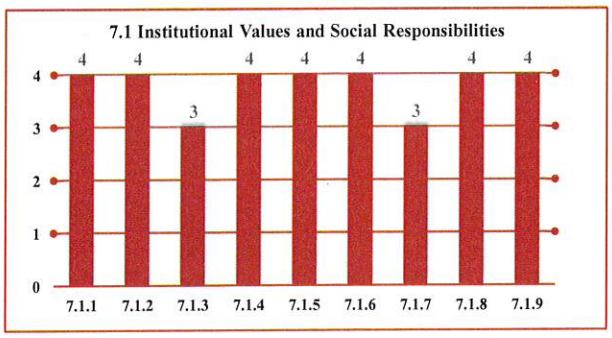


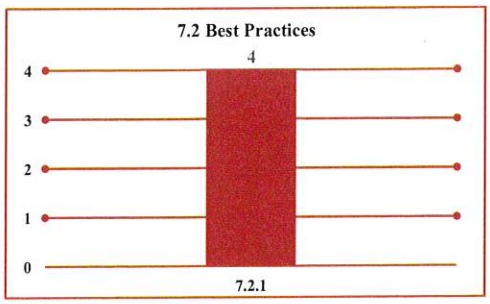


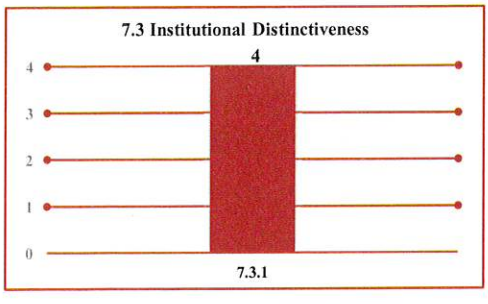

6.4 Financial Management and Resource Mobilization
4
3
2
1
0
4
1
4
6.4.1
6.4.2
6.4.3
6.5 Internal Quality Assurance System
4
3
2
1
0
3
3
2
4
4
6.5.1
6.5.2
6.5.3
6.5.4
6.5.5

Criterion 7: Institutional Values and Best Practices









St. Christopher's College of Education (Autonomous),
Chennai - 7

IQAC MEETING

(IN-HOUSE)

The 5th IQAC (In-House) meeting for the year 2022-2023 will be held on 09.01.2023 at 11.30 a.m.
Venue: IQAC Room

AGENDA

1. **Prayer**
2. **Action Plan to strengthen the weak areas**
3. **Any Other Business**

PRINCIPAL

ST. CHRISOTPHER'S COLLEGE OF EDUCATION (Autonomous)

The 5th IQAC (In-house) meeting for the year 2022-2023 was held on 09.01.2023 at 11.30 a.m. in the IQAC Room.

Members	***Signature***
Dr. Nithila Devakarunyam	P. Nithila Devakarunyam
Dr. Jeyanthi Mebla Premkumari	Jeyanthi Mebla 9/1/23
Dr. Mano Stella Charling	D. Mano Stella C 9/1/23
Mrs. Parimala Paul	Parimala Paul
Miss Jesintha Mary. C	Jesintha Mary. C
Dr. Jayasundari. A	Jayasundari A.
Mrs. Libin Saral. R	R Libin Saral 9/1/2023
Mrs. Reeva Jebalina. J	J. Reeva Jebalina. 09/01/2023
Mrs. Samuel Stella	9/1/23
Mrs. Hebziba. M	Heb. M
Mrs. Jyothsna N.G.	Jyothsna. N.G. 9/1/23
Mrs. Jasmine. J	Jasmine 9/01/2023
Mrs. S. Georjeena	– ABSENT –
Mrs. Joy Femila .L.A	Joy Femila 9/1/23

Mrs. Selvamary. M	
Ms. M. Lydia	- ABSENT -
Mrs. A. Enid Ruth	9/1/23
Mrs. N. Nalini	
Mrs. Karunya Rajakumari. R	9/1/23
Mrs. Salveena A	
Mrs. P. Emi Jeba Suganthi	- ABSENT -
Mrs. Jenifer.C.M	

St. Christopher's College of Education (Autonomous)

The 5th IQAC (In-House) meeting for the year 2022-2023 was held on 09.01.2023 at 11.30 a.m. in IQAC Room.

