

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

26.07.2020

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held Online on 27.07.2020 at 4.30 pm. on a Virtual Platform. The agenda to be discussed are as follows.

- **Swapping of Semesters** and Schedule of Online Classes to commence from 3rd August 2020
- Revamping of College Website

The link for the meeting will be shared later



Dr. S. CHAMUNDESWARI,
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N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN
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Minutes of the Faculty Meeting

27th July, 2020

The First Faculty Meeting, for the academic year 2020-2021, was held online on the 27th of July, 2020 at 4.30 pm through a virtual platform.

The meeting began with a silent prayer, for those affected by the Corona Virus worldwide and the Principal, Dr. S. Chamundeswari, welcomed all Faculty Members. She expressed her appreciation to all Faculty Members who are striving hard to make each and every online programme a productive and effective one. The items were discussed agendawise.

Agenda 1: Swapping of Semesters and Schedule of Online Classes to commence from 3rd August 2020

The Principal discussed that Semester-III of B.Ed. and B.Ed. Special Education involves 15 weeks of Teaching Internship and as it is not possible to send students for Teaching Internship it was unanimously suggested to swap Semesters-III and IV and to conduct the Semester-III Practical Examinations of B.Ed., B.Ed. Special Education and M.Ed. Programmes along with Semester-IV at the end of the academic year after obtaining approval from appropriate higher bodies. It was also discussed to commence the Online Classes from 3rd August 2020.

Agenda 2: Revamping of College Website

The revamping of the College website was discussed. Mrs. A.H. Komala and Dr. S. Dhanalakshmi, in-charge of website listed out the requirements from the faculty members. Suggestions from all faculty members were entertained and recorded to be included in the website.

The meeting ended with a note of thanks to the Chair.



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25.08.2020

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held Online on 26.08.2020 at 2.00 pm. on a Virtual Platform. The agenda to be discussed are as follows.

- Faculty Selection Interview
- Updating of the College Website
- Submission of the Files related to Academics for the year 2019-2020
- Need for Student Counselling
- Quarterly Meeting of the IQAC
- Faculty Research Colloquium
- The College Governing Body Meeting
- Submission of the Time-table and Attendance of the Online Classes
- Faculty Co-operation

The link for the meeting will be shared later


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Minutes of the Faculty Meeting

26th August, 2020

The third faculty meeting online was held on 26th August, 2020 at 2 p.m. The meeting commenced with a silent prayer following which the focal points of the meeting was placed.

To begin with, the principal extended her deep sense of gratitude to the Honourable Secretary and the Management for the total support and motivation extended to the Institution. She also expressed her heartfelt appreciation to all the faculty members for their utmost commitment to the Institution even during the lockdown period. She commended the efforts of the faculty in organising Webinars and Student Enrichment programmes of high quality and was proud to share the truth that these endeavours had placed the Institution on the Global Platform.

Agenda 1: Faculty Selection Interview

The Principal expressed satisfaction on the successful conduct of the Faculty Selection Interview for the teaching posts supported by the Management for the B.Ed. and M.Ed. Programmes that had taken place on 24th August, 2020.

Agenda 2: Updating of the College Website

The Principal was happy on the progress of the College Website and thanked Dr. N. KalaiArasi, the Controller of Examinations for her constructive feedback and also thanked Mrs. A.H. Komala and Dr. S. Dhanalakshmi in specific and all faculty working towards the completion of the website details.

Agenda 3: Submission of the Files related to Academics for the year 2019-2020

The Principal checked on the files and registers to be submitted for the year 2019-2020.

- Student Attendance Registers
- Student Leave Letter Files
- Faculty CL Forms
- Student Counselling Files
- Academic Activities files
- Internal Assessment for Semester IV

She directed the faculty members who had not yet done so, to submit the files at the earliest.

Agenda 4: Need for Student Counselling

Dr. S. Malathi, Dean of Academics and Head of the Guidance and Counselling Cell was asked to brief the faculty on the areas to be identified for student counselling as this becomes pertinent and the need of the hour in order to solve emotional, psychological and academic issues faced by students.

