

**LADY WILLINGDON INSTITUTE OF ADVANCE STUDY IN EDUCATION**  
(AUTONOMOUS), TRIPPLICANE, CHENNAI – 600 005.

**COMPOSITION OF THE INTERNAL QUALITY ASSURANCE CELL**  
**2022-2023**  
**MEMBERS OF IQAC**

CHAIRPERSON	Dr.M.S. Thillainayaki Principal, LWIASE (A), Chennai- 600 005.
SENIOR FACULTY MEMBERS	Miss. V. Shyamala Associate Prof. of Education, LWIASE (A), Chennai – 600 005
	Dr. T. Subhashini Assistant Prof. of Home Science, LWIASE (A), Chennai – 600 005
	Dr. Rita Rani Mandal Assistant Prof. of English, LWIASE (A), Chennai – 600 005
	Dr. S. Rama Assistant Prof. of Mathematics, LWIASE (A), Chennai – 600 005
	Dr. S. Komalavalli Assistant Prof. of Tamil, LWIASE (A), Chennai – 600 005
	Mr. R. Selvaraj Assistant Prof. of Computer Education, LWIASE (A), Chennai – 600 005
	Dr. S. Santhi, Assistant Professor of Education, LWIASE(A), Chennai – 600 005
EXTERNAL EXPERTS	Dr. Kapila Sopini, Associate Professor, IASE, Saidapet, Chennai. Dr. Sahaya Mary, Assistant Professor, IASE, Saidapet, Chennai.
SENIOR ADMINSTRATIVE OFFICER	Mrs. Jothibai, Superintendent, LWIASE
NOMINEES FROM LOCAL SOCIETY	Mr.R.J. Thayumanaswamy Chief Executive Officer Kaligi Ranganathan Montford Matriculation Higher Secondary School Perambur, Chennai – 600 011.
	Mr. R.K. Venkatesh Managing Director, Studio Madras Architechs Anna Nagar, Chennai – 600 040.
	Mr. K.R. Gunasekaran, Advocate,74, Law Chambers, Madras High Court, Chennai - 600 104
NOMIEES FROM STUDENTS	Ms.Karthikeyani, Biological Science Ms.Keerthika, Physical Science
NOMINEES FROM ALUMINI	Dr. J.Anitha
MEMBER , CO-ORDINATOR, IQAC	Dr.D. Hemalatha Kalaimathi Assistant Prof. of Biology, LWIASE (A) Chennai – 600 005

*D. Hemalatha Kalaimathi*  
IQAC COORDINATOR  
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*Dr. N.G. Kapila*  
Dr. N.G. KAPILA, M.A., M.Ed., M.Phil., Ph.D.,  
Associate Professor  
Head of the Department of English Education  
Institute of Advanced Study in Education,  
Saidapet, Chennai-600 015.



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**IQAC 2022-2023 – Meeting 1**

**MEETING MINUTES**

**Date : 28.07.2022**

Minutes of the Meeting of Internal Quality Assurance cell (IQAC) held on 28.07.2022 at 11.00 am at Principal room. Following IQAC members were attended the meeting along with external experts.

1. Dr. M.S. Thillainayaki	Chairman
2. Dr. D. Hemalatha Kalaimathi	Co-ordinator
3. Miss. V. Shyamala	Member
4. Dr. T. Subhashini	Member
5. Dr. Rita Rani Mandel	Member
6. Dr. S. Rama	Member
7. Dr. S. Komalavalli	Member
8. Mr. R. Selvaraj	Member
9. Dr. S. Santhi	Member

The Meeting began at 11.00 a.m. At the outset, Co-ordinator of IQAC Dr.D. Hemalatha Kalaimathi welcomed the members and requested the Chairperson, the Principal of LWIASE(A), Dr.M.S. Thillainayagi to chair the meeting.

The meeting began with permission of the chairperson. Thereafter the IQAC proceeded the meeting as per the agenda items. The IQAC coordinator read the Minutes of Meeting and Action Taken Report of previous IQAC meeting held on 06.01.2022 with a formal discussion with all IQAC members. The IQAC co-ordinator placed before the members the action taken report on the observations made in the previous IQAC meeting, and requested the members to note and approve actions were taken last academic year.

