



# 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

Accredited 'B' grade by NAAC Recognised by SRC (NCTE) New Delhi

website: www.muslimcollegeofeducation.in email id : muslimcollegeofeducation@gmail.com

Principal  
7598174494, 9442760383

F. No. SRC/NCTE/APS0 8071/B.Ed./TN/2014-15/ 62329  
F. No. SRC/NCTE / APS09493/M.Ed./TN/2015/65325  
F. No. SRC/NCTE/SRCAPP14511/ B.A.B. Ed. B.ScB Ed/TN/2017-2018/91300

## MINUTES OF THE IQAC MEETING HELD ON 17/06/2023

First IQAC Meeting of the academic year 2023-2024 was held on 17/06/2023 at 10.30 a.m. in the IQAC hall. The following members were attended the present meeting.

<b>Lion Dr. H. Mohamed Ali</b> Secretary Muslim College of Education	<b>Mr. A. Abdur Rahim</b> President, Muslim Educational Society
<b>Mr.M.Anzar Fayaz.</b> Architect, Acme Architecture & Design Ernakulam Kerala	<b>Dr. M. Edwin Gnanadhas</b> Principal Scott Christian College Nagercoil. Kanyakumari Dist.
<b>Dr. Pramod.V.S.</b> Principal, Muslim College of Education Thiruvithancode	<b>Mrs. Kumari Sujatha.</b> Headmistress, Govt Higher Secondary School Thiruvithancode
<b>Dr. Bindhu S</b> Associate Professor Muslim College of Education	<b>Dr. T. Kumaran</b> Research Co-ordinator Muslim College of Education
<b>Dr.Jagathis. M.</b> Head Academic & Administration Muslim College of Education Thiruvithancode	<b>Dr.Amose</b> Co-ordinator, Value Education Muslim College of Education
<b>Mrs.Prija Phyllis.J.</b> IQAC Co-ordinator , Muslim College of Education Thiruvithancode	<b>Mrs. Raina Rose.J.</b> Faculty Muslim College of Education Thiruvithancode
<b>Ramaswami.V</b> Administrative Officer Muslim College of Education Thiruvithancode	<b>Mrs.Jenita Florence .L.</b> Alumni Muslim College of Education Thiruvithancode



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## AGENDA

- Invocation
- Discussion on IQAC initiatives of previous year
- Appointment of new IQAC co-ordinator
- SSR Preparation
- Annual plan and Academic Calendar
- Faculty Orientation Programme
- Promotion or Admission
- Curriculum Planning
- Internship Preparedness
- Expansion of student council members
- Student Induction programmes
- Orientation to Parents
- Reconstruction of Clubs and Committees
- Planning Evaluation procedures
- Feedback Analysis
- Any other

## MINUTES

- With an auspicious prayer, the gathering got underway. Principal Dr. V.S.Pramod welcomed the participants. The members deliberated over the agenda and offered suggestions. The resolutions that followed were then written.
- The IQAC coordinator, Mrs.Prija Phyllis.J., read the minutes and action taken report from the previous IQAC meeting. He was made aware of the incomplete task that needed to be finished, and the IQAC members gave their approval.
- As IQAC decided to prepare SSR and instructed the staff members to prepare the documents of the committees, clubs and cells.
- The IQAC reviewed and approved the year plan for the academic year 2023 - 2024 and decided to entrust the Curriculum Committee and the Examination Cell by creating the academic calendar for that year.



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- The IQAC planned to offer frequent Faculty Development Programmes/Seminars on each subject to update teachers' knowledge and enhance their teaching skills in order to enable instructors keep up with the times. Faculty members were invited to enrich their own YouTube channels and motivated to continue their e-content preparations.
- Since enrolment is somewhat lesser than the allocated seats, it was decided to promote the admission through propaganda of facilities available in the institution and exposure given to the students.
- To fill the gap in the curriculum, the Curriculum Committee was entrusted with creating intellectual exercises. It was agreed that the students would be encouraged to enrol in the institution's add-on courses in order to close the curricular gap. It was decided to inform the students about the online courses that are necessary for them to complete their program.
- IQAC fostered the preparedness of students' list to be sent to government schools on the instruction of Department of School Education for internship training and conduction of various orientation programmes regarding internship.
- In order to provide additional chances for students' diverse growth, it was decided to expand the student council as the technological era demanded.
- For freshers to showcase their innate talents, it was decided to host a talent hunt program. A soft skill development course for students was decided upon, in order to get them ready for interviews. In order for their work to be published in publications, it was determined to aggressively encourage students to engage in creative endeavours. It was decided to provide orientation to parents through a meeting of the Parent Teachers Association.
- In accordance with extracurricular and curricular activities like TET TRB Examination coaching, Experts Talk, Workshops and Seminars, and the celebration of Special Days, it was considered and decided to arrange various awareness programs through various clubs and committees.
- The Evaluation Committee was informed about the preparedness of infrastructure for getting approval for being the University Examination Centre.



