

**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: 19 /07/2017

TIME:2.30 am to 3.30 am

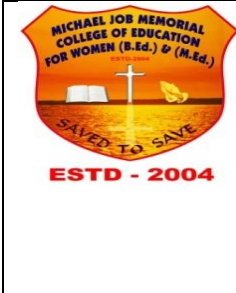
VENUE: PRINCIPAL'S OFFICE

### AGENDA

- ❖ Review of previous meeting
- ❖ Guide teacher's selection
- ❖ Bridge course for B.Ed course & M.Ed course
- ❖ Work related to research proposal & Preparation of practicum records
- ❖ Workshop on lesson plan
- ❖ Innovative School visit
- ❖ Preparation of mini teaching record
- ❖ Unit plan, lesson plan, log sheet
- ❖ Tutor ward

1. 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 2017-2018 year for B.Ed & M.Ed courses. Thereafter, IQAC Coordinator briefed the Committee members about the agenda. The list of members present is attached. Agenda points discussed were as under:

1. Principal has allotted guide teachers for M.Ed I year students
2. Duties and responsibilities of faculty members were discussed in the meeting.
3. Duties allotted to faculties to conduct Bridge course for B.Ed and M.Ed students.
4. Principal asked to prepare Question paper to conduct Bridge course for B.Ed and M.Ed students.
5. Guidelines to prepare research proposal were distributed to all the faculties and Principal asked to distribute TNTEU guidelines to their students
6. Principal motivated and guided to prepare teaching attitude and teaching aptitude tool to test the students' attitude and aptitude.



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7. Incharge teacher was allotted to prepare GK Question paper.

8. Dr. R. Ravi Principal of MJCOE asked staff members to prepare record on mini-teaching lesson plan

9. Dr. R. Ravi Principal of MJCOE told to conduct workshop on Lesson plan for 2 weeks.

1<sup>st</sup> week ---- Blooms Taxonomy Herbatian steps, Introduction to lesson plan

2<sup>nd</sup> week ---- Preparing and practicing a mini lesson plan

10. Principal discussed about innovative teaching practice and told that B.Ed I year students should observe Three innovative School for seven working days.

11. Dr. R. Ravi Principal of MJCOE explained about Form 1, Form 2, Form 3

UNIT PLAN	ONCE IN A YEAR
LESSON PLAN	ONCE IN 2 WEEKS
LOG SHEET	EVERY WEEK

12. Discussed about the objectives of tutor ward. Principal asked to arrange tutor ward and review class room, curriculum , assignments and solve students problem.

MINUTES OF IQAC MEETING –2

DATE: 16 /03/2017

TIME:2.30 am to 3.30 am

VENUE: PRINCIPAL'S OFFICE

## *AGENDA*

- ❖ Review of previous meeting
- ❖ Discussion on Stock Verification
- ❖ Placement /Campus Interview
- ❖ Model Examination
- ❖ Discussion on Club Activities
- ❖ International Conference

First of all, the Principal of MJCOE, Dr.R.Ravi welcomed all the teaching faculties of MJCOE and outlined the academic activities followed in the current 2017-2018 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. The Agenda of the Meeting was discussed as under:

1.Dr.R.Ravi Principal of MJCOE asked about the lesson plan, log sheet, tutor ward records and insisted the faculty to submit all records on time for early process.

2.Dr.R.Ravi Principal of MJCOE has allotted lab in-charge work to staff according to their major subject as under:

A.Mrs. D.Kalaivani – Physical Science lab, Psychological lab

b.Mrs.R.Gokilavani—Biological Science

c.S.Mythili – Language lab

d.Mrs.Theebika – Education Technology

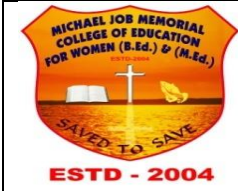
E.Mrs. R.Sheela Sports and Games

The above mentioned staff should verify the stock register and report the details to Principal

3.Dr.R.Ravi Principal of MJCOE has asked Mrs. D. Kalaivani (Placement coordinator) about campus interview .He told her to conduct campus interview on March 30 & 31 for B.Ed & M.Ed students.

4.Dr.R.Ravi Principal of MJCOE informed that Model Examination will commence on May 2<sup>nd</sup> .Second Model Examination will be conducted based on their University Examination.

5. Dr.R.Ravi, Principal of MJCOE reveal that CLUB ACTIVITIES should be organized for next academic year, students should be engaged in all activities.



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6.Dr.R.Ravi, Principal of MJCOE told about INTERNATIONAL CONFERENCE and in-charge will be Mrs.T.Masanipriya and Mrs.S.Mythili.

**MINUTES OF IQAC MEETING –3**

**DATE: 27/05/2017**

**TIME:2.30 am to 3.30 am**

**VENUE: PRINCIPAL'S OFFICE**

## AGENDA

- ❖ Review of previous meeting
- ❖ Faculty development Program
- ❖ International Seminar
- ❖ Discussion on International Conference

First of all, the Principal of MJCOE, Dr.R.Ravi welcomed all the teaching faculties of MJCOE and outlined the academic activities followed in the current 2017-2018 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. The Agenda of the Meeting was discussed as under:

1. Dr.R.Ravi, Principal of MJCOE allotted staff members to complete the Tutor ward (enter their optional students performance).
2. Dr.R.Ravi, Principal of MJCOE informed that faculty development programme-workshop will be conducted on June 15<sup>th</sup> and it will be organized by IQAC for Teacher educators
3. Principal informed that International seminar will commence in July for M.Ed students and staff members should participate and present their papers.Topics will be given soon.
4. Principal asked conference coordinators to explain about the conference sub-themes and registration fee to other faculties.
5. Principal asked the faculties to collect E-mail ID of other college teacher Educators (to send conference invitation)
- 6.Dr.R.Ravi, Principal of MJCOE detailed about conference chief guest coming from UK and name of one more guest will be confirmed in a couple of days.
7. Principal of MJCOE described about paper presentation and marks allotted for each paper (ISBN-15 Marks for single author, more than one author - 60% for first author and 40% for second author.
- 8.Dr.R.Ravi, Principal suggested to fix the date as July 3<sup>rd</sup> for International Conference on "Technology Integration for Educational Empowerment of Women"

