

# PPG COLLEGE OF EDUCATION

## Minutes of the IQAC meeting (2023-24)

### IQAC meeting –I

The First IQAC meeting of the academic year 2023-2024 was held on 3rd August 2023 at 11.00 AM. The members of IQAC have proposed the following events:

#### Agenda

1. Discuss and finalize the events and activities for the Independence Day celebration. Assign roles and responsibilities to faculty and students to ensure a well-organized event.
2. Provide updates to the faculty members on the current accreditation status.
3. Develop strategies to identify and encourage faculty members to participate as resource persons in seminars and workshops.
4. Plan and implement training sessions aimed at enhancing students' internship experiences.
5. Organize events and activities for Teachers' Day. Engage students in planning and celebrating the day to honor and appreciate the efforts of teachers.
6. Establish a monitoring mechanism to track student progress and activities during internships. Appoint faculty mentors to provide regular feedback and support to students
7. Plan a comprehensive induction program for new students. Include orientation sessions to familiarize them with college facilities, academic culture, and available resources.
8. Develop a bridge course to assist students in transitioning from bachelor degree to a professional course. Identify key areas and subjects to be covered to ensure a smooth academic transition.

9. Initiate programs to improve communication skills among students. Organize workshops and interactive sessions to enhance their verbal and written communication abilities.
10. Schedule micro-teaching sessions for teacher trainees. Provide constructive feedback and assessment to help them improve their teaching skills.
11. Identify community-related activities and visits for student participation. Encourage students to engage in social responsibility initiatives and contribute to community development.
12. Promote faculty participation in conferences, seminars, and workshops organized by other institutions.

## **Action Taken Report**

1. Events and activities for the Independence Day celebration were discussed and finalized. Responsibilities were assigned to faculty and students to ensure a well-organized event held on 15.08.2023.
2. The discussion on accreditation process took place with Dr. Muthumani, Principal, PPG College of Arts and Science, on 21.08.2023.
3. Dr. S. Hemamalini acted as a resource person at the Mastery Learning Workshop organized by Kamadhenu College of Education on 25.08.2023.
4. Planned and implemented training sessions aimed at enhancing students' internship experiences. Hands-on training was conducted by Agasthiya Foundation on 26.08.2023.
5. Organized events and activities for Teachers' Day on 05.09.2023. Students were engaged in planning and celebrating the day, which included student talks, cultural programs, and faculties sharing their school-time memories.
6. Established a monitoring mechanism to track student progress and activities during internships. Faculty mentors were appointed to provide regular feedback and support to students, starting from 11.09.2023.
7. Planned and executed a comprehensive induction program for new students on 11.09.2023. The program included orientation sessions to familiarize students with college facilities, academic culture, and available resources.
8. Bridge course was conducted from 03.10.2023 to 05.10.2023 to assist students in transitioning from a bachelor's degree to a professional course. Key areas and subjects were identified and covered to ensure a smooth academic transition.

9. Initiated programs to improve communication skills among students. Interactive sessions were organized on 06.10.2023 and 12.10.2023 to enhance students' verbal and written communication abilities.
10. Scheduled and conducted micro-teaching sessions for student teachers from 09.10.2023 to 19.10.2023. Provided constructive feedback and assessment for the skill practicing sessions to improve their teaching skills.
11. Identified community-related activities and visits for student participation. Encouraged students to engage in social responsibility initiatives. On 18.10.2023, 100 B.Ed students participated in the State Educational Achievement Survey. Community activities included cleaning Kandhasamy Nagar Corporation School on 01.11.2023 and Children's Day celebrations with sports and cultural events, with prizes distributed on 14.11.2023.
12. Promoted faculty participation in conferences, seminars, and workshops organized by other institutions. Dr. R. Gomathilatha participated in an orientation program on child rights and protection organized by TNTEU. Several faculty members participated in various seminars.

# PPG COLLEGE OF EDUCATION

## Minutes of the IQAC meeting (2023-24)

### IQAC meeting –II

The Second IQAC meeting of the academic year 2023-2024 was held on 16<sup>th</sup> November 2023 at 10.00 AM. The members of IQAC have proposed the following events:

#### Agenda

1. First-year B.Ed. students to initiate evening classes for primary students in honor of National Education Day.
2. Value-added course on Food and Nutrition
3. Awareness Program on Child Rights and Protection
4. Computer Literacy Day celebration
5. AIDS Awareness Day activities led by first-year B.Ed. students.
6. Celebration of World Soil Day.
7. Inculcation of Communication development Skills among students.
8. To plan One-day webinar on the role of ICT in teaching.
9. Vaikom Veerar, Periyar Day and Bharathiar Birth Anniversary celebration with speeches, classical dance, and group songs.
10. Farmers Day celebration with an agricultural field visit and Cleaning activity at Vanapathra Kalliamman Temple.
11. Mathematics Literacy Day with a quiz competition. Christmas Celebration.
12. Encourage faculty and student participation and presentation of articles in various seminars.