Agenda 5: Quarterly Meeting of the IQAC

The Principal gave a reminder of the Quarterly Meeting of the Internal Quality Assurance Cell to be held on 28th August, 2020 at 12 noon through the online platform.

Agenda 6: Faculty Research Colloquium

The Principal detailed on the Faculty Research Colloquium to be organized by the Research and Development Centre from 7th of September 2020, Monday onwards for sharing of expertise and exchange of information pertaining to Research. This she said, is solely for the faculty of NKT and urged the faculty to share in their expertise on any topic related to research for an hour daily (5-6p.m). Ms. A.H. Komala was asked to schedule the Programme in coordination with the rest of the faculty members.



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Agenda 7: The College Governing Body Meeting

The College Governing Body Meeting was slated to be held before 19th of September and the date would be finalised soon and Principal discussed about the arrangements to be made for scheduling the meeting.

Agenda 8: Submission of the Time-table and Attendance of the Online Classes

Online classes for the academic year 2020-2021 (for the B.Ed. and M.Ed. students) started from 3rd August, 2020. Soft copies of the screenshots taken during the classes and the related attendance of students are to be promptly submitted by the respective Pedagogy faculty at the end of each month.

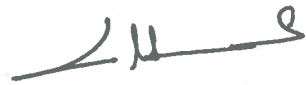
Agenda 9: Faculty Co-operation

The Principal discussed the letters and notifications received from NCTE, UGC, TNTEU, MHRD, Office of the RJD & DC. She requested full cooperation of the Faculty Members to comply with the norms and requirements and other procedures as expected by the higher bodies.

The Meeting concluded with a note of thanks to the Chair.



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10.09.2020

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held Online on 11.09.2020 at 8.00 pm. on a Virtual Platform. The agenda to be discussed are as follows.

- Reflection of the Principals' meet conducted by TNTEU
- Procedure of the Examination by the Controller of Examinations
- Outcome of the Statutory Body Meetings
- Safety Measures to be taken by Students
- Hallmark of Excellence
- Instructions to be given to the resident students

The link for the meeting will be shared later


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Minutes of the Faculty Meeting

11th September, 2020

The Fifth Faculty Meeting, for the academic year 2020-2021, was held online on the 11th of September, 2020 at 8.00 pm through a virtual platform to discuss the procedures and measures to be taken for the End Semester Examination to be held online from 18th to 29th September, 2020.

The meeting commenced with a silent prayer.

Agenda 1: Reflection of the Principals' Meet conducted by TNTEU

The Tamil Nadu Teachers Education University conducted an online meeting with the Principals and Controller of Examinations of all Teacher Education Colleges in Tamilnadu on the 11th September at 12 noon.

In this regard our Principal convened the meeting to make known to the faculty the discussions taken in the meeting.

Under directions of the TNTEU, the End Semester Examinations of the B.Ed. (2018-2020) batch students are to be conducted online to avoid crowding and minimize the risk due to the pandemic.

Agenda 2: Procedure of the Examination

The Controller of Examination with the Principal detailed on the procedure of conducting the examination online. She said that the question papers will be posted by e-mail and students must complete the same in the three hour duration and an extra hour will be given for them to scan and mail the answer scripts. The pedagogy faculty will each be allotted a small group of about 20 students or less for supervision. At the

end of the examinations, the students will courier the entire bundle of 5 papers to the College which will be taken up for external evaluation.

Agenda 3: Outcome of the Statutory Body Meetings

Principal discussed with Faculty members the outcome of all Statutory Body Meetings and confirmed the changes to be incorporated in the curriculum from the upcoming Batch of students.

Agenda 4: Safety Measures to be taken by Students

The list of safety measures to be taken by students as they report to College between 16th and 18th September to complete the pending formalities was outlined and the Principal directed the faculty to pass on the information to the students.

