



PSN COLLEGE OF EDUCATION

(Approved by NCTE and Affiliated to Tamilnadu Teachers Education University,

Accredited with 'B' Grade by NAAC)

Melathediyoor, Palayamkottai Taluk, Tirunelveli District-627152. Phone: 04634 - 279082

Email:psncedu@gmail.com/Website: www.psnce.co.in

Internal Quality Assurance Cell (IQAC)

CIRCULAR

Date: 15.10.2022

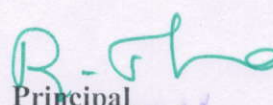
Sub: Meeting of IQAC at 11.30 AM on 20.10.2022-Reg.

All the IQAC Members are hereby informed to attend the Internal Quality Assurance Cell (IQAC) Meeting at 11.30 AM on 20.10.2022 in the seminar Hall. All the IQAC Members are requested to attend the same.

- To present the action taken report against the resolutions of the previous meetings
- To present the observations of the Academic and Administrative Audit Committee Members
- To discuss the preparation for NAAC for the Second cycle.
- To decide on the IQAC student representative from B.Ed. first year
- To inform the members the intimation regarding the clearing of pre-qualification stage


IQAC Coordinator




Principal
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PSN COLLEGE OF ED.
MELATHEDIYOOR
TIRUNELVELI - 627 152

Copy to:

1. All IQAC Members
2. All Faculty Members
3. All HODs
4. The File



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IQAC Meeting Minutes

Date: 20.10.2022

| Agenda | Resolution |
|--|--|
| To present the action taken report against the resolutions of the previous meetings | The chairperson read the action taken report and the members approved the report. (Action Taken Report Annexed) |
| To present the observations of the Academic and Administrative Audit Committee Members | The Chairperson presented the report of the Academic and Administrative Audit. The members expressed their happiness over the positive comments received from the Audit Committee Members. It was further resolved to consider the suggestions of the Audit Committee Members. |
| To discuss the preparation for NAAC for the Second cycle. | The chairperson informed the members communication received from NAAC. The members recorded their appreciation to the staff. |
| To decide on the IQAC student representative from B.Ed. first year | The members reviewed the work being done for the NAAC Visit. The members resolved to ensure that the institution is well prepared for the NAAC Visit |
| To inform the members the intimation regarding the clearing of pre-qualification stage | The members -discussed and resolved to nominate Mrs. Sheeba as the student representative for IQAC. |



R. Sheela
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List of committee members for the academic year 2022-2023

| S.No. | Name and Designation | Position in IQAC | Signature |
|-------|--|--|-----------|
| 1. | Dr.R.Thangadurai Principal | Chair Person | |
| 2. | Mr.Ananth Secretary | Management Representative | |
| 3. | Mr.R.Paulkumar Assistant Professor in English | IQAC-NAAC Coordinator | |
| 4. | Dr.S.Kottursamy Assistant Professor in Perspectives Education | Assistant Coordinator | |
| 5. | Dr.R.Ananthi Assistant Professor in Tamil | Teaching Faculty of Steering Team | |
| 6. | Mr.B.Esakkimuthu Subbiah Assistant Professor in Mathematics | Teaching Faculty of Steering Team | |
| 7. | Dr.A. Stephen Harris Paul Assistant Professor in Perspectives Education | Teaching Faculty of Steering Team | |
| 8. | Mrs.A.Anitha Assistant Professor of Psychology | Teaching Faculty of Steering Team | |
| 9. | Mrs.J.Elizabeth Assistant Professor in Tamil | Teaching Faculty of Steering Team | |
| 10. | Mr.T.Vignesh Office Superintendent | Administrative Staff | |
| 11. | Mrs.Selvi Junior Assistant | Administrative Staff (System Operator) | |
| 12. | Dr.J.Albert Prince Kumar Principal St.Johns College of Education, Veeravanallur, Tirunelveli-627426 | External Expert | |
| 14. | Mr.B.Thamby | Parent Representative | |
| 15. | Mr.N.Vijayalakshmi Palayamkottai, Tirunelveli-627002. Mrs.Prathiba Palayamkottai, Tirunelveli-627002. | Alumni | |
| 16 | Mrs.M.Anitha | Student Representative | |



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Action Taken Report for the IQAC Meeting organized on 20.10.2022

| Resolution | Action Taken |
|--|--|
| The members resolved to organize the Academic and Administrative Audit in the second week of September considering the availability of experts. It was further resolved to request faculty from a College of Education or a University Department of Education to serve as Audit Committee Members. | Academic and Administrative Audit for the academic year 2021-2022 was organized on 08.09.2022. Dr. Albert Prince Kumar Professor, St Johns college of Education, and Dr. Rajadurai, Associate Professor of History, V.O.C. College of Education, Thoothukudi served as the Audit Committee Members. |
| The IQAC Coordinator briefed the members about the Report. | On 08.09.2022 and the response received and it was in process |
| The chairperson presented the details of the enquiry done at the CEO's office and the process for starting a school. It was resolved to look into the requirements for the application for No Objection Certificate from the State Government. | Dr.R.Thangadurai and Mr.R.Paulkumar were asked to look into the application work. |
| The Chairperson presented the responses of the students. The members discussed and resolved to direct attention on the following aspect: <ul style="list-style-type: none">• Improvement of food in the college Hostel• Improvement in the services of office staff• Improvement of placement services | The Placement Cell coordinator was Instructed to plan for better placement services. The office staff were instructed to be proactive in their work and to prioritize service to students. The Placement Cell coordinator was Instructed to plan for better placement services. The hostel warden was instructed to ensure the quality of food served in the hostel. Arrangements were made to bring food items to the college building during breaks. |



R. G. S. S.
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