

02.01.2020

NOTICE

We wish to inform you that the Internal Quality Assurance Cell Meeting of N.K.T. National College of Education for Women (Autonomous) will be held on 21st January, 2020 at 10.30 am in our College premises to discuss the items cited under agenda.

AGENDA




1. Prayer
2. Confirmation of minutes of the previous meeting held on 11th October, 2019
3. Presentation of the Second Quarterly Report of the College (October-December, 2019)
4. Discussion on the Activities to be conducted until 31st of March, 2020
5. Any other

Kindly attend the meeting and render your valuable suggestions.



Dr. S. CHAMUNDESWARI
PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS)
TRIPPLICANE, CHENNAI-600 005.

Attendance pertaining to the Internal Quality Assurance Cell Meeting of the College which is held on Tuesday, 21-01-2020 at 10.30 a.m. in our College premises

| S.No. | Name and Designation | Position | Signature |
|-------|---|----------------------------------|---|
| 1 | Dr. S. Chamundeswari, Principal | Chairperson |  |
| 2 | Mrs. Nalam Arul Poomani, Assistant | Administrative Officer |  |
| 3 | Mrs. V. Pattamal, Junior Assistant | Administrative Officer |  |
| 4 | Dr. N. Kalai Arasi Associate Professor of Computer Science -Education | Faculty Member |  |
| 5 | Dr. V. Jayashree Priyadharshini, Assistant Professor of Biological Science-Education | Faculty Member |  |
| 6 | Ms. P. Sangeetha, Assistant Professor of English-Education | Faculty Member |  |
| 7 | Mrs. A.H. Komala, Assistant Professor of Economics- Education | Faculty Member |  |
| 8 | Mrs. T. Anitha, Assistant Professor of Mathematics- Education | Faculty Member | ABSENT |
| 9 | Dr. T. Sahaya Saira, Assistant Professor of Tamil-Education | Faculty Member |  |
| 10 | Dr. Deepa Edwin, Assistant Professor of Physical Science Education | Faculty Member |  |
| 11 | Dr. M. Arumugam, Secretary | Management Member |  |
| 12 | Dr. S. Devasahayam Selvakumar, Principal, Meston College of Education, Chennai | Nominee from Local Society |  |
| 13 | Dr. Joseph Catherine, Principal, Stella Matituna College of Education, Chennai | Nominee from Local Society | ABSENT |
| 14 | F. Sajeeda Parveen | Nominee from Students (B.Ed.) |  |
| 15 | Ms. Haleema Rahmath | Nominee from Students (M.Ed.) |  |
| 16 | Dr. S. Vasanthi, Principal (Rtd.), NKT National College of Education for Women, Chennai. | Nominee from Alumini |  |
| 17 | Dr. K. Sai Kumari, Assistant Professor of Biological Science-Education, Institute of Advanced Study in Education, Saidapet, Chennai. | Nominee from Alumini |  |

| S.No. | Name and Designation | Position | Signature |
|-------|--|------------------------------|-----------------------------|
| 18 | Mrs. V. Shylasree Headmistress N.K.T. National Girls Higher Secondary School, Triplicane Chennai | Nominee from Stake Holder | V. Shylasree 25/01/2020 |
| 19 | Mr. S. Venkatadhri N.K.T. Boys' High School, Triplicane Chennai | Nominee from Stake Holder | S. Venkatadhri 21/1/2020 |
| 20 | Dr. S. Malathi, Associate Professor of Education | Member Co-ordinator, IQAC | S. Malathi |

**N.K.T.NATIONAL COLLEGE OF EDUCATION FOR WOMEN
(Autonomous)**

Triplicane, Chennai – 600 005

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL

21st January 2020

Minutes of the meeting of the Internal Quality Assurance Cell of N.K.T. National College of Education for Women, held on 21st January 2020, at 10.30 a.m.

Members Present

Chairperson

Dr. S. Chamundeswari
Principal

Senior Administrative Officer

Mrs. Nalam Arul Poomani
Assistant

Mrs. V. Pattammal
Jr. Assistant

Senior Faculty Members

Dr. N. Kalai Arasi
Associate Professor of Computer
Science Education

Mrs. V. Jayashree Priyadharshini
Assistant Professor of Biological
Science-Education

Ms. P. Sangeetha
Assistant Professor of English-
Education

Mrs. A.H. Komala
Assistant Professor of Economics-
Education

Dr. T. Sahaya Saila
Assistant Professor of Tamil-
Education

Dr. Deepa Edwin
Assistant Professor of Physical
Science - Education

Member of the Management Committee

Dr. M. Arumugam
Secretary

Nominees from Local Society

Dr. S. Devashayam Selvakumar,
Principal
Meston College of Education,
Chennai

Nominees from Students

B.Ed. Student - F. Sajeeda Parveen

M.Ed.Student-Ms.Haleema Rahamat

Nominees from Alumni

Dr. S. Vasanthi
Principal (Rtd.)
NKT National College of Education
for Women,
Chennai

