

**Key Indicator – 6.2 Strategy Development
and Deployment.**

Metric No. 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.

Documentary evidence in support of the claim



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

ECO CLUB MEETING CIRCULAR

Date : 10.07.2022

Eco club meeting will be held on 14.07.2022 in the Principal's room at 11am. Following members are requested to be present.

Agenda

- ECO Club activities
- Energy conservation
- Recycling waste

Ajay Fomile
Principal

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MEMBERS :

CHAIR PERSON : Dr. Regina Joel

S.No	Name	Designation	Signature
1	Mrs.M.P.Rama Priya	Asst. Prof of Education	<i>M.P.R. Priya</i>
2	Mrs.D.Jayakumari	Asst. Prof of Biological Science Education.	<i>D. Jayakumari</i>
3	Mrs.A.Nancy Rajathi	Asst. Prof. of English Education.	<i>A. Nancy Rajathi</i>
4	Mrs.J.Jayanthi	Asst. Prof. of History Education.	<i>J. Jayanthi</i>

Ajay Fomile
Principal

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**MINUTES OF THE ECO CLUB COMMITTEE MEETING FOR THE ACADEMIC
YEAR 2022-2023**

Eco club meeting for the academic year 2021 -2022 was held on 14.07.2022 at 11 am in the Principal's room . The following members were present.

MEMBERS PRESENT :

CHAIR PERSON : **Dr. Regina Joel**

S.No	Name	Designation	Signature
1	Mrs.M.P.Rama Priya	Asst. Prof of Education	M.P.R.Priya
2	Mrs.D.Jayakumari	Asst. Prof. of Biological Science Education.	D.Jayakumari
3	Mrs.A.Nancy Rajathi	Asst. Prof. of English Education.	A.Nancy Rajathi
4	Mrs.J.Jayanthi	Asst. Prof. of History Education.	J.Jayanthi

Minutes of the previous meeting was read and passed.

Action Taken

- Campus cleaning was done students.
- Plantation was done in our campus on 26.04.2022
- Awareness camp to avoid plastics was carried out on 06.05.2022 in pandur village.

Club activities for the forth coming academic year was planned and discussed in detail. Feedbacks and suggestion were put in front of the members by the Principal.

It was decided to inform Student Teachers to use fans and lights usage wisely and insisted to switch off.

- Energy conservation.
- Reduce , Reuse and Recycle
- Avoiding plastic Bags
- Encouraging students to be eco friendly.

Suggestions were given to prepare charts and boards with slogans for effective usage of energy.

Members were expected to carry forward minutes for the successful functioning of the club.

Ajay Permalu
- PRINCIPAL
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for *Ajay Permalu*
PRINCIPAL
PRINCIPAL
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ECO CLUB MEETING CIRCULAR

Date : 02.08.2021

Eco club meeting will be held on 05.08.2021 in the Principal's room at 11am. Following members are requested to be present.

Agenda

- ECO Club activities

J. R. Letchumi

Principal

PRINCIPAL

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MEMBERS :

CHAIR PERSON : Dr. Letchumi

S.No	Name	Designation	Signature
1	Mrs.M.P.Rama Priya	Asst. Prof of Education	<i>M.P.R. - P</i>
2	Mrs.D.Jayakumari	Asst. Prof of Biological Science Education.	<i>D. Jay</i>
3	Mrs.A.Nancy Rajathi	Asst. Prof. of English Education.	<i>A. Nancy</i>
4	Mrs.J.Jayanthi	Asst. Prof. of History Education.	<i>J. Jayanthi</i>



Ajay Fenile

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**MINUTES OF THE ECO CLUB COMMITTEE MEETING FOR THE ACADEMIC
YEAR 2021-2022**

Eco club meeting FOR THE ACADEMIC YEAR 2021 -2022 was held on 05.08.2021 at 11 am in the Principal's room. The following members were present.

MEMBERS PRESENT :

CHAIR PERSON : Dr. Letchumi

S.No	Name	Designation	Signature
1	Mrs.M.P.Rama Priya	Asst. Prof of Education	N.P.R. - Priya
2	Mrs.D.Jayakumari	Asst. Prof of Biological Science Education.	D. Jayakumari
3	Mrs.A.Nancy Rajathi	Asst. Prof. of English Education.	A. Nancy Rajathi
4	Mrs.J.Jayanthi	Asst. Prof. of History Education.	J. Jayanthi

Minutes of the previous meeting was read and passed.

Action Taken

State lock down was enforced. Hence personal hygiene was insisted .

Importance of wearing mask was highlighted through online.

Principal initiated the meeting with a gracious welcome to all the members of the club.

Main Objective of the club:

To produce Environmental Awareness among student teachers so that they respect , protect, preserve the nature.