Agenda 5: Hallmark of Excellence

The Programme Hallmark of Excellence was scheduled on the 12th of September at 11.00 am through online mode. During the meeting, Honorable Secretary of the College Dr. M. Arumugam will address all students for their active involvement in all academic, academic related and outreach activities of the College during 2018-2020 and congratulate the students who were selected under 'Recruits Pursit' to be appointed as teachers in reputed institutions and also wish all students the very best for their career ahead.

Agenda 6: Instructions to be given to the resident students

The faculty members were highlighted on the instructions to be given to the hostel students. They were to come to College between 16th and 18th complete their pending formalities and vacate the College hostel.

The meeting ended with a note of thanks to the Chair.


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23.02.2021

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held at 2.30 pm. on 25.02.2021. The agenda to be discussed are as follows.

- IQAC Meeting
- Maintenance of Infrastructure
- Teaching Practice
- Outcome of Statutory Body Meetings
- MOOC Courses and Self-Study Courses
- Discussion on arrangements for Symposium on NAAC SSR Preparation



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Minutes of the Faculty Meeting

25th February, 2021

The Twelfth Faculty Meeting for the academic year 2020-2021 held on the 25th of February, 2021 at 2.30 p.m. in the Principal's Meeting Room.

The Principal started the meeting with a word of gratitude to the Almighty for extending the retirement age of teachers to 60 years and congratulated Dr. N. Kalai Arasi for the extension period to serve as the Controller of Examinations for yet another two academic years.

Agenda 1: IQAC Meeting

The Principal asked the Faculty Members in-charge of IQAC Meetings to prepare and get ready for the next Quarterly IQAC Meeting.

Agenda 2: Maintenance of Infrastructure

The Principal insisted all the Faculty members to maintain the infrastructure of the classrooms and to check whether all the technologies are working properly. The in-charge staffs of each room were asked to check their room arrangements regularly.

Agenda 3: Teaching Practice

As the State Government of Tamil Nadu has declared that the school students of Standards IX, X and XI are promoted to the next; class without year end examinations, the Principal asked all the Pedagogy Faculty members to inform their students to be present in the College if they are not going to school or taking any online classes. Before coming to College they should also finish all the formalities in the schools where they are going for Teaching Practice and it was also suggested that they will continue their lessons as Peer Teaching in the College.


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Agenda 4: Outcome of Statutory Body Meetings

The Principal discussed with Faculty members the outcome of Statutory Body Meetings, Board of Studies held on 12th August 2020, Academic Council held on 18th December 2020 and the College Governing Body Meeting held on 24th February 2021. She informed the approval granted for swapping of Semesters-III & IV for the B.Ed. and B.Ed. Special Education Programmes and for conducting the Semester-III Practical Examinations of Bachelors and Masters Programmes at the end of Semester-IV.

Agenda 5: MOOC Courses and Self-Study Courses

Principal discussed and addresses Faculty members to motivate students to take up MOOC Courses and also to enroll themselves in Self-Study Courses that would be a leverage for their placement and future progress.

Agenda 6: Discussion on arrangements for Symposium on NAAC SSR Preparation

The Principal had discussion with the Faculty members about the importance of NAAC and the each criterion in-charge staffs were asked to present the status of their metrics in detail individually in the Symposium on NAAC SSR Preparation scheduled 1st March 2021 and Academic Advisor Dr. S. Vasanthi will be present on that day as the Resource Expert.

Finally, the Principal ended the meeting with a note of thanks to all the Faculty members for their immense contribution towards NAAC work.


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01.03.2021

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held at 12 noon on 04.03.2021. The agenda to be discussed are as follows.

- Counselling for B.Ed. 2020-2022 Batch
- Purchase of Uniform Saree
- Necessary Arrangements for the I Year B.Ed. Students
- **Student Induction Programme**
- Orientation Programme by VITAL for India
- Discussion on Preparation of NAAC SSR
- **Updating the Website**


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Minutes of the Faculty Meeting

4th March, 2021

The thirteenth Faculty Meeting for the academic year 2020-2021 held on 4th March 2021 at 12 noon.

The meeting started with a silent prayer followed by the agendas.

