

Agenda and minutes of IQAC meeting held on 27/02/2013 Wednesday.

Members Present:

1. Dr. Manoj Praveen G.
2. Dr. Noushad. P.P.
3. Umer Farooque. T.K.
4. Dr. Vijayakumari
5. Dr. Mohammed Slim
6. Prof. A Faziluddin

Agenda:

1. To review the decisions taken by the IQAC meeting on 19/11/2012.
2. To work out a plan to electronically maintain agenda/ minutes/ action taken report.
3. To review ongoing programs like earn while learn/ video production of educational resources.
4. To review the objectives and suggestions of teacher about the future programmes of the college.
5. To review the new IQAR format and to entrust duties to appropriate teams of teachers.
6. To initiate an FIP. (Faculty Improvement Programme).
7. To undertake a seminar/ conference which the new times demand.
8. To arrange a talk session including alumni, school principals, teachers etc on what are the needs at the field level and to receive feedback on actual problems that teachers face in class rooms.
9. To entrust two members of IQAC to visit a college with CPE status and to formulate an action plan to converge efforts on the same line.
10. To entrust a member to study the formalities and procedures to apply for the status of CPE.
11. To start a value added programme on English grammar for the needy students of B.Ed.
12. To appoint an external member as a community and stake holder representative for IQAC.
13. To upload and update IT integrated lesson plans based on constructivist pattern.
14. To ask for UGC funding worth Rs. 300,000.

15. To conduct inter collegiate programs like quiz or speech which shall incur only minimal expenses.
16. To conduct a workshop on making a rubric for evaluation of M.Ed level dissertation.
17. To prepare and administer feedback forms to assess teachers by students at B.Ed and M.Ed level.

Decisions:

1. The meeting reviewed the present status of progress on the decisions taken by the IQAC meeting held on 19/11/2012. The suggestion from the faculty members collected through an inventory was analysed. The meeting resolved to conduct a consultancy workshop on 'Test construction' and the charge for its execution was given to Dr. Vijayakumari. An online test (mock test) would be developed for NET in Education. The charge for the same is given to Dr. Mohammed Slim and Mr. Abdul Basheer U. A New website for the college is to be made and hosted and the same will be done by Dr. Mohammed Slim and Mr. T.K. Umer Farooque, by April 15, 2013.
2. The meeting resolved to maintain agenda, minutes and action taken report in electronic format in a free website provided by goggle and the task is entrusted to Dr. Manoj Praveen G.
3. The meeting reviewed the ongoing programmes of earn while learn and video production of educational resources and expressed satisfaction over them. The meeting resolved to ask the optional teachers to produce a demonstration class on C.D in the 2nd semester.
4. The meeting reviewed the objectives and suggestions of teachers about future programmes of the college and resolved as per decision item no. 1 above.
5. The new IQAR format was reviewed and Dr. Noushad. P.P was given the charge o entrust duties to appropriate teams of teachers.
6. The meeting resolved to organise an FIP on Edubuntu during April 2013 to be organised by Dr. Salim.
7. The meeting appraised the need of a seminar/ conference which the times demand and authorised Dr. Manoj Praveen to do the needful.
8. The meeting resolved to organise a talk session including the teachers of current IGNOU B.Ed batch on class room management problems.
9. The meeting resolved to entrust Dr. Noushad and Mr. Umer Farooque to visit Loyola/ St Annes Teacher Education College so as to adopt and update upon the best practices.
10. The meeting entrusted Dr. Mohammed Salim to study the formalities and procedures to apply for the status of CPE.
11. The meeting entrusted Dr. Jessa M. To start a value added programme on English grammar for the needy students of B.Ed.

- 12.** The appointing of an external member to IQAC is kept in abeyance.
- 13.** The meeting resolved to conduct a lesson plan workshop on IT enabled lesson plan.
- 14.** The meeting resolved to request for funding worth Rs. 300000 towards the functioning of IQAC.
- 15.** Resolved to organise an intercollegiate game like shuttle badminton and to entrust Dr. C.A Jawahar for the conduct of the same.
- 16.** The meeting entrusted Dr. Mumtaz, the research co-ordinator to conduct a workshop and make a rubric for evaluation of M.Ed level dissertation.
- 17.** The meeting resolved to entrust Dr. Vijayakumari to prepare feedback form to assess teachers (The form will assess teacher by students)
- 18.** The meeting also resolved that the publication division with Dr. Noushad and Dr. Salim shall procure ISBN Numbers and will give guidance in publishing tools, research abstracts, edited books etc by faculty members and research scholars.
- 19.** The meeting resolved to complete the API profile databank by August 2013 reviewed the progress of the same being done by Dr. M. Salim.

Manoj Praveen G.