Minutes

Prayer

The meeting started with the opening prayer by Mrs. Parimala Paul, Vice Principal.

All the staff members were present except Mrs. Georjeena, Assistant Professor of Biological Science and Mrs. Emi Jeba Suganthi, Lecturer in History.

Action Plan to Strengthen the Weak Areas

It was a brain storming session with the faculty members to list the struggles faced during the preparation and uploading of SSR for the 4th cycle of NAAC Accreditation. The following struggles were listed by the faculty members:

1. Getting the
   a. Documents
      - Methods of Teaching
      - Format for Reports
      - Pre-Test & Post Test format
   b. Data for data templates
      - E-Content Developed by Staff Using KIDS
      - Placement, Higher Education Details
      - SET/TET/CTET/NET/TRB Details
   c. Photographs
   d. Videographs
   e. Copies-Scanning & Printouts
2. Writing QLM Reports
3. Teamwork
4. Time Management
5. Repetition of Work

6. Mismatch between Extended Profile and Metrics
7. Utilisation of Resources
8. Professional Development of the Faculty
9. Financial Assistance for Professional Development
10. Research
    1. Publication
    2. Project - Funded by Govt./NGO
    3. No. of Research Supervisors

The following suggestions were given:

- For scanning and printing, non-teaching staff will be given to help in getting the same done without any hassles.
- Suggestion was given to have evidences like few photos and video for few minutes for different types of methods used for teaching and the team handling Criterion 2 should collect it from both optional teachers as well as those handling general papers.
- Reports along with photos and videos for each activity in a prescribed format was suggested to be framed. Brochures and invite letters sent to resource persons should be prepared in a prescribed format prepared by IQAC and maintained.
- Photo album and record of all activities done in each department should be maintained.
- Optional teachers were instructed to give placement details and higher education details of the department students to the team working on Criterion 5.
- The Principal suggested the teams working for each criterion to find a suitable time to sit together and work for the criterion. All staff members were suggested to introspect and work out their time schedules to manage time as everyone were struggling in meeting the deadlines.
- Principal suggested to share completed extended profile to all criteria to avoid mismatch.

- All teachers were asked to make reference of books mandatory for students to write assignments to increase utilisation of library resources.
- Suggestion was given to staff to attend seminars, and present papers and publish articles in journals to avail financial assistance.
- Project funding by any organisation should be availed for institution project. Research committee was instructed to convene a meeting to decide the teams for availing research projects within the next two working days and inform the principal.
- Principal suggested that those who completed Ph.D. should obtain guideship within the stipulated time and those who are doing Ph.D. should complete their research work within the stipulated period.

Any Other Business

The principal instructed the staff to fix the date and timings for conducting any programme for students in advance to avoid clash of dates at a later stage. Vice principal was asked to maintain a diary to note the dates and timings of the programmes.

With this the meeting came to an end.

Signature of the IQAC Coordinator

Signature of the Principal

SEEK AND YE SHALL FIND

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC MEETING

(IN-HOUSE)

The 6th IQAC (In-House) meeting for the year 2022-2023 will be held on 25.02.2023 at 11.000 a.m.
Venue: IQAC Room

AGENDA

1. **Prayer**
2. **NAAC Report Analysis**
3. **Any Other Business**

P. Nithi Devadoss

PRINCIPAL

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

SEEK AND YE SHALL FIND

ST. CHRISOTPHER'S COLLEGE OF EDUCATION (Autonomous)

The NAAC Result Analysis

Date & Time: 25.02.2023 at 9.30 a.m. **Venue: IQAC Room**

Members	***Signature***
Dr. P. Maadeswaran Assistant Professor Department of Energy Science & Technology, Periyar University	P. Maadeswaran 25/2/23
Dr. Nithila Devakarunyam Principal	P. Nithila Devakarunyam
Mrs. Parimala Paul Vice-Principal & Assistant Professor of Mathematics	Parimala Paul
Miss Jesintha Mary. C Co-ordinator of Extn. Services Dept. & Bursar	Jesinthamary. C
Dr. Jayasundari. A Librarian & IQAC Co-ordinator	Jayasundari A.
Dr. Jyothsna N.G. Asst. Prof. of English	Jyothsna. N. G. 25/2/23

St. Christopher's College of Education (Autonomous), Chennai - 7

IQAC MEETING

The NAAC Report Analysis meeting was held on 25.02.2023 at 11.00 a.m. in IQAC Room.