Agenda-1: Counselling for B.Ed. 2020-2022 Batch

The Principal announced that the counseling for the B.Ed. Programme will commence from 8th March 2021 for the academic year 2020-2022 and as announced by the State Government the first working day will be 8th March 2021 for the I Year B.Ed. students.

As the Certificate Verification for the I Year B.Ed. students will take place in the respective Colleges, Faculty members were allotted to do the verification process. The Principal also asked the in-charge staff to be ready with time-table and workload for Semester -I.

Agenda-2: Purchase of Uniform Saree

The Principal informed the Purchase Committee Faculty members to arrange for the Purchase Committee Meeting to finalize the selection of uniform sarees for the new batch B.Ed. and M.Ed. students.

Agenda-3: Necessary Arrangements for the I Year B.Ed. Students

The Principal also informed that the hostel has to be opened and all necessary arrangements are to be made for the students staying in the hostel.


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The Principal also arranged for adequate water facility and cleanliness of toilets. She insisted to make arrangements for temperature check and sanitization of all candidates who enter the campus and also ensure that all wear face mask inside the campus. She also asked the faculty members to check their respective rooms for all arrangements for required for all academic activities.

Agenda-4: Student Induction Programme

Principal discussed with the Faculty members about the Student Induction Programme for the 2020-2022 Batch of students. After discussion the Induction Programme was decided to be conducted on the 12th March 2021. Faculty In-charge of the Student Induction Programme were asked to make the necessary arrangements and it was decided to be organized at the SV Hall as the Madabosi Hall has been taken up by the Election Commission.

Agenda-5: Orientation Programme by VITAL for India

The Orientation Programme for Students on Value Integrated Teaching and Learning was decided after discussion with all Faculty Members present for the meeting to be organized from 15th to 17th March 2021. Mrs. A. Enid Ruth was asked to schedule the meeting and prepare the Letter of Invitation to the Resource Expert Ms. Suguna Kiran from Vital for India, Chennai. The Feedback from students were also reminded to be collected after each Programme as in the previous years.

Agenda-6: Discussion on Preparation of NAAC SSR

Further, the Principal discussed with the faculty members about the details that needed for the submission for the NAAC SSR.

Agenda 7: Updating the Website

Finally, the Principal asked the website in-charge faculty members to update the Programmes in the website.

The Principal ended the meeting with the note of thanks to all the faculty members.


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23.04.2021

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held Online at 1 pm on 26.04.2021. The agenda to be discussed are as follows.

- Student Welfare Committee & Parent-Teacher Association Meetings
- Collection of Feedback Forms from II Year Students
- Return of Library Books and Library Advisory Committee Meeting
- Board of Studies and Academic Council Meetings
- Programme by Quality Circles
- Programmes to create World Record for the benefit of the Students


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Minutes of the Faculty Meeting

26th April 2021

The 20th Faculty Meeting for the academic year 2020-2021 was held Online on 26th April 2021 at 1 pm

The meeting started with a silent prayer and the Principal Dr. S. Chamundeswari, welcomed all the Faculty members present for the meeting and appreciated Faculty members for organizing programmes for celebration of important days. She was pleased that all programmes are very useful and well organized with involvement of both Faculty members and students.

Agenda 1: Student Welfare Committee & Parent-Teacher Association Meetings

Principal discussed about the Teaching Internship Programme of the II year B.Ed. and B.Ed. Special Education students that will be completed on 17th May 2021. With regard to this it was discussed that except for a few schools, most of the schools have permitted students to conduct tests online and students have also corrected the test papers and are ready with scores to be worked for the preparation of Test & Measurement File. For further information and to look into the welfare of the students it was decided to conduct the Student Welfare Meeting during the first week of May 2021. At the same time Principal asked the Faculty members in-charge of the NKT College Parent-Teacher Association to arrange for a meeting to discuss with parents of both I & II year students to take their opinion pertaining to welfare measures of students and College.