IQAC Co-ordinator Dr.D. Hemalatha Kalaimathi, read the the following future action plan, the same were discussed and accepted to proceed further.

- Revision of Course Syllabus for B.Ed and M.Ed, the same to be submit in board of studies.
- Conduct Mass Covid Vaccination camp by YRC of LWIASE.
- Conduct Intercollegiate Chess Competition only for Chennai Government college Students.
- Render Support to TANSCH to conduct Workshop on NIRF, NAAC and Research Proposal
- To Publish a Research Journal of LWIASE
- To organize poster preparation competition on behalf of Nethaji Subhash Chandra bose death anniversary.
- To celebrate Teachers Day.
- To conduct the one day workshop on Revision of Assessment and Accreditation Process by NAAC for Teacher Education Institutions.
- To plan and send the B.Ed Student teachers for Internship.
- To organize a International seminar, a part of centenary year celebration.

The IQAC chairman ended the meeting with vote of thanks to all the members.

*D. Hemalatha Kalaimathi*  
IQAC COORDINATOR  
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**IQAC – 2022-2023 - MEETING 2  
MEETING MINUTES  
DATE : 17.09.2022**

Internal Quality Assurance Cell (IQAC) second meeting of the academic year held on 17.09.2023 at 11.00 am at Principal room. Following IQAC members were attended the meeting along with external experts.

1. Dr. M.S. Thillainayaki	Chairman
2. Dr.D. Hemalatha Kalaimathi	Co-ordinator
3. Miss. V. Shyamala	Member
4. Dr. T. Subhashini	Member
5. Dr. Rita Rani Mandel	Member
6. Dr. S. Rama	Member
7. Dr. S. Komalavalli	Member
8. Mr. R. Selvaraj	Member
9. Dr. S. Santhi	Member
10. Dr. Kapila Shobini	External member
11. Dr. Sahaya Mary	External member
12. Dr. J. Anitha	Nominee for Alumini

The meeting began at 11.00 am, the IQAC Co-ordinator, Dr.D.Hemalatha Kalaimathi welcomed the members. The meeting started with permission of the Chairperson. Thereafter the IQAC Co-ordinator preceded the meeting as per the agenda.

**AGENDA:**

- Review and discuss on IQAC year plan.
- Organizing NAAC preparation review meeting.
- Organizing student induction programme for fresher's – Bridge course.
- Conducting 3<sup>rd</sup> semester model examination and semester examination.
- M.Ed., students research topic finalization.
- Conducting awareness programme on World Pollution Control Day.
- Organizing workshop on computer literacy and online pedagogical tools.

**ACTION TAKEN REPORT:**

1. Revision of course syllabus for B.Ed & M.Ed., was done and same was submitted to board of studies.
2. Mass Covid-19 vaccination camp was conducted on 04.08.2022, through which student teachers, faculty, non-teaching staff and many public were benefitted.



3. Conducted Inter-collegiate chess competition for Govt. college students of Chennai district.
4. IQAC organized and conducted a National Level workshop on "Revised Assessment and Accreditation process by NAAC" with the support of TANSICHE.
5. To publish a research journal IQAC taken steps to get permission from Government authority as per the norms prescribed.
6. Poster presentation competition for B.Ed., students (Topic: நேதாஜி கண்ட சுதந்திர இந்தியா) was conducted on 20.08.2022 on behalf of Nethaji Subhash Chandra Bose death anniversary.
7. As a part of teachers day celebration a seminar was organized and conducted for LWIASE faculty members on the topic தமிழ் இலக்கியங்களில் ஆசிரியர்கள் on 13.09.2022.
8. The schools for teaching internship was allotted to B.Ed., second year students was sent to school internship.

IQAC Co-ordinator Dr.D. Hemalatha Kalaimathi read the following future action plan, the same was accepted to proceed further.

- To plan and organize B.Ed., admission single window counseling during October 2023.
- To establish Herbal Garden in College campus.
- To conduct awareness programme for World Aids Day, World Pollution Control day etc.,
- To conduct workshop on "Computer Literacy and Online Tools".
- To publish college research journal
- To register MOU with TNTEU, Krishnamachariyar yoga mandram and Lady Willingdon Higher Secondary School.