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- The term and model examination schedule for the current academic year was created by the Evaluation Committee. The committee was instructed to inform the students of the different elements of internal assessment.
- Based on an analysis of the feedback, it recommended to the Curriculum Committee the inclusion of various value-added courses and gave enough guidance to the clubs and committees to plan different activities to fulfil the needs of the students.
- A vote of thanks from the organizer for the IQAC members' active involvement brought the meeting to a close.

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## MINUTES OF THE IQAC MEETING HELD ON 18/08/ 2023

Second IQAC Meeting of the academic year 2023-2024 was held on 18/08/ 2023 at 10.00 am at the Principal Chamber of the College. The following members were present in the meeting.

Lion Dr. H. Mohamed Ali Secretary Muslim College of Education	Mr. A. Abdur Rahim President, Muslim Educational Society
Mr.M.Anzar Fayaz. Architect, Acme Architecture & Design Ernakulam Kerala	Dr. M. Edwin Gnanadhas Principal Scott Christian College Nagercoil. Kanyakumari Dist.
Dr. Pramod.V.S. Principal, Muslim College of Education Thiruvithancode	Mrs. Kumari Sujatha. Headmistress, Govt Higher Secondary School Thiruvithancode
Dr. Bindhu S Associate Professor Muslim College of Education	Dr. T. Kumaran Research Co-ordinator Muslim College of Education
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Mrs.Prija Phyllis.J. IQAC Co-ordinator , Muslim College of Education Thiruvithancode	Mrs. Raina Rose.J. Faculty Muslim College of Education Thiruvithancode
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## AGENDA

1. Prayer
2. Approve the minutes of previous meeting
3. LIBSOFT software initiation for Library
4. Faculty Development Programme
5. Outreach Activities
6. College Inaugural for freshers
7. Conducting Entry behavior test
8. Organizing Bridge Course
9. Curriculum enrichment activities
10. Value Added Course
11. Self-study course
12. Student council election
13. Students' council activities
14. Conduct various Club activities
15. Memorandum of Understanding
16. Student welfare activities
17. Sports activities
18. Child rights club initiation
19. Evaluation process
20. Any other

## MINUTES

- The meeting commenced with a moment of silent prayer. Dr. V.S. Pramod, Principal, made the welcome address. Mrs.J. Prija Phyllis read the minutes and action taken report for the inaugural IQAC meeting and obtained approval from the IQAC members. She notified on the unfinished assignments. The participants deliberated on the agenda and provided recommendations. Subsequently, the following resolutions were adopted. The subscription of LNFLIB NET will be extended to students and academic members.



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- The meeting resolves to establish a Faculty Development Programme. Faculty members are directed to motivate students in the TNTEU Online Course and the Swayam course.
- The meeting resolves to organise a Faculty Development Programme. The faculty members are incentivised to undertake in-house initiatives through the granting of startup funding. Faculty members were urged to create a book to facilitate the modification of the syllabus. A workshop on the matter was scheduled.
- The meeting resolves to organise a health camp focused on cancer awareness and an eye camp for faculty members via the Staff Welfare Cell.
- The meeting resolves to initiate classes for first-year students.
- The meeting resolves to hold a PTA meeting and a Hostel Committee meeting.
- The conference resolves to hold the student parliamentary election in a democratic manner.
- The meeting resolves to implement a Bridge course for underprivileged students based on the results of the Entry Behaviour Test.
- The meeting resolves to offer Value Added Courses via the Skill Development Centre as an adjunct to the curriculum.
- The meeting resolves to offer a diverse array of self-study courses for selection based on individual interests.
- The meeting resolves to provide children the opportunity to showcase their innate skills during the assembly.
- The meeting resolves to encourage students by facilitating their participation in diverse intercollegiate competitions organised by many institutions.
- The IQAC resolves to establish a student council through democratic means. Student speaking and essay competitions were scheduled to be conducted.