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Agenda 2: Collection of Feedback Forms from II Year Students

It was discussed that II year students have to submit the following Feedback Forms at the end of the academic year as in the previous years.

1. Feedback on Teaching Performance from Internship School HM-2
2. Feedback on Teaching Performance from Internship School Mentor-2
3. Feedback on Teaching Performance from College Faculty-2
4. Feedback on Teaching Performance from Peer Students-2
5. Feedback on Teaching Performance from Self-2
6. Feedback on Curricular Aspects
7. Feedback on Overall Satisfaction
8. Feedback on Autonomy in Colleges
9. Feedback on the Performance of Teaching Faculty Members
10. List of Activities participated in the Teaching Internship Schools

Non-teaching staff Mrs. V. Pattammal was invited for the discussion as decisions had to be taken with regard to arrangements for distribution and collection of the Feedback Forms along with Faculty members.

Agenda 3: Return of Library Books and Library Advisory Committee Meeting

Principal discussed with the College Librarian, Dr. S. Dhanalakshmi, with regard to II year students returning of College Library Books and conduct of the Library Advisory Committee Meeting. Dr. S. Dhanalakshmi consulted with other Faculty members and decided that students will be asked to return books when they submit the Feedback Forms.

Agenda 4: Board of Studies and Academic Council Meetings

After discussion with regard to changes to be made in the curriculum it was decided to introduce online tools in the Course, Pedagogy of School Subjects in the B.Ed. Programme and in the M.Ed. Programme in the Course, Advance Techniques of

Instruction, to include National Education Policy 2020 in both B.Ed. and B.Ed. Special Education Programmes and RTE and RPWD Act 2016 in the B.Ed. Programme.

Agenda 5: Programme by Quality Circles

Dr. S. Malathi, Associate Professor of Education and her team of Faculty members, incharge of Quality Circles in the College discussed with the Principal and other Faculty members to organize a programme to enhance Learning Based Outcomes through Quality Circles. The Programme was discussed and it was decided to consult Quality Council of India, Chennai Chapter to co-ordinate the Programme and to conduct the programme in the month of May 2021 after looking into the convenience of the members of QCFI and our Faculty members.

Agenda 6: Programmes to create World Record for the benefit of the Students

Dr. T. Sahaya Saila and Mrs. E. Nivethana came out with a suggestion to organize a programme for creating World Record for the benefit of the students. The programme was discussed and initiation was taken for the preliminary arrangements.

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


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08.05.2021

NOTICE

STAFF MEETING

This is to inform you that the Staff Meeting for all Teaching Faculty members will be held Online at 10.30 am on 10.05.2021. The agenda to be discussed are as follows.

- Rescheduling Examination Dates due to Lockdown
- Guidance and Support from the Guidance & Counselling Cell of the College
- Online Classes for I year B.Ed. and B.Ed. Special Education
- **Statutory Body Meetings**
- Review of NAAC SSR Preparation
- Workshop for Swachhta Action Plan (SAP)
- Student Council Programme
- Updating Website
- **Certificate Courses & Self-Study Programmes**
- Farewell Meeting to Mrs. M. Venmani, Assistant Professor of Tamil-Education


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Minutes of the Faculty Meeting

10th May 2021

The 21st Faculty Meeting for the academic year 2020-2021 was held Online on 10th May 2021 at 10:30 a.m.

The meeting started with a silent prayer followed by discussion on rescheduling of academic activities and examinations due to the announcement of the two weeks lockdown by the Government of Tamil Nadu.

Before getting into the agenda the Principal appreciated Dr. V. Sumangalai Vaidharani, Assistant Professor of Mathematics-Education for reviewing Student Feedback on Autonomy in Higher Educational Institutions.

Agenda 1: Rescheduling Examination Dates due to Lockdown

The Principal informed Faculty members that as the Government of Tamil Nadu has announced a two-week lockdown from 10th to 24th May 2021, no examinations and academic related activities will take place during the lockdown period. She also said that on 24th May 2021, the Examination Committee will meet again to reschedule and discuss about the conduct of Practical, Revision and End Semester Examinations of the II year B.Ed. and B.Ed. Special Education students.

