



# 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

Recognised by SRC (NCTE) New Delhi

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

7598174494, 9442760383

NCTE order No.F.SRO/NCTE/APS0 8071/B.Ed./TN/2014-15/ 62329  
F.SRO/NCTE / APS09493/M.Ed/TN/2015/65325

11/12/22

Date: \_\_\_\_\_  
File No: \_\_\_\_\_

## Minutes of IQAC

Date: 23/07/2022

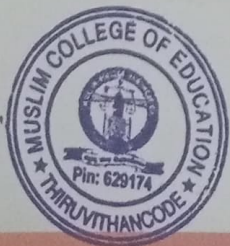
Venue : Principal's Chamber

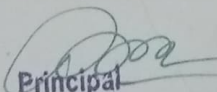
### AGENDA OF THE MEETING

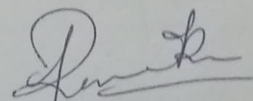
- Discussion of the IQAC initiatives of the previous year
- Preparation of Annual Plan for the year 2022-2023
- Preparation of the Academic Calendar
- Orientation for B.Ed. / M.Ed. Programme
- Preparation of Time table and Workload
- School Internship of B.Ed II Year Students
- Conduct Orientation Programme for the new B.ED Batch 2022-2023
- International Yoga and Reading Week
- Conduct orientation Programme for teacher

### MINUTES

- The IQAC initiatives of the assessment year 2021-2022 was discussed and evaluated. It was decided to prepare the Annual Plan for the year 2022-2023. So as to focus on quality enhancement of the activities of the Institution.
- Discussion Regarding the preparation of Academic Calendar were done. A Committee consisting of Program Coordinator, Student Advisor and IQAC coordinator was Constituted for the same
- Duties were assigned for the preparation of time table and Workload.
- The Duties for preparing timetable and workload for the new academic year were allotted
- Decided to celebrate World Environment Day and International Yoga Day
- Decided to conduct Reading Week
- 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.



  
Principal  
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Thiruvithancode

  
Signature of the IQAC Co-Ordinator  
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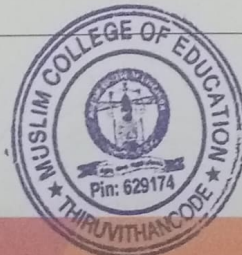
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F.SRO/NCTE / APS09493/M.Ed/TN/2015/65325

Date: \_\_\_\_\_

File No: \_\_\_\_\_

## MEMBERS PRESENT IN THE MEETING

Sl.No.	Name	Designation	Signature
1	Dr.V.S. Promod	Principal, Chairperson	
2	Ramaswamy V	Senior Administrative Officer	
3	Valsala. L	Assistant Professor	
4	Merlin Jeya D	Assistant Professor	
5	Indira	Assistant Professor	
6	Derinoji	Assistant Professor	
7	Mohamed Ali H	secretary	
8	S.Kader Mytheen	Member, Local society	
9	Jagatha Mini	Nominee from Alumini	
10	Feroskhan	Nominee from Industrialist	
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Date: \_\_\_\_\_

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## Minutes of IQAC

Date: 19/08/2022

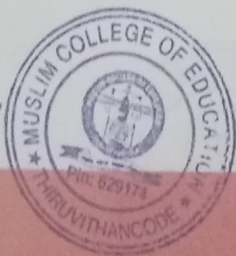
Venue : Principal's Chamber

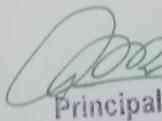
### AGENDA OF THE MEETING

- Evaluation of the activities conducted based on the previous IQAC meeting
- Finalisation of the academic Calendar and annual plan of the Institution
- Training Programme on Yoga for the B.Ed. Students.
- Preparing microteaching for B.Ed. First year Students
- Celebration of Onam
- Celebration of Teacher's day
- Celebration of Gandhi Jeyanthi
- Inauguration of Various Clubs

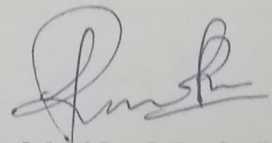
### Minutes

- The activities organized based on the first IQAC Meeting for the year were evaluated and areas for improvement were chalked out.
- Detailed Discussion on the academic Calendar and annual plan were done and finalized
- One day Training Programme on Yoga to be conducted for 1 year B.Ed Students.
- Celebration of Hiroshima Day and Independence Day and Onam was Decided
- Teacher's day celebration will be conducted on 5<sup>th</sup> September 2022.
- Decided to conduct Micro Teaching Classes and remedial teaching
- Decided to Organize Various Clubs such as Library Club, Science Club, Eco Club, elect Oral club etc.



