
 <p>MICHAEL JOB MEMORIAL COLLEGE OF EDUCATION FOR WOMEN (B.Ed.) & (M.Ed.) SAVED TO SAVE ESTD - 2004</p>	<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.mjcbled.ac.in E-mail: michaeljobcollege10323@gmail.com</p>	
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MINUTES OF IQAC MEETING -I

DATE:01/10/2021

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE



AGENDA

- ❖ Online admission
- ❖ Reopening of College
- ❖ M. Ed Examination
- ❖ FDP
- ❖ Mock presentation for Academic plan
- ❖ Academic plan presentation
- ❖ Research colloquium
- ❖ Orientation Programme

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 2021-2022 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:
- ❖ Chairperson of IQAC informed that both B.Ed & M.Ed online admission has to be promoted and also he informed to follow new effective strategies for admission of students B.Ed & M.Ed course.
- ❖ As per the direction of the Government and TNTEU, offline classes for students must be started from 1st September 2021. A clear set of SOP should be prepared following the guidelines given by TN Government and sent to the students through e- mail and What Sapp.
- ❖ Instruct all students to come in uniform saree for the exams. As per the guidelines from University, Vaccination Certificate should be produced on demand. RTCP test results should also be furnished at the Exam Centre.
- ❖ It was planned to conduct a series of faculty development programmes . All staff must be ready with a topic to present among colleagues.

- ❖ Mock presentation for Academic plan will be started from Monday . (from 12 mm).
Two faculty members must be present on a day.
- ❖ Academic plan presentation will be started from Saturday from 9am-10 am. Link for Google meet should be created and send to the Management and faculty members. Clarity in concepts is the most expected criteria from all faculty members. Academic plan must illustrate the previous year's accomplishments and the coming years' plans and programmes.
- ❖ Dr.R.Ravi, Principal has suggested in research colloquium, every faculty member must present a topic in his/her specialized area.
- ❖ Orientation programme for M.Ed I Year should be given to the students online. Google Meet is to be organized.

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MINUTES OF IQAC MEETING -II

DATE:29 /11/2021

TIME: 9.30 am to 10.30 am



VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ *Create Google Scholar ID*
- ❖ *Reading skills*
- ❖ *Learning outcomes*
- ❖ *Online portal*
- ❖ *Special events*
- ❖ *Online classes*
- ❖ *Create Google classroom*

- ❖ 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 2021-2022 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:
- ❖ Dr. R. Ravi, IQAC Chairperson informed that it is very important to contribute our knowledge to the educational field and society through presenting and publishing articles. Create Google Scholar Id and present your work through it. Be Unique in your way of academic work, enhance and grow in professional related works.
- ❖ Reading habits of both teachers and students should be improved.
- ❖ Learning should be based on outcomes. Self-instructed mode of learning is to be developed.
- ❖ Online portal for admission is open. Online entry should be done with precision.

- ❖ Special events must be conducted regularly. Specialty of each day should be intimated to the students through speech or activity. Online meetings should be organized periodically.
- ❖ Online classes should also be managed without any interruption.
- ❖ Create Google Classroom for all the new subjects and the title should possess the common format including the subject Code.

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MINUTES OF IQAC MEETING -III

DATE:03/01/2022

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ *Yoga and Dance*
 - ❖ *Hands on training through Google class*
 - ❖ *Interactive Whiteboard*
 - ❖ *Preparation of Unit plan, lesson plan & Log sheet*
 - ❖ *Students profile*
 - ❖ *NCTE PAR*
 - ❖ *Digital library updation*
 - ❖ *Academic Calendar*
 - ❖ *FDP Calendar*
- ❖ 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 2021-2022 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
- ❖ Yoga and Dance classes should be started and should be conducted as per the scheduled time. Co-ordination is to be made with the respective teachers.
 - ❖ Hands on training should be given to students through Google classes.
 - ❖ Students should be trained in physical Education as per the prescribed curriculum
 - ❖ Discussed about interactive white board fixation in B.Ed campus.
 - ❖ Dr.R.Ravi,IQAC Chairperson asked to prepare Unit plan, lesson plan & log sheet and submit to Mrs.Jayageetha.
 - ❖ It is highly important to create students' profile and maintain a data bank of students personal information, marks, seminars handled etc.,

- ❖ Dr.R.Ravi, Principal informed that NCTE-PAR work should be completed before the scheduled time.
- ❖ Details on journals and Magazines purchased, issue of books to students and faculty must be updated . Online or Digital library (Inflibnet) should be updated.
- ❖ Calendar for Special Events is to be prepared and carried out.