13. Pongal Celebration with various event planning.
14. Republic Day Celebration on 26 January.
15. Alumni Meet 2024.
16. Martyrs' Day observance on 30 January

### **Action Taken Report**

This report details the activities and initiatives undertaken by our institution from November 2023 to January 2024. Each event was meticulously planned and executed to ensure maximum participation and engagement from students, faculty, and the community.

1. Our first-year B.Ed. students successfully initiated evening classes from 16.11.23 for primary students at Corporation primary school, Kandhasamy Nagar, Cbe, by commemorating National Education Day (11.11.23). This initiative received positive feedback from both students and parents, highlighting our commitment to community education.
2. The value-added course on Food and Nutrition was started, providing students with essential knowledge about healthy eating and nutritional science.
3. An awareness program on Child Rights and Protection was organized on 25.11.2023, enlightening students about the importance of child safety and rights. This program was well-received and appreciated by all attendees.
4. Computer Literacy Day was celebrated on 2<sup>nd</sup> December 2023 with an online quiz competition that saw the enthusiastic participation of 95 students. This event successfully raised awareness about the importance of digital literacy in today's world.

5. On AIDS Awareness Day (04.12.2023) Mrs. R. Deepa, Assistant professor, PPG College of nursing delivered her lecture on HIV updates to I year B.Ed. Students led a series of activities on, educating their peers about HIV/AIDS prevention and treatment.
6. World Soil Day was celebrated on 05.12.2023 with various activities emphasizing the importance of soil conservation and sustainable agricultural practices.
7. A workshop on Communication LSRW (Listening, Speaking, Reading, and Writing) Skills was conducted by Mr. Anjesh on 05.12.2023, which significantly enhanced students' communication abilities.
8. A one-day webinar (09.12.2023) on the role of ICT in teaching was conducted by Mrs. S. Kalaivani, Assistant Professor in Computer Science, PPG CAS. The webinar was highly informative and received positive feedback from participants.
9. Vaikom Veerar, Periyar Day, and Bharathiar Birth Anniversary were celebrated on 11 December 2023 with speeches, classical dance performances, and group songs, showcasing our cultural heritage and inspiring students.
10. On 21<sup>st</sup> December 2023 farmers Day was marked by an educational agricultural field visit, providing students with practical insights into farming practices. Additionally, a temple cleaning activity at Vanapathra Kalliamman Temple was conducted, promoting community service and environmental awareness. A community engagement activity involving the supply of herbal drinks was conducted on 9 January, promoting health and wellness.
11. Mathematics Literacy Day (22.12.2023) featured a quiz competition that encouraged students to engage with mathematical concepts in a fun and competitive manner. The

Christmas Celebration brought joy and festivity to our campus, fostering a sense of community and togetherness.

12. Our students actively participated and presented articles at various seminars, showcasing their academic capabilities and research skills.
13. Pongal Celebration on 12th January included traditional festivities that highlighted cultural heritage and community spirit.
14. Republic Day was celebrated on 26 January with patriotic fervor, including flag hoisting.
15. Alumni Meet 2024 was held on 27 January, providing a platform for past and present students to connect and network. To enhance the curriculum framework and infrastructure, alumni contributions can be effectively utilized. Establishing a book donation program, will ensure a steady flow of relevant resources. These books are cataloged into the library system and aligned with course objectives, enhancing learning outcomes.
16. Martyrs' Day on 30 January was observed with solemn respect, honoring those who sacrificed their lives for the nation. Each of these activities was designed to provide holistic education, foster community spirit, and enhance the overall development of our students.

