



**MICHAEL JOB MEMORIAL COLLEGE OF
EDUCATION FOR WOMEN**
Accredited by NAAC with 'B' Grade
Near Sulur Boat Lake, Coimbatore – 641 103
Tel :0422-2682820 / Website: www.mjcbcd.ac.in
E-mail: michaeljobcollege10323@gmail.com



MINUTES OF IQAC MEETING -I

DATE: 22/06/2016

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

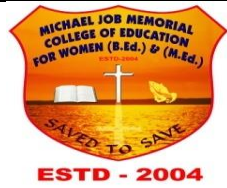
- ❖ Review of previous meeting
- ❖ Guide teacher's selection
- ❖ Bridge course for B.Ed course
- ❖ Bridge course for M.Ed course
- ❖ Work related to research proposal
- ❖ Preparation of practicum records
- ❖ Discussions about M.Ed Programme
- ❖ Scheme of the exam (M.Ed Course)

IQAC Chair person, Principal of MJCOE headed the meeting.

First of all, the Chairperson of IQAC, Dr.R.Ravi, Principal welcomed all the members of IQAC and outlined the academic activities followed in the current 2016-2017 year and next academic year 2017 - 2018 for B.Ed & M.Ed courses. Thereafter, IQAC Coordinator Mrs.R.Gokilavani briefed the Committee members about the agenda. The list of members present is attached. Agenda points discussed are as under:

1. Principal has allotted the guide teachers for M.Ed I year students
2. Duties and responsibilities of faculty members were discussed in the meeting.
3. Duties allotted to faculties to conduct Bridge course for B.Ed and M.Ed students.
4. Principal asked to prepare Question paper to conduct Bridge course for B.Ed and M.Ed students.

5. M.Ed Programme content was discussed in the meeting
6. Guidelines to prepare research proposal were distributed to all the faculties and Principal asked to distribute TNTEU guidelines to their students
7. Principal motivated and guided to prepare teaching attitude and teaching aptitude tool to test students' attitude and aptitude.
8. Incharge teacher was allotted to prepare GK Question paper.
9. Principal insisted to conduct SOP for B.Ed and M.Ed students.
10. All faculty members were advised to insist all the students to prepare their research proposals. Principal also advised to give reminders periodically.
11. Principal discussed about the status of library books with Mr.Anbazhagan. Principal suggested to buy some more new books for B.Ed I, II Year and M.Ed I,II Year courses according to prescribed syllabus framed by TNTEU.



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DATE: 30 /08 /2016

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ Review of previous meeting
- ❖ Discussion on evaluation of Bridge course B. Ed
- ❖ Discussion on evaluation of Bridge course M. Ed
- ❖ Research Proposal Submission
- ❖ Guidelines to prepare practicum records
- ❖ Mini teaching workshop
- ❖ Permission for School and Education college field visit

The following points were discussed in the meeting:

1.First of all, the Chairperson of IQAC, Dr.R.Ravi, Principal welcomed all the members of IQAC and outlined the academic activities followed in the current 2016-2017 for M.Ed and B.Ed Course.

2.Regarding the bridge course evaluation, Principal asked to list out the students based on their marks.

3.Principal asked to submit the mark list for B.Ed & M.Ed Bridge course

4.Principal asked research advisory board to check the research proposals prepared by M.Ed I Year students.

5.Discussed about the research proposal submission date and the submission date was fixed by the Principal.

6.Principal insisted all the guide teachers to check their students' proposal for the following items:

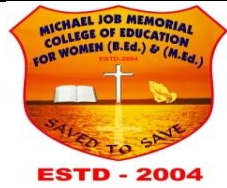
- ❖ Register No
- ❖ Students Name

- ❖ Topic of the research proposal
- ❖ Methodology
- ❖ Sample size
- ❖ Sampling technique
- ❖ Statistical analysis to be used for the study

Details about the following Practicum records were discussed in the meeting:

- a. Field immersion with Co-operative Schools (2 Weeks)
- b. Field visit (2 Weeks)
- c. Dissertation Preliminary Work
- d. Communication skills :Expository Writing
- e. Self development Yoga

- ❖ Principal asked to prepare separate permission letters for school and Education college field visit.
- ❖ Principal asked to conduct SOP for Practicum records



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MINUTES OF IQAC MEETING -3

DATE: 07/09 /2016

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

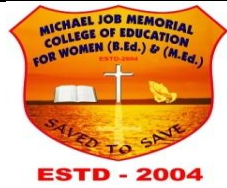
- ❖ Review of previous meeting
- ❖ Workshop on Mini teaching skills
- ❖ Date and duration of the workshop
- ❖ Duty allotment for micro teaching skills workshop
- ❖ Components for Mini teaching skills
- ❖ Formative Assessment Exam

First of all , the Chairperson of IQAC, Dr.R.Ravi, Principal welcomed all the members of IQAC and outlined the review of previous meeting. IQAC Coordinator R.Gokilavani welcomed and briefed the Committee members about the agenda.

The following points were discussed:

- ❖ Principal discussed about one week mini teaching workshop to be conducted in the month of September.
- ❖ The aim and objectives of the workshop were discussed in the meeting
- ❖ Principal asked IQAC Coordinator to prepare time schedule, duty allotment for workshop on mini teaching skills.
- ❖ The skills were selected as set induction, explanation skill, stimulus variation, questioning skill, closure etc.
- ❖ Regarding Mini teaching workshop, Principal insisted to develop the student teachers and also they must develop all the mini teaching skills by the end of the workshop.
- ❖ Principal asked to prepare components of each mini teaching skill.

- ❖ Principal asked to prepare for the formative assessment Exam. He discussed with all faculty members and formative assessment I portion was fixed by the Principal for UNIT I & UNIT II
- ❖ Principal informed all the pedagogy faculties and M.Ed faculties to make their students to be ready for their formative Examination.



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MINUTES OF IQAC MEETING -4

DATE : 19 / 10 /2016

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ Review of previous meeting
- ❖ Finalization of date and time schedule for Mini teaching workshop
- ❖ Task and assignment submission
- ❖ Seminar for B.Ed & M.Ed students
- ❖ Discussion on internal marks

First of all, the Chairperson of IQAC, Dr.R.Ravi, Principal welcomed all the members of IQAC and outlined the review of previous meeting. Thereafter, IQAC Coordinator, Mrs. R.Gokilavani welcomed and briefed the Committee members about the agenda.

The following points were discussed in the meeting

- 1.Principal discussed with faculty members regarding mini teaching workshop. He fixed the date and time schedule for one week workshop on mini teaching
- 2.Mini teaching workshop date was scheduled as January 20, 2016.
- 3.Principal ,IQAC Coordinator and other faculties discussed about hands on training
- 4.Principal asked to prepare mini teaching skills with components
- 5.Principal informed all pedagogy teachers to collect their task and assignment.
- 6.Principal informed all the faculties to assess the students' assignment and to observe their students' seminar also.
- 7.Mark allotment for seminar & assignment was fixed as per the guidelines given By TNTEU
- 8.Principal informed to Examination Committee to prepare internal assessment marks for all pedagogy subject and M.Ed course.