
 <p>MICHAEL JOB MEMORIAL COLLEGE OF EDUCATION FOR WOMEN (B.Ed.) & (M.Ed.) ESTD - 2004</p>	<p>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>	 <p>MJC Empowering Girl Child</p>
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MINUTES OF IQAC MEETING -I

DATE: 16/05/2022

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ *Documentation*
- ❖ *Internal marks*
- ❖ *Paper Valuation*
- ❖ *Mock Commission*
- ❖ *Research proposals*
- ❖ *NCTE/PAR*
- ❖ *Practical Examination*

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 2022-2023 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 office administrative staff should be the custodian of all important documents. She must take the responsibility of taking care of all the original documents.
- ❖ Internal marks should be given with a break up. It should include the marks of assignments, Seminars, Class tests and attendance.
- ❖ Principal has informed that paper valuation in our College will be done on 16th and 17th March for B.Ed and 21st March for M.Ed and other colleges on 14th ,15th and 18th March.

Mock practical exam will be conducted on 26th and 28th March 2022.

- ❖ Mock Commission can be organized in order to prepare the students for confident attempt. Check thoroughly whether all the students have completed their record work.
- ❖ Research proposals from I year students should be collected and sent to the University on or before the scheduled date.
- ❖ All the work related to NCTE, PAR & AYUSH must be completed before this week.
- ❖ Practical Examination for B.Ed II Year students is scheduled on 29th 30th March 2022.
- ❖ Dr.R.Ravi, Principal & R.Gokilavani, IQAC Coordinator have discussed and suggested that Attendance certificate for school Internship along with attendance Register should be collected from students. All the completed records must be checked and signed by the faculty members.



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MINUTES OF IQAC MEETING -II

DATE:16 /05/2022

TIME: 9.30 am to 10.30 am

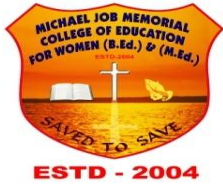
VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ Outreach Programme
- ❖ Online courses/NPTEL/MOOC/SWAYAM
- ❖ Setting Question paper
- ❖ Google Classroom
- ❖ Dissertation submission
- ❖ Workshop
- ❖ Continuation Affiliation

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 2022-2023 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:
- ❖ Outreach programme on digital workspace for future pedagogy will be carried out for our Alumni students and for teachers working in nearby schools on 3rd JUNE 2022.A preamble should be prepared and circulated to the nearby schools and to our Alumni members.
- ❖ Regarding online courses, students must be provided with proper guidelines. Make sure they enroll courses and complete within the stipulated time. They must appear for exams and the course certificate should be submitted to the office.
- ❖ As formative Assessment II is commencing from 30.05.2022. Question papers should be prepared, scrutinized by the Committee and kept ready before the exam date.
- ❖ Google classroom for all subjects must be active. All academic instructions must be given to the students through respective classes. It is advised to post the material as per the time table.
- ❖ Principal asked M.Ed coordinators Dr.K.Radhamani & Dr.R.Gokilavani to collect dissertation copy from all M.Ed II Year students before 31st May 2022.



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- ❖ Principal asked to list out the schools to be visited for inviting participants for the workshop and necessary arrangements are to be made.
- ❖ Documents to be prepared regarding continuation of affiliation should be kept ready as Inspection from University is expected around 2nd week of June.

MINUTES OF IQAC MEETING -III

DATE: 05/09 /2022

TIME: 9.30 am to 10.30 am

VENUE: PRINCIPAL'S OFFICE

AGENDA

- ❖ CPA
- ❖ Update Registers
- ❖ Updating of inflibnet,e-library
- ❖ Swayam course
- ❖ FDP
- ❖ Action plan
- ❖ Academic audit
- ❖ Internship for B.Ed
- ❖ Workshop/ Micro teaching

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 2022-2023 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 asked to prepare required documents for CPA must be kept ready by this week itself. Dr.R.Gokilavani is the co-ordinator for this inspection. Dr. S.Senthilselvam will be the assistant and all staff members must cooperate and make this inspection a success.
- ❖ Stock registers of laboratories, library and furniture etc., should be updated
- ❖ Necessary updation of inflibnet, e- library must be completed
- ❖ Principal asked to collect Swayam Certificates from B.Ed & M.Ed students on or before 10.07.2022.
- ❖ Dr.R.Ravi, IQAC Chairperson, informed the Professional skills will be held through online.
- ❖ Principal asked to prepare Academic plan and maintained by all the faculty members.
- ❖ Academic audit should be conducted once in every six months.
- ❖ Proper schedule should be prepared to visit schools and test the performance of our student teachers.

- ❖ Principal asked to conduct Orientation for I Year M.Ed students is to be given through Google Meet. Instructions regarding
- ❖ Workshop on Micro teaching. TLM and lesson plan should be planned and organized for I YEAR B.Ed students.