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|  | <p align="center"> 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.mjcbed.ac.in E-mail: michaeljobcollege10323@gmail.com </p> |  |
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MINUTES OF IQAC MEETING -I

DATE: 04/01/2021

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ **Review of previous meeting**
- ❖ **Creation of MJC mail id Google Classrooms**
- ❖ **Power point presentation Competition**
- ❖ **Assign coordinators and exam committee**
- ❖ **Research Colloquium**
- ❖ **Research proposal**

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 2020-2021 year 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:
- ❖ The Chairperson of IQAC, Dr.R.Ravi, Principal informed that Mrs.R.Gokilavani will be the co-ordinator for I year M.Ed course. Research Colloquium must be started and all the important aspects of Educational Research must be furnished to the students.
- ❖ It was decided to conduct online Powerpoint Presentation Competition for both B.Ed & M.Ed students. The topic would be Competency based Education: Need of the hour. The best three presentations would be awarded with Prizes and Certificates.
- ❖ Principal also reminded that publication of Articles in reputed journals is mandatory for all the faculty members.
- ❖ Principal assigned the following members as co-ordinators and exam committee members.

Coordinators for M.Ed

I Year – Mrs.R.Gokilavani

II Year – Dr.K.Radhamani

Cordinators for B.Ed

I Year Mrs.J.Jenivelot

Mrs . D.Jayageetha

II Year M. Theebika

P.Gokila

Exam Committee Members



Mr.D.Praveen Kumar

Dr.J.Immanuvel Johnson

Dr.S.Senthilselvam

- ❖ Principle insisted that all the internal componenets of the Practical Examination as per TNTEU regulations must be conveyed clearly to the students through Research Colloquium. Students must be instructed to select topics for their Research proposal. Topics for seminars and assignments should be prepared and given to students.

Unit tests must be conducted regularly.

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MINUTES OF IQAC MEETING -II



DATE: 05.05.2021

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ **Review of previous meeting**
 - ❖ **Research Advisory committee**
 - ❖ **Yoga and Dance Classes**
 - ❖ **SOP for M.Ed online classes**
 - ❖ **NSS/YRC Action plan**
 - ❖ **Instruction Reg Online Exam**
 - ❖ **Status of online class updation**
 - ❖ **Academic Plan**
 - ❖ **Placement Cell**
 - ❖ **Online class**
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- ❖ Research Advisory Committee Members should scrutinize the proposals and follow up the research activities done by the students.
 - ❖ Yoga and Dance classes must go on regularly as per the schedule. All students of I Year B.Ed must be encouraged to attend the classes.
 - ❖ Standard operational procedure for online classes should be given to the new 1 Year M.Ed students.
 - ❖ Principal asked to prepare Action plan for NSS, YRC and VENTAL programmes must be prepared by the coordinator and to be submitted to the principal.
 - ❖ Instruction to attend online examination should be given to the students through Google Meet

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- ❖ Status of online classes should be updated . Lesson plans, attendance, repository update etc., should be completed .
- ❖ Academic plan for the year 2021-22 should be prepared and kept ready for the presentation.
- ❖ Online Orientation session for the students of IYear B.Ed should be arranged.
- ❖ Placement Cell must be active in placing our students in a well reputed schools and work places. Details regarding one of the Schools near our vicinity, White Cloud Public Schools are to be finished to all our students as they are willing to interview our students. Eligible and interested students can contact the personnel in the school.
- ❖ As Government has ordered to take online classes, our University has also permitted to take online classes from 23.03.2021. Four sessions can be taken per day and the Time table must be altered accordingly.
- ❖ Online classes must be conducted effectively as per the timetable framed. Study materials and the recorded versions must be posted in the class room promptly.

MINUTES OF IQAC MEETING -III

DATE: 24.05.2021

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ **Competency based Education - Result**
- ❖ **IELTS**
- ❖ **TET/NET Coaching**
- ❖ **Webinar**
- ❖ **Google classroom performance**
- ❖ **Study materials**
- ❖ **Soft skill training**
- ❖ **Competency based Education**
- ❖ **Action plan Reg-Admission**

Result of Powerpoint Presentation on Competency Based Education was announced by Dr.R.RAVI, Chairperson ,IQAC

Maheswari – I Place

Arpana Bohra – II Place

Steffi Haroon – III Place

Cash Prize of Rs. 5000, Rs.4000, Rs.2000 will be awarded respectively for the winners and all other participants will be awarded Rs.1000 each. Certificate must be designed and it is to be approved by the Principal.

- ❖ IELTS an international standardized test of English Language Proficiency, should be given to our students who aspire for career opportunities abroad. So, an authentic syllabus is to be framed and executed.
- ❖ TET/NET Coaching: To make it more systematic and fruitful, coaching has to be given as a complete course that includes syllabus, learning objectives, learning materials, different teaching methods, suitable assessment techniques are also to be employed to check whether the prescribed learning outcomes are achieved or not.

- ❖ Dr.R.RAVI, Chairperson of IQAC informed that the proposal topics for Webinar should be sent to all the faculty members. Suggestions and comments can be shared and topics are to be finalized. He also informed that the tentative date for webinar is 1st week of July.
- ❖ Regarding soft skills training programme, online mode of assessment is to be conducted for II Year B.Ed students.
- ❖ Many modules and assignments are posted in the Google classroom for CBE. Assignments to be submitted on the prescribed date without fail. Students should also be informed to do so.
- ❖ Dr.R.Ravi,Chairperson of IQAC asked to prepare Action plan for promoting admission .