

**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](http://www.mjcbcd.ac.in)  
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#### MINUTES OF IQAC MEETING -I

DATE: 07/01/2020

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

#### AGENDA

- ❖ Review of previous meeting
- ❖ Pongal Celebration
- ❖ Visit to Innovative School
- ❖ Inter collegiate Sports meet
- ❖ Discussion on Research proposal
- ❖ SOP for M.ED II YEAR PRACTICUM
- ❖ NCTE/PAR DOCUMENT
- ❖ Discussion on Workshop and Seminar

1.Principal instructed all the faculty members to make arrangements for Pongal Celebration to be on 11.01.2020, Saturday.

2.Mrs.Sheela ,Assistant Professor was directed to make arrangements for the School visit for B.Ed I year students. She was also asked to fix a date for the visit. Alam Montessori School, Yellow Train International School, The Indian public School were some of the schools suggested for the visit.

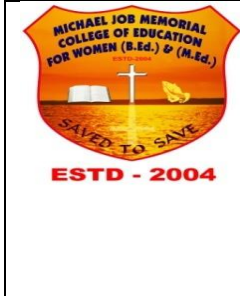
3.As the intercollegiate Sports Meet conducted by theTNTEU will be held in the first week of February, all Faculty Members were advised to give instructions to the students. Mrs.Sindhu Devi & Dr.S.Senthilselvam were given in charge to train the students, With the purpose of encouraging the participants, Principal asked all the students and faculties to be present at the venue on the day of Sports Meet.

4. All faculty members in charge of M.Ed I Year are advised to collect the research proposals from the students and submit to the Principal on or before 20<sup>th</sup> January 2020. All the proposals must be sent by 29<sup>th</sup> January.

5.As it is a must for all M.Ed II Year students to know the procedure for preparation of Questionnaire and data collection, all faculty members were asked for proper guidelines regarding this matter. Mrs. R.Gokilavani was given in-charge to look over this.

6.As NCTE-PAR work is completed, the whole team is advised to store all the data in a CD and also in a printed format for future reference. Principal congratulated the whole team of NCTE-PAR work, as they successfully completed the task

7. Principal insisted the IQAC Coordinator to prepare and send the list of students and faculty members who are going to attend the seminar at Hindustan College of Education and Dr.NGP College of Education to the respective Institutions by the end of the day.



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MINUTES OF IQAC MEETING -2

DATE: 18/02/2020

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

**AGENDA**

- ❖ Review of previous meeting
- ❖ Website updation
- ❖ Proposal for 4th CONFERENCE
- ❖ Women's day Celebration
- ❖ College Magazine
- ❖ Fourth International Conference July 2020
- ❖ Proposal for Centre for Research
- ❖ Digital Library
- ❖ Faculty development Program on SPSS

1.Principal Dr.R.Ravi asked Mrs.Masanipriya to update the College details in the Website and to check periodically.

2.Principal said innovative, fitting theme is to be selected for the Fourth International Conference which will be held during July 2020. Principal also said that valuable suggestions are welcome concerning the International Conference and Admission for the year 2020.

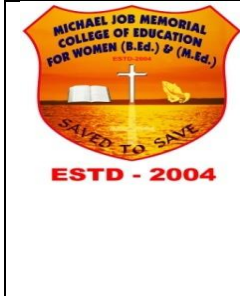
3.Dr.R.Ravi has informed March 9<sup>th</sup> will be celebrated as Women's Day and on 25<sup>th</sup> February, competitions pertaining to the women's day will be conducted.

4. In order to reflect the identity of our Institution, it is must to have a Magazine of our College. It also channelizes the young talents into right path. Hence, the Principal announced that a Magazine will be published in the month of July. Faculties are instructed to collect articles, poems, drawings or any kind of work related to Education from students and Faculties.

5. Principal discussed with faculty members and finalized the topic for 4<sup>th</sup> International Conference as “Psycho Social and Technological Impact on Learning Disabilities”. He also said work related to the conference should be started and advanced to fulfill the objectives.

6. Principal announced that Centre for Research will be established in our College. Arrangements should be done.

7. Dr. R. Ravi informed that Faculty development Program on SPSS will also be conducted in our College this Academic Year.



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MINUTES OF IQAC MEETING -3

DATE: 11/04/2020

TIME: 9.30 am to 10.30 am

VENUE: VIRTUAL MODE

*AGENDA*

- ❖ Review of previous meeting
- ❖ Online teaching
- ❖ Google Classroom
- ❖ Discussion on official e- mail id
- ❖ Online mode teaching
- ❖ Faculty development program(online)
- ❖ Research activity

This meeting was conducted virtually through Google Meet. Dr. R. Ravi ,Principal of MJCOE was heading the meeting. All faculty members were present virtually.

1.Principal welcomed all faculty members to the first virtual meeting. He added that more online meetings and conferences will be held through virtual mode in the near future.

2.During this time of lockdown , online mode of teaching should be given more importance and hence teaching learning process should be continued without hindrance. Maximum utilisation of online teaching tools must be used for the benefit of students learning.

3.Launching Google Classroom is apt to continue the teaching process.All Learning materials, assignments and tasks are to be given through Google Classroom. Evaluation can also be done and feedback is to be given to the Students immediately.

4.Principal also recommended to upload e-books, e-forms, video files etc related to topic & subject in addition to the power point presentation.

5. Research work is part and parcel of academic excellence and keeping us updated in the academic excellence and keeping us updated in the academic field, Principal was insisting all

the faculty members to improve the research aptitude by preparing thematic and research articles.

He also advised them to have fruitful advantages of e- labs by using Google forms, Google Sheets etc., for data collection and pursue research work.

5.Principal also insisted the use of e- learning tools for classroom teaching. In relation to this, Mrs.Masanipriya, Department of Computer Science was asked to arrange for a Faculty Development Programme on the vital usage of G suite applications.

6.By the inspiration of Dr.R.Ravi, Principal of MJCOE, today's meeting was conducted as faculty development programme by Mrs. Masanipriya, organized through Google Meet. All faculty members were present virtually. Introduction about Google Applications was given particularly, Google Drive and its various usage like Docs, Sheets, Slides, Forms, Classroom, Calender, Meet, were explained clearly.