  
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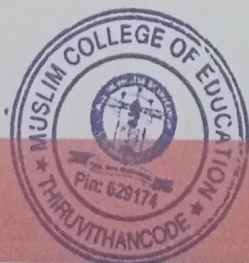
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Date: \_\_\_\_\_

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## Minutes of IQAC

Date: 4/10/2022

Venue : Principal's Chamber

### AGENDA OF THE MEETING

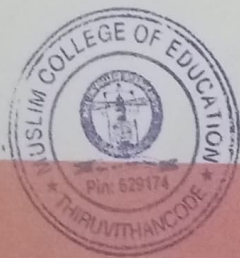
- Finalization of plan of Action
- Collection of feedback forms
- College Union Election
- Releasing of the College Magazine
- Union Arts Club Inauguration
- To Conduct Life Skill Training
- To Conduct Graduation Day
- To Celebrate Children's Day

### MINUTES

- Action Plan Prepared for the semester for the semester was discussed and finalized
- College Union Election Will be conducted in 7/11/2022
- College of magazine for the year 2022-2023
- Union and Arts Club inauguration will be celebrated on 29/oct/2022
- Decided to Collect feedback Forms
- Decided to conduct a life skill training by Prof. Dr. Rajan

Signature of the IQAC Co-Ordinator

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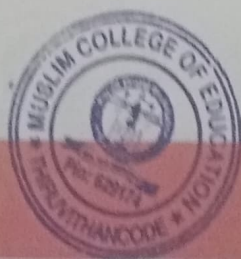
NCTE Order No. F.3RC/NCTE/APS/0071/B.Ed./TN/2014-15/ 63329  
F.3RC/NCTE / APS/0949/B.Ed./TN/2015/63329

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## Minutes of IQAC

Date: 6/12/2022

Venue : Principal's Chamber

### AGENDA OF THE MEETING

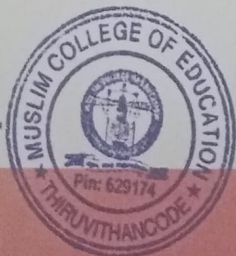
- Discussion on Previous IQAC minutes
- Analysis of feedback Report
- Arranging Communicative English classes for B.Ed. students
- Celebration of days of Importance
- School Internship Programme to Schools by M.Ed. students
- To Conduct Self -Study Course(UNICEF)
- Decided to organize study Tour

### MINUTES

- The initiatives taken based on the Previous IQAC meeting were analysed
- The initial draft of the AQAR prepared for the previous year was discussed and modifications were suggested
- Decided to conduct Communicative English Classes to the students
- Decided to Celebrate Chess Mass and decided to conduct Various Programmes
- Decided to analyse collected feedback forms
- Decided to conduct Self Study Course(UNICEF)
- Decided to organize study tour

Signature of the IQAC Co-Ordinator

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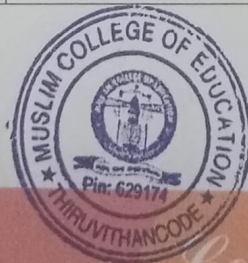
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File No: \_\_\_\_\_

## Minutes of IQAC

Date: 09/01/2023

Venue : Principal's Chamber

### AGENDA OF THE MEETING

- Review of the previous IQAC Minutes
- Review on Action Plan
- Organising Campus Placement
- Celebration of College Day
- Planned to conduct Educational Camp and Educational Tour
- To Conduct International Seminar and Alumni Meeting

### MINUTES

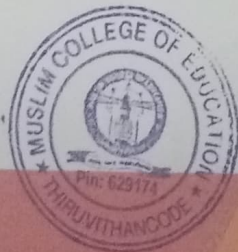
- The Programmes conducted based on the previous IQAC Meeting was analysed and new Plans were Chalked out
- The extent to which the action plan was adhered to was evaluated and its further implementation was discussed
- Campus Placement was planned to be organized 20 February 2023
- Educational Tour and Community Living Camp were Planned to be conducted in February 2023 respectively
- The preparations and arrangements related to the College Day Celebrations were discussed
- Decided to Conduct International Seminar on February 2023

Signature of the IQAC Co-Ordinator

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