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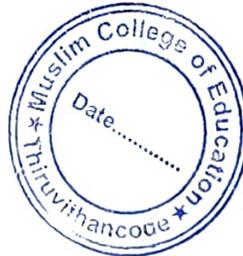
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- The assembly resolves to commemorate World Science Day, Education Development Day, and Wildlife Week to cultivate students' scientific attitudes. A decision was made to organise a health awareness camp for the benefit of students.
- The meeting resolves to establish a Memorandum of Understanding with the teacher education institutions of the bordering state.
- The meeting resolves to organise sports tournaments at the collegiate level.
- The assembly resolves to establish a Child Rights Club to safeguard children's rights.
- The evaluation committee has been directed to devise the examination schedule for the term assessment.
- The meeting concluded with a vote of gratitude from the IQAC coordinator.

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## MINUTES OF IQAC MEETING (2023-2024) IOAC MEETING - 3

Minutes of the IOAC meeting held on 03/10/ 2023

3rd IQAC Meeting of the academic year 2023-2024 was held on 03/10/ 2023 at 10.00 a.m. in the IQAC Room. The following members were present in the meeting.

<b>Lion Dr. H. Mohamed Ali</b> Secretary Muslim College of Education	<b>Mr. A. Abdur Rahim</b> President, Muslim Educational Society
<b>Mr.M.Anzar Fayaz.</b> Architect, Acme Architecture & Design Ernakulam Kerala	<b>Dr. M. Edwin Gnanadhas</b> Principal Scott Christian College Nagercoil. Kanyakumari Dist.
<b>Dr. Pramod.V.S.</b> Principal, Muslim College of Education Thiruvithancode	<b>Mrs. Kumari Sujatha.</b> Headmistress, Govt Higher Secondary School Thiruvithancode
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<b>Mrs.Prija Phyllis.J.</b> IQAC Co-ordinator , Muslim College of Education Thiruvithancode	<b>Mrs. Raina Rose.J.</b> Faculty Muslim College of Education Thiruvithancode
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## AGENDA

- Prayer
- Approve the minutes of previous meeting
- Finalisation of plan of action
- Collection of feed back form
- Organise seminar
- Releasing of College Magazine
- Conduct Graduation Day
- Celebrate Children's Day
- Conduct Legal Awareness Programme
- Infrastructure enhancement
- Curriculum advancement activities
- Student Council activities
- Activities of Clubs and Cells
- Outreach activities
- Alumni meet
- Any other

## MINUTES

- The meeting commenced with a prayer. Dr. Pramod V. S., Principal, made the welcome address. Mrs. Prija Phyllis read the minutes and action taken report of the second IQAC meeting.
- IQAC Coordinator was apprised of the outstanding duties requiring completion.
- The Memorandum of Understanding is under development. The IQAC members sanctioned it. An International Level Seminar was organised to enhance research. It was additionally resolved to promote the interaction of faculty and students for the enhancement of the curriculum. A research colloquium will be conducted for M.Ed. students to enhance their research knowledge.



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- The meeting resolves to acquire additional LCD projectors to enhance the teaching and learning process. The decision was made to implement the curriculum committee's resolution while concurrently providing a range of value-added courses. It was decided to implement courses aimed at improving language proficiency and overcoming communication obstacles. The meeting resolves to provide classes in Yoga.
- The gathering resolves to assign the student council the responsibility of organising cultural contests to enhance awareness of cultural heritage.
- The assembly resolves to remember and organise various events via the Social Welfare Cell, the Health Club, and the Grievance & Redressal Cell. The Internal Complaints Committee was instructed to promote awareness on violence against women.
- The meeting resolves to provide counselling to underprivileged pupils via mentor-mentee sessions.
- The meeting resolves to arrange a pre-practical session for second-year students to prepare them for the University Practical Examination.
- The meeting resolves to set the second term and model examination.
- The meeting resolves to prioritise late bloomers. Based on the analysis of results, it was determined to uphold the established targets for PLOs and CLOs for both B.Ed and M.Ed students. The meeting concluded with a vote of gratitude from the IQAC coordinator.