Club activities for the forth coming academic year was planned and discussed in detail. Feedbacks and suggestion were put in front of the members by the Principal. Activities to be organized and conducted were

- Personal Hygiene talk
- Rain water harvesting
- Tree Plantation.
- Awareness camps to avoid plastics.

It was decided to carry out the above activities successfully. Meeting ended with a piece of gratitude to all the members of the club.




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INDHIRA COLLEGE OF EDUCATION

PANDUR, THIRUVALLUR – 631203

COLLEGE CODE: 12306

Anti-Ragging Committee & Anti Ragging Meeting Minutes

Held on 27.06.2019 at 11.00am

A meeting of the Anti-Ragging Committee was held today as per the schedule with the following member present.

S.No	Name of the Committee Members	Designation	Designated in Committee	Mobile Number
1	Mr.V.G.Raajendran	MLA	Chairman	04427650160
2	Mr.A.Jayapaul	Asst.Prof	Member Secretary	9677914929
3	Dr.Radhika Vidyasagar	Principal	Principal	9841049379
4	Mrs.R.Jayavardhini	Asst.Prof	Member	9884164692
5	Mr.Salomon Raj	NGO	Member	9444455275
6	Mrs.S.Jacklin	M.Ed Student	Member	7358054275
7	Mr.A.Kingsley Lawrence	B.Ed Student	Member	9789561396

The first meeting of the Anti-Ragging Committee constituted for the Academic session 2019-20 was held on 27.06.2019 at 11am in the Principal's office to discuss on the agenda.

The meeting of the Anti-Ragging committee of the college for the Academic year 2019-2020 started at 11am under the Chairmanship of Dr. Radhika Vidyasagar, Principal and Chairperson. Initially, the Coordinator / Incharge welcomed all the members and then the meeting started discussing on the agenda. The Minutes of the previous meeting was read and passed.


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It was reminded that Anti-Ragging Committee effectively works in our college. It is to be informed to all the students that the help line numbers to make a complaint is made accessible through the notice board. It is also made known that immediate and necessary actions will be taken on the complaints. Committee will act as savior for all the students against Ragging.

It is also ensured that it is "Ragging Free Campus" since the college has not received any complaints regarding Ragging from students and from members of the committee.

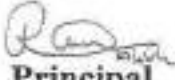
It was also decided to conduct competitions such as Slogan writing and Elocution against Ragging to create more awareness about the same. The session will be concluded with vote of thanks given by Mrs.S. Jacklin, M.Ed student of Anti-Ragging Committee.

Institutional Anti Ragging Committee

S.No	Name of the Committee Members	Designation	Designated in Committee	Signature
1	Dr.Radhika Vidyasagar	Principal	Principal	
2	Mr.A.Jayapaul	Asst.Prof	Member Secretary	
3	Mrs.R.Jayavardhini	Asst.Prof	Member	
4	Mrs.S.Jacklin	M.Ed Student	Member	
5	Mr.A.Kingsley Lawrence	B.Ed Student	Member	




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Principal
PRINCIPAL
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BOARD OF STUDIES MEETING NOTICE

Date: 09.07.2021

Board of Studies Meeting for the year 2021 will be held at 10.30 am on 15th July 2021 at the Principal's office, Indhira College of Education. I kindly request you to attend the meeting.

AGENDA

- Introduction of B.Ed Semester pattern
- Selection of Elective for B.Ed and M.Ed
- Conduction of unit tests.

J.R. Letchumi
PRINCIPAL
PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Name	Designation and Address	Signature
Dr.Letchumi Chairperson	Principal Indhira College of Education	<i>J.R. Letchumi</i>
Mr.AngaiyarKannan Management Nominee	Chief Educational Officer Indira Group of Institutions	<i>M. Anseykannan</i>
Dr.Merlyn Sanders Subject Expert	Principal (Retd.) Meston College of Education	<i>M. Sanders</i>
Dr.Vatchala Member	Principal Indira College of Nursing	<i>Vatchala</i>
Mr.Rajesh.D External Expert	Assistant Professor Nazareth Arts and Science College, Avadi	<i>R. Rajesh</i>
Dr.J.Lizzie Member	Assistant Professor Indhira College of Education	<i>J. Lizzie</i>
Mrs.U.Visalatchi Member Coordinator	Senior Faculty Indhira College of Education	<i>U. Visalatchi</i>

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A. Perinib
PRINCIPAL

**Minutes of the Board of studies held on Monday the 15th July 2021 at the
Principal's office.**

The meeting of the Board of studies was held on Monday the 15th July 2021 at the Principal's office.