Minutes

Members Present

Dr. Maadeeswaran – Asst. Professor, Periyar University
Dr. Nithila Devakarunyam – Principal
Mrs. Parimal Paul – Vice-principal & Asst. Prof. of Mathematics
Dr. Jesintha Mary – Bursar & Coordinator of Extension Services Department
Dr. Jayasundari. A – IQAC Coordinator
Dr. Jyothsna. N.G - Asst. Prof. of English

The meeting started with a congratulatory note from Mr. Maadeeshwaran, for getting A+ in the 4th cycle of NAAC Accreditation. The meeting proceeded with an in-depth analysis of each criterion metric wise and key indicator wise. The following analysis was done:

Criterion I

- Number of value-added courses should be increased.
- There should be 30 hours of value added courses outside the time table.
- Value added courses can be given from 4.30pm – 5.30 pm.
- Per semester there can be 8 value added courses.
- Certificates can be issued to those who attend value-added courses.
- Lab hours can be given credits.
- Digital Technology in Pedagogy can be brought under lab hours.
- Curriculum can be restructured every now and then.
- Revising of curriculum should be above 20% and should be done every 3 years.
- For online courses, SAWAYAM should be made compulsory.

Criterion II

- Enrolment must be increased to 80%.
- SC/ST enrolment should be 40%
- The staff strength in student-mentor ratio is less. Per teacher there can be 4 – 6 students.
- For the outreach programmes attended by students, both I years and II years should be included.

- Under Metric 2.3.6, book reading should be mandatory.
- For Quantitative metrices, the documents' links can be put in the first page for easy reference while uploading.
- Number of schools for internship should be increased to get full marks.
- Students can be guided to look out for schools in their own vicinity to increase the number of schools for internship.
- Staff doing Ph.D. should complete on time to increase the number of staff with Ph.D.
- Internal Marks pattern can be changed by keeping it for only 40 marks and not calculating the average.
- Attendance marks should be based on range so that the internal marks will be balanced.

Criterion II

- Staff should undertake projects either major or minor.
- Staff should publish one research paper every semester.
- Staff should attend one conference every semester,
- There must be atleast 25 outreach activities per year.
- Under the faculty exchange, evaluation done in other colleges can also be added.
- Papers presented as a joint venture with other college staff can also be added in faculty exchange.

Criterion IV

- The room numbers given in documents should also be given in photos for more clarity.
- In few uploaded geo-tagged photographs, latitude and longitude were missing.
- Every classroom should also have the room number on the name board.
- For classrooms with ICT facilities, photographs were not zoomed in to clearly show the projectors.
- Under 4.1.2, for the year of establishment of equipment, replaced years could be considered as year of establishment.
- The amount for book purchase must be for Rs. 20 lakhs.
- Library usage by both students and staff must be improved.
- For the student computer ratio under metric 4.8, it must be 1:4.

Criterion V

- Group insurance should be planned by the institution.
- Under Metric 5.2, placement should be above 90%.
- The percentage of pass in NET, SET, TET, and CTET must be improved.
- There must be atleast 15 activities under sports and cultural activities per year with 8 activities per semester.
- Donation by alumni must be increased.
- The alumni meetings must be increased to 3 meetings per year.

Criterion VI

- Vision and Mission statements can be changed according to the current scenario if possible.
- The functioning of cells need to be improved.
- In 6.3.2, atleast 80% of teachers should avail financial help.
- Faculty Development Programmes should be conducted at a stretch spanning 5 days.
- HRDC-FDP should be above 40%.
- Under 6.4.3, United Board fund can also be included as funds or donations from Non-Governmental Organisation.
- The IQAC should give event wise count under IQAC initiatives.

Criterion VII

- The boxes given under each metric can be ticked and then explained according to the availability or non-availability of the resource.
- Energy audit/Green audit amount can be shown in expenditure.
- Green Initiatives' expenditure should be between 1.5 lakhs-2 lakhs.
- Eco-club activities' expenditure can also be included.
- Wages should be accounted under different head so that it can come under expenditure.

The above analysis was done meticulously by the resource person. Principal thanked the expert for his suggestions.

With this the meeting came to an end.

IQAC COORDINATOR

PRINCIPAL

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