Dr. K. Sai Kumari
Assistant Professor of Biological
Science Education, IASE, Saidapet

Stake Holders

Mrs. V. Shylasree
Headmistress
N.K.T. National Girls Higher
Secondary School, Triplicane
Chennai

Mr. S. Venkatadhri
N.K.T. Boys' High School, Triplicane
Chennai

Member Co-ordinator, IQAC

Dr. S. Malathi
Associate Professor of Education

Prayer

The meeting of the Second Quarterly of the Internal Quality Assurance Cell for the academic Year 2019-2020 of the College started with the prayer. The Principal of the College welcomed the members present.

Confirmation of Minutes

Principal presented the minutes of the previous meeting held on 11th October 2019. The members unanimously resolved to approve and pass the minutes and it was confirmed.

Report by the Principal

The Principal presented before the Committee a detailed Report of the Second Quarterly Activities of the College for the period October-December, 2019.

During the presentation, Principal invited Dr. S. Dhanalakshmi to share the knowledge gained by attending the National Conference on Benchmarking Quality Parameters of Research Programmes organized by RUSA (Rashtriya Uchchatar Shiksha Abhiyan), Department of Higher Education and Government of Tamil Nadu on 15th October 2019 and A Two Day Training Programme for Training of Teachers for Student Induction Programme organized by UGC, SERO at Bharathiar University, Coimbatore on 30th & 31st October 2019. Dr. S. Dhanalakshmi briefed about both the programmes attended which was very informative.

Then Dr. T. Sahaya Saila was invited by the Principal to share her experience at the Tamil Conference at Madurai on 14th & 15th December 2019 and the International Conference on Gender Rampage, Femicide and Strategically Immunity Measures Organized by School of Education VISTAS, Pallavaram, Chennai. Dr. T. Sahaya Saila briefly explained about the salient features of the conferences and her topic presented.

The Student Representative Ms. Sajeetha Parveen was invited by the Principal to present her observations and understanding of the feedback received from the Heads of the Teaching Internship Schools during the deliberations at the Forum for Strategies and Operations Planning on 18th December 2019. Ms. Sajeetha Parveen expressed her understanding of the feedback from Heads of Schools and also presented her opinion that views have been discussed for further improvement.

The members placed on record their appreciation to the Principal and her team for meticulous planning and execution of all programmes during the second quarter of the year 2019-2020.

Dr. S. Devashayam Selvakumar, nominee from our local society Principal, Meston College of Education, Chennai appreciated the Principal for the presentation of the report and clarified his doubts about renovation and maintenance of infrastructure facilities available at the College Campus.

Dr. S. Vasanthi member of Alumini along with the other members appreciated the team effort for all activities.

Discussion on the Activities scheduled for the period April-May, 2020


The activities planned till end of March 2020 was discussed. It was planned to organize and conduct the following programmes:

- UGC Autonomous Grant Capacity Building: Enhancing Faculty Contribution to Quality Circles
- UGC Autonomous Grant Area Development Study Programme
- UGC Autonomous Grant Upgradation of Syllabus-Effective Use of Smart Boards
- UGC Autonomous Grant Seminar: Cyber Crime Awareness & Prevention
- UGC Autonomous Grant Seminar: Quality Management in Educational Institutions
- UGC Autonomous Grant Extension Activities: Training in Bio-degradable Waste Management to women in the near by community.
- UGC Autonomous Grant Guest Lectures-Drama & Art, Interview Skills and Personality Development
- Workshop on Remedial Teaching for Dyslexia in collaboration with Rotary Club of Chennai and Madras Dyslexia Association, Chennai.
- Workshop on Story Telling as a Method of Teaching-Resource Persons from Scotland
- Conduct of Meetings-Board of Studies, Academic Council, College Committee, Purchase Committee, Student Welfare Committee, Anti-Ragging Committee, Hostel Committee & Staff Meetings.
- Celebration of Thamizhar Thirunal, National Science Day & Women's Day
- Initiation of Parent-Teacher Association & NKT Alumini Association
- Community Programme-Parambariya Unavu Thiruvizha
- Awareness Programme on Dengu & other Communicable Diseases

The members of the Internal Quality Assurance Cell of the College unanimously approved the activities conducted during the Second Quarter (October-December 2019 and the activities scheduled for the Third Quarter (January-March 2020).

Any other

The meeting came to an end with a note of thanks.


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