Agenda 2: Guidance and Support from the Guidance & Counselling Cell of the College

The Principal asked Faculty members to keep in touch with all students online during the lockdown and closely observe if anyone of them requires support or guidance and to utilize the services of the Guidance & Counselling Cell of the College. She insisted that



Faculty members should on no account hesitate to call her at any time of the day for any support. She also suggested that it is the responsibility of all of to stay safe, eat healthy and to restrict ourselves to the norms of lockdown to contain the world-wide pandemic and to educate people around us in the community with regard to safety and healthy measures to be adopted.

Agenda 3: Online Classes for I year B.Ed. and B.Ed. Special Education

The Principal informed the Faculty members that no classes will be conducted for the next two weeks and after the lockdown the classes will take place as per the time-table for the I year students. At the same time Principal asked Faculty members to motivate the members of the Student Council to actively involve in organizing academic and outreach programmes.

Agenda 4: Statutory Body Meetings

The Principal informed Faculty members that as per the advice of the Regional Joint Director, Chennai, the Board of Studies meeting scheduled on the 11th May 2021 and the Academic Council Meeting scheduled on the 17th May 2021 will have to be cancelled and be rescheduled at a later date after lockdown.

Agenda 5: Review of NAAC SSR Preparation

The Principal asked Faculty members to concentrate on the NAAC SSR preparation and also said that from Wednesday, the 12th May, 2021, Faculty members will have a second cycle of review of their Criterion-wise preparation with the NAAC Expert Committee.

Agenda 6: Workshop for Swachhta Action Plan (SAP)

The Principal informed about the Workshop convened by the Mahatma Gandhi National Council of Rural Education, Department of Education, Ministry of Education, Government of India on 12th May 2021. As our College has been identified as a Swach

Institution, the workshop has been organized by the Government of India to promote activities and to participate in the competition to receive the SAP Award for the year 2021-2022. Five areas of challenges recommended to be addressed by five groups of students under the guidance of co-ordinating Faculty members. After discussion the co-ordinators were decided as follows.

- **Sanitation and Hygiene** - Mrs. A. H. Komala, Assistant Professor of Economics-Education
- **Waste Management** - Dr. S. Dhanalakshmi, Librarian
- **Green Management** - Dr. V. Jayashree Priyadharsini, Assistant Professor of Biological Science-Education
- **Water Management** - Mrs. T. Anitha Devi, Assistant Professor of Mathematics-Education
- **Energy Management** - Dr. T. Sahaya Saila, Assistant Professor of Tamil-Education

She asked the co-rdinators to co-ordinate with students and to attend the workshop on 12th May 2021 at 2pm.

Agenda 7: Student Council Programme

The Principal was overwhelmed and appreciated the involvement shown by the NKT Student Council 2020-2021 for organizing programmes for the benefit of student-teachers throughout India. The National Webinar organized by them on Exploring Google Classroom on 11th May, 2021 was discussed.

Agenda 8: Updating Website

The Principal asked in-charge Faculty members to update periodically the College website. She insisted that Faculty members who are in-charge of programmes should take the responsibility of posting the programme in the Upcoming Events well in advance and after the programme to post the geo-tag pictures of the programme.


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Agenda 9: Certificate Courses & Self-Study Programmes

The Principal asked Faculty members to motivate 1 year students to join Certificate courses offered by the College. Faculty members put forward their opinion that students find it difficult with limited internet facilities to attend online classes, academic programmes like webinars and added to take up Certificate courses.

Agenda 10: Farewell Meeting to Mrs. M. Venmani, Assistant Professor of Tamil-Education

The Principal announced that Mrs. M. Venmani, Assistant Professor of Tamil-Education has submitted her notice for resignation to the Secretary of the College due to personal reasons. She asked Faculty members to arrange for the Farewell meeting by the end May, 2021.

The Principal ended the meeting with a note of thanks to all Faculty members and asked them to stay safe during the lockdown.


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