



MUSLIM COLLEGE OF EDUCATION

NO 1 NEW STREET, THIRUVITHANCODE, KANYAKUMARI DIST

Minutes of IQAC

Date: 03-08-2018

Venue: Principal's Chamber

AGENDA OF THE MEETING

- Discussion of the IQAC Initiatives of the previous year
- Preparation of Annual Plan for the year 2018 - 2019
- Preparation of the Academic Calendar
- Orientation for B.Ed./M.Ed. Programme.
- Preparation of Timetable and workload
- School Internship of B.Ed students
- Conduct of orientation programme for the new B. Ed. Batch 2018-2019.
- Celebration of Gandhi Jayanthi and workshop on vegetable carving

MINUTES

- The IQAC Initiatives of the assessment year 2018-2019 was discussed and evaluated. It was decided to prepare the Annual Plan for the year 2019- 2020 so as to focus on quality enhancement of the activities of the Institution.
- Discussions regarding the preparation of Academic calendar were done. A Committee consisting of Programme coordinator, Student Advisor and IQAC coordinator was constituted for the same.
- Duties were assigned for the preparation of Timetable and workload.
- The duties for preparing timetable and workload for the new academic year were allotted.
- Decided to celebrate Gandhi Jayanthi.
- An orientation towards B. Ed. and M.Ed. Curriculum was decided to be conducted for the new batch of students by the Programme Co-ordinator.
- Commencement of school internship for second year B. Ed students
- Decided to conduct vegetable carving on 08-02-2019



Signature of the IQAC Co-Ordinator
Muslim College of Education

MEMBERS PRESENT IN THE MEETING			
1.	H.Mohamed Ali	Secretary	
2.	Dr.V.S. Pramod.	Principal, Chairperson	
3.	Ramaswamy.V	Senior Administrator Officer	
4.	Valsala.L	Asst Professor	
5.	Merline Jaya.D	Asst Professor	
6.	Indira	Asst Professor	
7.	Derinoji	Asst Professor	
8.	S. Kader Mytheen	Member, Local Society	
9.	Jagatha Mini	Nominee from Alumni	
10.	Feroskhan	Nominee from Industrialist	
11.	Raina Rose j.	Co-ordinator	
12.	Rajasekharan,	Nominee from PTA	





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Minutes of IQAC

Date: 02-11-2018

Venue: Principal's Chamber

AGENDA OF THE MEETING













- Discussion on previous IQAC minutes.
- Analysis of the feedback report
- Arranging Communicative English classes for school students
- Celebration of days of importance
- School Internship Programme to Schools by M. Ed Students.

MINUTES

- The initiatives taken based on the previous IQAC meeting were analysed
- Decided to conduct Communicative English classes to the students
- Decided to celebrate Childrens day and decided to conduct various programmes
- Decided to analyse collected feedback forms

Signature of the IQAC Co-Ordinator
Muslim College of Education



MEMBERS PRESENT IN THE MEETING			
1.	Dr.V.S. Pramod.	Principal, Chairperson	
2.	Ramaswamy.V	Senior Administrator Officer	
3.	Valsala.L	Asst Professor	
4.	Merline Jaya.D	Asst Professor	
5.	Indira	Asst Professor	
6.	Derinoji	Asst Professor	
7.	H.Mohamed Ali	Secretary	
8.	S. Kader Mytheen	Member, Local Society	
9.	Jagatha Mini	Nominee from Alumni	
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MUSLIM COLLEGE OF EDUCATION

NO 1 NEW STREET, THIRUVITHANCODE, KANYAKUMARI DIST

Minutes of IQAC

Date: 05-01-2019

Venue: Principal's Chamber

AGENDA OF THE MEETING

- Review of the previous IQAC minutes
- Review on action plan
- Organising Campus Placement.
- Planning related to Educational Tour and Community Living Camp.
- Celebration of college day
- Planned to conduct educational camp and educational tour




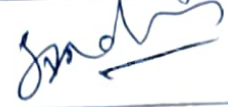





MINUTES

- The programmes conducted based on the previous IQAC meeting was analysed and new plans were chalked out
- The extent to which the action plan was adhered to was evaluated and its further implementation was discussed
- Campus Placement was planned to be organized on 26th February 2019.
- Educational Tour and Community Living Camp were planned to be conducted in March 2019 respectively.
- The preparations and arrangements related to the College Day Celebrations were discussed.



Signature of the IQAC Co-Ordinator
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