The following members were present,


Name	Designation and Address
Dr.Letchumi Chairperson	Principal Indhira College of Education
Mr.AngaiyarKannan Management Nominee	Chief Educational Officer Indira Group of Institutions
Dr.Merlyn Sanders Subject Expert	Principal(Retd.) Meston College of Education
Dr.Vatchala Member	Principal Indira College of Nursing
Mr.Rajesh.D External Expert	Assistant Professor Nazareth Arts and Science College, Avadi
Dr.J.Lizzie Member	Assistant Professor Indhira College of Education
Mrs.U.Visalatchi Member Coordinator	Senior Faculty Indhira College of Education

- The minutes of the meeting held on Monday the 20th August 2020 was read and passed.

Action Taken

- Staff equipped themselves with latest technological developments.
- Effective online Classes through various platforms were successfully implemented and carried out.
- Evaluation through online modes were effectively carried out.

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- Semester pattern for M.Ed as introduced by TNTEU was carried out efficiently.

SUGGESTIONS AND DISCUSSIONS

- TNTEU introduced semester pattern for B.Ed Programme from the current batch 2021-2023. Subject allotment was done.
- Elective for B.Ed and M.Ed was decided as Peace and Value Education and Guidance & Counselling respectively.
- Value Added Courses inculcation into curriculum was in detailed discussion.
- Academic Calendar preparation was planned in detail.
- Emphasis on regular tests and assignments were insisted by the Principal.
- Introduction of Swayam courses were discussed in detail.
- Principal gave vote of thanks and meeting came to an end.



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INDHIRA COLLEGE OF EDUCATION
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Principal

PRINCIPAL

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BOARD OF STUDIES MEETING NOTICE

Date: 08.07.2022

Board of Studies Meeting for the year 2021 will be held at 10.30 am on 14th July 2022 at the Principal's office, Indhira College of Education. I kindly request you to attend the meeting.

AGENDA

- Strengthening Professional Development
- Decision of Elective for B.Ed and M.Ed
- Planning of Practicum Components
- Conduction of unit tests.

Regina Joel
PRINCIPAL
PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Name	Designation and Address	Signature
Dr.Regina Joel Chairperson	Principal Indhira College of Education	<i>Regina Joel</i>
Mr.AngaiyarKannan Management Nominee	Chief Educational Officer Indira Group of Institutions	<i>M. Angaiyar</i>
Dr.Merlyn Sanders Subject Expert	Principal(Retd.) Meston College of Education	<i>Merlyn Sanders</i>
Dr.Vatchala Member	Principal Indira College of Nursing	<i>Vatchala</i>
Mr.Rajesh.D External Expert	Assistant Professor Nazareth Arts and Science College, Avadi	<i>D. Rajesh</i>
Dr.J.Lizzie Member	Assistant Professor Indhira College of Education	<i>J. Lizzie</i>
Mrs.U.Visalatchi Member Coordinator	Senior Faculty Indhira College of Education	<i>U. Visalatchi</i>

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Ajay Kumar
PRINCIPAL

INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

**Minutes of the Board of studies held on Monday the 14th July 2022 at the
Principal's office.**

The meeting of the Board of studies was held on Monday the 14th July 2022 at the Principal's office.

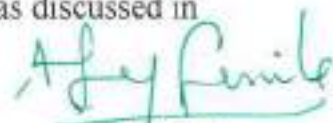
The following members were present,

Name	Designation and Address
Dr.Regina Joel Chairperson	Principal Indhira College of Education
Mr.AngaiyarKannan Management Nominee	Chief Educational Officer Indira Group of Institutions
Dr.Merlyn Sanders Subject Expert	Principal(Retd.) Meston College of Education
Dr.Vatchala Member	Principal Indira College of Nursing
Mr.Rajesh.D External Expert	Assistant Professor Nazareth Arts and Science College, Avadi
Dr.J.Lizzie Member	Assistant Professor Indhira College of Education
Mrs.U.Visalatchi Member Coordinator	Senior Faculty Indhira College of Education

- The minutes of the meeting held on Monday the 15th July 2021 was read and passed.

ACTION TAKEN

- Semester pattern for B.Ed Program was effectively carried out.
- Value Added Courses were introduced into curriculum as discussed in the previous meeting.



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- Academic Calendar was prepared and uploaded in website.
- Regular tests and assignments were followed.

Suggestions and Discussions

- It was decided to have the same elective as the previous year for M.Ed. Programme.
- Professional Development of the staff was insisted.
- Emphasis on regular tests and assignments were insisted by the Principal.
- Practicum components for both B.Ed. & M.Ed. was planned and discussed.
- Regular tests, Assignments and Seminars were planned in advance and discussed.
- Academic calendar was prepared.
- Swayam course implementation feedbacks were presented.

Mrs.U.Visalatchi ,Member Coordinator proposed vote of thanks and meeting came to an end.


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