# PPG COLLEGE OF EDUCATION

## Minutes of the IQAC meeting (2023-24)

### IQAC meeting –III

The Third IQAC meeting of the academic year 2023-2024 was held on 6<sup>th</sup> February 2024 at 10.00 AM. The members of IQAC have proposed the following events:

#### **Agenda**

1. Women Empowerment Activity
2. Value-Added Course
3. International Radio Day - Group Discussion
4. Community Engagement activities
5. National Science Day
6. To organize National Seminar on Nurturing Teacher Values for the Future. A national seminar focused on the evolving values and responsibilities of teachers' in the future educational landscape.
7. To organize Seven-Day Virtual Faculty Development Program on Understanding Personal and Professional Capacities in the Teaching Domain. This agenda aims to provide a comprehensive overview of the upcoming events, fostering a spirit of learning, community service, and professional development among participants.
8. Focused effort on AQAR submission.

## Action taken report

1. Tamil Udaya P, M.Ed student explained and demonstrated the process of preparing sanitary napkins on 12.02.2024, emphasizing the importance of menstrual hygiene and empowerment of women through knowledge and self-sufficiency. This session aims to break taboos and educate participants on sustainable practices.
2. Add on Course on basics in Yoga was started.
3. A group discussion celebrating International Radio Day, highlighting the role of radio in education and communication. Participants will share insights on the impact of radio in their lives and its relevance in the digital age.
4. A community engagement activity where students visit Sri Varahi Old age Home and Orphanage on 23.02.2024. The visit aims to foster empathy, social responsibility, and community service among students. Activities include interacting with residents, organizing and distributing essentials.
5. National Science Day was celebrated on February 28, 2024, with B.Ed. first-year and second-year science students performing various science experiments at Corporation Primary School, Kandhasamy Nagar, Saravanampatty. The event aimed to ignite curiosity and foster a love for science among the primary school students, making learning both fun and educational.
6. April 15, 2024, we hosted a national seminar titled “Nurturing Teacher Values for the Future.” This seminar focused on the critical role of teachers in shaping future generations. It emphasized the importance of instilling core values and ethical principles in educators to ensure they can lead by example.

7. From April 23 to April 30, 2024, a seven-day virtual faculty development program was held on “Understanding Personal and Professional Capacities in the Teaching Domain.” This program aimed to enhance the competencies of the faculty members, providing them with tools and strategies to excel in their professional roles while maintaining personal well-being.
8. Preparation for on time submission of AQAR.

## **PPG COLLEGE OF EDUCATION**

### **Minutes of the IQAC meeting (2023-24)**

#### **IQAC meeting –IV**

The fourth IQAC meeting of the academic year 2023-2024 was held on 10<sup>th</sup> May 2024 at 12.00 AM. The members of IQAC have proposed the following events:

#### **Agenda**

1. Campus interview to connect students with potential employers, facilitating their transition to professional careers.
2. Faculty participation in seminars and conferences for professional growth and staying updated with field developments.
3. Environment Day to be celebrated on June 5, 2024, to promote environmental awareness and sustainability.
4. Training session for faculty on utilizing ICT tools for resource management and reporting.
5. Awareness session on postal savings schemes for students and staff, detailing the benefits and contributions to financial security and growth.
6. IQAC members are requested to ensure comprehensive documentation including descriptions, participant details, and relevant materials for each event prior to uploading.

## **Action taken report**

1. A campus interview was organized on May 14, 2024, to provide our students with employment opportunities. This event connected students with potential employers, facilitating a smooth transition from academic life to professional careers.
2. Our faculty members actively participated in various seminars and conferences throughout the year. These engagements are vital for professional growth, keeping our educators updated with the latest trends and developments in their respective fields.
3. On June 5, 2024, we celebrated Environment Day with a series of activities aimed at promoting environmental awareness and sustainability. The event included tree planting, a clean-up drive, and discussions on eco-friendly practices.
4. On June 14, 2024, Mr. Rajashkumar, Assistant professor from Sri Ramakrishna Mission Vidhyalaya conducted a training session for our staff on utilizing ICT tools for resource management and reporting. This training is crucial for enhancing efficiency and ensuring compliance with accreditation standards, equipping our team with the necessary skills to leverage technology effectively.
5. Post woman Jothi from Saravanampatty Post Office conducted an awareness session on postal savings schemes for students and staff. During the session, she provided detailed information on the various savings schemes available through the postal service, highlighting their benefits and how they can contribute to financial security and growth. As a result of her informative presentation, several staff members and students decided to join these savings schemes.

These activities and events reflect our institution's dedication to holistic education, community engagement, and continuous professional development. By fostering an environment of learning, service, and innovation, we strive to empower our students and faculty to make meaningful contributions to society.