*D. Hemalatha Kalaimathi*

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## ACTION TAKEN REPORT

1. Organized and Conducted B.Ed., First Year single window admission during October 2022.
2. Herbal Garden set up initiated on 29.09.2022.
3. Conducted awareness programmes on World AIDS Day (01.12.2023) and World Pollution Control Day on (02.12.2022).
4. Conduct workshop on "Computer Literacy and Online Tools".
5. To publish a research journal IQAC taken steps to get permission from Government authority as per the norms prescribed.
6. Taken steps to sign MOU with TNTEU, Krishnamachariyar yoga mandram and Lady Willingdon Higher Secondary School.

## ACTION PLAN

IQAC Co-ordinator Dr.D. Hemalatha Kalaimathi read the following future action plan, the same was accepted to proceed further,

1. To Conduct Bridge course for freshers
2. To Set Up new NSS unit in the college
3. To open new mathematics laboratory.
4. To conduct workshops on Art, Drama, SUPW,
5. To organize Citizenship Camp
6. To arrange Field Trip, Special and innovative school visit, for B.Ed.,
7. To plan institutional visit for M.Ed
8. To Publish college research journal.
9. To conduct an international seminar.

*D. Hemalatha Kalaimathi*

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**IQAC – 2022-2023 - MEETING 3**

**MEETING MINUTES**

**DATE : 01.03.2023**

**Venue : Principal Room**

**Members Present**

1. Dr. M.S.Thillainayaki	Chairman
2. Dr.D. Hemalatha Kalaimathi	Co-ordinator
3. Miss. V. Shyamala	Member
4. Dr. T. Subhashini	Member
5. Dr. Rita Rani Mandel	Member
6. Dr. S. Rama	Member
7. Dr. S. Komalavalli	Member
8. Mr. R. Selvaraj	Member
9. Dr. S. Santhi	Member
10. Dr. Kapila Shobini	External member
11. Dr. Sahaya Mary	External member
12. Dr. J. Anitha	Nominee for Alumini

The meeting began at 3.00 pm, the IQAC Co-ordinator, Dr.D.Hemalatha Kalaimathi welcomed the members. The meeting started with permission of the Chairperson. Thereafter the IQAC Co-ordinator preceded the meeting as per the agenda.

**AGENDA**

1. Organize International seminar
2. Conduct Sports Day
3. Arrange Campus Interview through placement cell
4. Celebrate College Day
5. Discuss about various programmes to be conducted to complete 100 programmes planned for centenary year.
6. Conduct 4<sup>th</sup> semester model and semester examination for second year B.Ed., and M.Ed.,

**ACTION TAKEN REPORT.**

1. Bridge Course of B.Ed First year students conducted from 07.11.2023 to 10.11.2023 (3 Days).
2. College Union Inauguration function held on 12.12.2023
3. Art workshop for B.Ed., second year conducted on 15.12.2022, and drama workshop on 16.12.2022.
4. Webinar conducted on Human Rights Day (17.12.2022)




5. NSS unit was established in our college on 23.12.2022
6. Awareness programmes on Covid 19 and Dengue, personal hygiene, National consumer day was conducted.
7. Workshop on SUPW was conducted on 31.01.2023
8. Citizenship camp organized and conducted from 07.02.2023 to 11.02.2023
9. Organized seminar on Online privacy ( 16.02.2023)
10. Conducted Model and semester examinations as per schedule.
11. To publish a research journal IQAC taken steps to get permission from Government authority as per the norms prescribed.
12. Organized innovative and special school visit to B.Ed students.

### **ACTION PLAN**

IQAC Co-ordinator Dr.D. Hemalatha Kalaimathi read the following future action plan, the same was accepted to proceed further,

1. To organize International seminar
2. To conduct Sports Day
3. To arrange Campus Interview through placement cell
4. To celebrate College Day
5. To discuss about various programmes to be conduct to complete 100 programmes planned for centenary year.
6. To Conduct 2<sup>nd</sup> and 4<sup>th</sup> semester model and semester examination for second year B.Ed., and M.Ed.,
7. To publish college research journal.

*D. Hemalatha Kalaimathi*

  
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