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## MINUTES OF IQAC MEETING (2023-2024) IOAC MEETING- 4

Minutes of the IOAC meeting held on 02/12/2023 2024

4th IQAC Meeting of the academic year 2023-2024 was held on 02/12/2023 at 10.00 a.m. in the IQAC Hall . The following members were present in the meeting.

Lion Dr. H. Mohamed Ali Secretary Muslim College of Education	Mr. A. Abdur Rahim President, Muslim Educational Society
Mr.M.Anzar Fayaz. Architect, Acme Architecture & Design Emakulam Kerala	Dr. M. Edwin Gnanadhas Principal Scott Christian College Nagercoil. Kanyakumari Dist.
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## AGENDA

- Prayer
- Approve the minutes of previous meeting
- Analysis of Feed Back Report
- Arranging Field Trip
- Celebration of days of Importance
- Placement Training and Recruitment
- Feedback analysis
- School Internship Programme
- Life Skill Training
- Study Tour
- Any other

## MINUTES

- The meeting commenced with a prayer. Dr. Pramod V. S., the principal, made the welcome address.
- The members reviewed the report on actions taken on resolutions from the prior meeting and approved the documented minutes of the previous meeting with IQAC members.
- The participants provided their recommendations and deliberated on the meeting's agenda. The subsequent resolutions were ultimately articulated.
- The IQAC urged faculty members to publish their findings in journals listed in Scopus and the UGC Care List. Furthermore, staff personnel were advised to engage actively in conferences and seminars. It motivated faculty members to author books and chapters as well.
- The objective was to commemorate college day elegantly, featuring awards and certificates to motivate students. It was determined to acknowledge students for their perfect attendance, exemplary outgoing student award, overall sports championship, exceptional academic performance, and notable utilisation of library resources.



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- It resolved to utilise diverse clubs and cells to facilitate expert discussions, seminars, and workshops. It motivated clubs and cells to complete their academic year objectives.
- It directed the placement cell to offer soft-skills training to augment the pupils' confidence and personality. It was advised that placement services be expanded internationally to enhance the services of the placement cell to the community.
- Prior to the conclusion of the school year, it was proposed that input be gathered, consolidated, and the recommendations from various stakeholders submitted. The date for the field trip has been established. The meeting resolves to provide life skills training to students from February 1, 2024, to February 6, 2024. The meeting concluded with a vote of gratitude from the IQAC coordinator.

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## MINUTES OF IQAC MEETING (2023-2024) IOAC MEETING- 5

Minutes of the IOAC meeting held on 06/01/2024

The fifth meeting of IQAC for the academic year 2023-2024 was held on 06/01/2024 at 10.00 a.m. in the IQAC Hall . The following members were present in the meeting.

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Dr.Jagathis. M. Head Academic & Administration Muslim College of Education Thiruvithancode	Dr.Amose Co-ordinator, Value Education Muslim College of Education
Mrs.Prija Phyllis.J. IQAC Co-ordinator , Muslim College of Education Thiruvithancode	Mrs. Raina Rose.J. Faculty Muslim College of Education Thiruvithancode
Ramaswami.V Administrative Officer Muslim College of Education Thiruvithancode	Mrs.Jenita Florence .L. Alumni Muslim College of Education Thiruvithancode



# 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  
Accredited 'B' grade by NAAC Recognised by SRC (NCTE) New Delhi  
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Principal  
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.ScB.Ed/TN/2017-2018/91300

## AGENDA

- Prayer
  - Approval the minutes of previous meeting
  - Organise Campus Placement
  - Celebration of Sports Day
  - Cultural Day Celebration
  - International Conference
  - Alumni Meeting
  - awareness programme on Voting
  - Any other
- 
- The meeting commenced with a prayer. Dr. Pramod V. S., the principal, made the welcome address.
  - The members deliberated on the report about actions undertaken on resolutions from the last meeting and approved the documented minutes of the preceding meeting with IQAC members.
  - The meeting resolved to hold the International Conference on February 22 and 23, 2024.
  - The assembly resolved to hold the Alumni meeting on September 2, 2024.
  - The meeting resolves to implement a voter awareness initiative in April 2024.
  - The meeting concluded with a vote of gratitude from the IQAC coordinator.

  
Principal  
Muslim College of Education  
Thiruvithancode

