



MUSLIM COLLEGE OF EDUCATION

NO 1 NEW STREET, THIRUVITHANCODE, KANYAKUMARI DIST

Minutes of IQAC

Date: 25/08/2020

Venue: Online

AGENDA OF THE MEETING

- Discussion of the IQAC initiatives of the previous year
- Preparation of Annual Plan for the year 2020 - 2021.
- Preparation of the Academic Calendar
- Preparation of Online Timetable
- Decision on date for the commencement of Online classes for B. Ed & M.Ed. courses
- Online orientation programme for the new B. Ed. Batch 2020-2021.
- Webinar on ICT teaching learning preparation for B. Ed students

MINUTES

- The IQAC initiatives of the assessment year 2019-2020 was discussed and evaluated. It was decided to prepare the Annual Plan for the year 2020-2021 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.
- The duties for preparing timetable and workload for the new academic year were allotted.
- An online orientation towards B. Ed. and M.Ed. Curriculum was decided to be conducted for the new batch of students by the Programme Co-ordinator.
- Decided to conduct webinar on ICT teaching-learning preparation for B.Ed second year students



Signature of the IQAC Co-Ordinator
Muslim College of Education



MUSLIM COLLEGE OF EDUCATION

No. 1 New Street, Thiruvithancode, Kanyakumari District, Tamil Nadu, India - 629174

Affiliated to Tamil Nadu Teachers Education University - Chennai CC:10915,10936

Recognised by SRC (NCTE) New Delhi

web: www.muslimcollegeofeducation.in | email id : muslimcollegeofeducation@gmail.com

7598174494, 9442760383

F. No. SRC/NCTE/APSO 8071/B.Ed./TN/2014-15/ 62329

F. No. SRC/NCTE / APSO9493/M.Ed./TN/2015/65325

F. No. SRC/NCTE/SRCAPP14511/ B.A.B. Ed, B.Sc.B.Ed/TN/2017-2018/91300

Date: _____
File No: _____

SINo	Name	Designation	Signature
1.	Dr.V.S. Pramod. Head of the Institution	Principal, Chairperson	
2.	H.Mohamed Ali	Secretary, Representative of Management	
3.	Valsala.L	Asst Professor	
4.	Merline Jaya.D	Asst Professor	
5.	Indira	Asst Professor	
6.	Derinoji	Asst Professor	
7.	Ramaswamy.V	Senior Administrator Officer	
8.	S. Kader Mytheen	Member, Local Society	
9.	Sindhuja	Nominee from Alumni	
10.	Feroskhan	Nominee from Industrialist	
11.	Raina Rose.j.	Co-ordinator	
12.	Jagadeesh	Nominee from PTA	



Courses: B.A.B.Ed, B.Sc.B.Ed, B.Ed, M.Ed & M.Phil



MUSLIM COLLEGE OF EDUCATION

NO 1 NEW STREET, THIRUVITHANCODE , KANYAKUMARI DIST

Minutes of IQAC

Date: 02-09-2020

Venue: Online Google Meet

AGENDA OF THE MEETING

- Evaluation of the activities conducted based on the previous IQAC minutes
- Analysis of Feedback report
- Arranging Seminars and workshops on online
- Webinar on selection of dissertation topic for M.Ed. students
- Online Assistance for dissertation preparation for M.Ed. second year students

MINUTES

- The initiatives taken based on the previous IQAC meeting were analysed
- Decided to analyse collected feedback forms
- Decided to conduct webinar on selection of dissertation topic for 1 year M.Ed. students
- Decided to assist dissertation preparation for M.Ed. second year students



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IQAC MEETING ATTENDANCE HELD ON 02/09/2020

Date

File No.

SINo	Name	Designation	Signature
1.	Dr.V.S. Pramod. Head of the Institution	Principal, Chairperson	
2.	H.Mohamed Ali	Secretary, Representative of Management	
3.	Valsala.L	Asst Professor	
4.	Merline Jaya.D	Asst Professor	
5.	Indira	Asst Professor	
6.	Derinoji	Asst Professor	
7.	Ramaswamy.V	Senior Administrator Officer	
8.	S. Kader Mytheen	Member, Local Society	
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Minutes of IQAC

Date: 15/10/2020

Venue: Online Google Meet

AGENDA OF THE MEETING

- Review of the previous IQAC minutes
- Review on action plan
- Webinar on personality development programme
- Online training for dissertation proposal preparation for M.Ed. first year students
- Webinar on covid awareness programme
- Online training for value added course programme- Arts & Craft

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
- Decided to conduct webinar on personality development programme on 31/10/2020
- Decided to conduct a series of online training for dissertation proposal preparation from 02/11/2020
- Decided to conduct a webinar on awareness on covid
- Decided to conduct online training on value added programme – arts and crafts



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