



**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: 11 /06/2018

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

**AGENDA**

- ❖ Review of previous meeting
- ❖ Discussion on orientation Induction Program
- ❖ Discussion on campus Interview
- ❖ Discussion on 2<sup>nd</sup> International conference
- ❖ Discussion on Graduation Day
- ❖ Environmental Awareness program
- ❖ Smart Classroom

First of all, the Chairperson of IQAC, Dr.R.Ravi welcomed all the members of IQAC of MJCOE and outlined the academic activities followed in the current 2018-2019 year for B.Ed & M.Ed courses. Thereafter, IQAC Coordinator Mrs.R.Gokilavani briefed the Committee members about the agenda

**THE FOLLOWING POINTS WERE DISCUSSED IN THE MEETING**

1. Dr.R.Ravi Principal of MJCOE informed Mrs. R.Gokilavani & Ms .A.Selvi to conduct orientation session for M.Ed I year students. It includes M.Ed thesis, introducing their Guide to the students, 1<sup>st</sup> year perspective papers.
2. Dr.R.Ravi Principal of MJCOE advised to conduct orientation Induction programme for present B.Ed I year students and coordinators for this session are Mrs.D.Kalaivani & Mrs.M.Theepika.
3. Dr.R.Ravi Principal of MJCOE asked Mrs.D.Kalaivani to conduct Campus Interview on 24<sup>th</sup> March, and asked her to call the best schools in and around Coimbatore. Also, prior to campus interview, asked her to organize a workshop for B.Ed II Year (Resume writing, letter writing practice, Demo class practice)

4. Second International Conference will be held on July 2<sup>nd</sup> 2018 and it is organized by IQAC, foreign delegates will be the Resource person, the participants can present their papers through online mode and it will be recorded, submitted papers will be offered for double blind review.

5. Dr.R.Ravi revealed that 30<sup>th</sup>June will be the Graduation Day for the passed out 2015-2017 students and Mrs. Sheela and Mrs.R.Gokilavani will be in-charge for the convocation.

6.The following is the list of work allotted for the faculties.

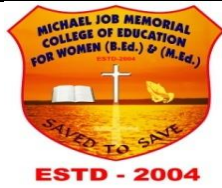
S.No	Name	Work Allotment
1	Mrs.M.Theebiks & Mrs.D.Kalaivani	Hiring Academic dress
2	Mrs.R.Sheela & Mrs.R. Gokilavani	Intimating student, seating Arrangement

7. Dr.R.Ravi informed that Second International Conference will be held on 2<sup>nd</sup> July, it focuses on “E-Learning Technologies for inclusive Classroom”, and the participants can present their articles through Skype or Direct. The following is the list of duties allotted for the committee for International Conference.

S.NO	WORK ALLOTMENT	NAME OF THE STAFF
1	Decoration Committee	Mrs.R.Gokilavani Ms.A.Selvi
2	Seating Arrangement & Technical Support	Mrs.M.Deepika Mrs.D.Kalaivani
3	Reception & Local Hospitality	Mrs.R.Sheela Mrs.J.Jenivelot
4	Transport, Accommodation &Purchase Committee	Mr.D.Praveen Kumar Mr.Anbazhagan
5	Screening &Editorial Committee	Mrs.R.Gokilavani Ms.A.Selvi Mrs.T.Masanipriya

8.Dr.R.Ravi discussed about the environmental awareness and importance of agriculture, field work etc. He suggested that teachers should create awareness about the importance of agriculture among students community.

9.Principal informed that Mrs. T. Masanipriya will be in-charge for smart class room. He suggested to maintain smart class gate entry note properly.



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MINUTES OF IQAC MEETING –2

DATE: 30/01/2019

TIME: 9.30 am to 10.30 am

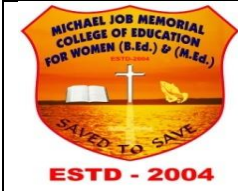
VENUE: PRINCIPAL'S OFFICE

**AGENDA**

- ❖ Review of previous meeting
- ❖ Discussion on workshop and Internship
- ❖ Research colloquium
- ❖ Staff Appraisal
- ❖ Discussion on students council
- ❖ NCTE-PAR work
- ❖ National level Workshop
- ❖ Discussion on Christmas Day Celebration

#### THE FOLLOWING POINTS WERE DISCUSSED IN THE MEETING

1. Dr.R.Ravi discussed about the workshop, internship and placement programs and allotted staff members for each program
  - a. Workshop-Mr.Thirumoorthy, Ms.A.SELVI, Ms.Thebika, Mrs.Radhamani and Mrs.D.Kalaivani
  - b. Internship –Mrs.R.Sheela
  - c.Placement- Mr. Thirumoorthy, Ms.A.S ELVI AND Mrs. D.Kalaivani
2. Dr.R.Ravi insisted Mr.Thirumoorthy to schedule the colloquium each Saturday for the benefit of the M.Ed students.
3. IQAC Personnel were asked to collect staff appraisal from all faculty members and submit the same to Dr.G.Thirumoorthy, HR in-charge.
4. Students council should be inaugurated this week. Principal will be the Chairperson of the Council. Secretary & Treasurer should be selected from the students. Students are advised to meet once a month and discuss about the happenings or issues, if any. Minutes must be prepared and filed properly.
- 5.NCTE-PAR should be completed before 21st December 2019
6. Dr.R.Ravi informed that Transport facility should be provided to the participants. Mr.D.Praveenkumar is to make arrangements for the College bus to pick up the participants near



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sulur bus stand from 9.15 to 9.45. Similarly, in the evening shuttle trips has to be arranged to drop the participants at the bus stops.

7.Hall arrangements, seating arrangements for guest and participants, guest of roll have to be done by the faculty members Dr.Senthilselvam, Dr.Thirumoothy and Immanuel Johnson

8. Christmas Day Function will be celebrated in our Campus on 21<sup>st</sup> December 2019, Saturday from 9.30 am to 12.30 pm.

#### MINUTES OF IQAC MEETING –3

DATE: 18/11/2019

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

#### AGENDA

- ❖ Review of previous meeting
- ❖ Discussion on National Level workshop

- ❖ Paper presentation & Publication
- ❖ Discussion on Statutory Advisory Council meeting
- ❖ Discussion on online workshop

#### THE FOLLOWING POINTS WERE DISCUSSED IN THE MEETING

1. Principal instructed the HR in charge to complete the NCTE-PAR work by the end of this week. Particulars of all faculties are to be filled vigilantly and are to be counter checked. Other documents like land, building structure etc. are to be scanned and uploaded accurately. All faculty members were instructed to be prepared for NAAC Visit.
2. Regarding workshop, all faculty members were informed that two eminent Educationist Dr.S.Kathiravan and Dr. R.Ramesh from Periyar University had given their consent to be the resource persons for the workshop.
3. The workshop brochure is ready for distribution and Dr .Immanuvel Johnson will be in-charge to distribute the same to the colleges and other educational Institutions. About 200 participants from outside colleges are anticipated to get benefitted from the workshop
4. Since the growth of the Institution depends on the academic growth of faculty members, Principal strictly instructed the members to publish articles in reputed Journals and Books.
5. Dr.R. Ravi informed that The workshop will be conducted on 18<sup>th</sup> December 2019, Wednesday and the title is “Innovative Teaching Methods using Multiple Intelligence.
6. Dr.R.Ravi revealed that Statutory Advisory Council meeting will be held on Saturday (21<sup>st</sup> Sep 2019). Dr.K.Radhamani and Dr.P.Thiruselvi were nominated as the Session Coordinators. Mr.T.Koshy and Mrs.Sdha Bhava are the SAC members. The Coordinators and the faculty members are advised to have interaction with the members regarding Academics, Research, Challenges in the field of Education and the Experience in the MJCOE Campus.
7. Principal emphasized to have Online Workshop in our College in the month of December (16<sup>th</sup> & 17<sup>th</sup> tentatively). Dr.Immanuel Johnson will be in-charge for conducting the workshop.