

Lakshmi College of Education
IQAC Meeting – 1
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 23/07/2022

The following members attended the IQAC meetings

Dr.M.Malarvizhi
Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	Reopening for II year B.Ed students	Regular classes for the II year students is to start from 25.07.2022
2.	Internship	Students are to be allotted schools for Internship as per the school list allotted by TNTEU.
3.	College Campus Cleaning	Campus cleaning, white washing carpentry repairing work is to be carried out
4.	Appointment of Management nonteaching staff	Request should be placed before the management to appoint a full time accountant staff.
5.	Enhance Language lab	Need to purchase CPU, Repairing of Revolving chairs,
6.	Public address system	Steps to be taken to repair the public address system.

Smt.K.Dhanalakshmi
Dr.M.Malarvizhi

IQAC Coordinator

Principal

Lakshmi College of Education
IQAC Meeting – 2
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 03 / 08 /2022

The following members attended the IQAC meetings

Dr.M.Malarvizhi
Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	75 th Independence Day	Planned to conduct competitions related to inculcate patriotism among students.
2.	152 th Gandhi Jeyanthi	Planned to celebrate 152th Gandhi jeyanthi
3.	Swayam Course	According to instruction from TNTEU students should enroll and complete a two credit swayam course.
4.	Short term course on Gandhian thought	Planned to conduct a Short term course or ADD on course in gandhian thought to attain our vision & mission
5.	Skill development courses	Planned to organize various skill development workshops.
6.	Reconstitute college committee members	Planned to reconstitute college committee members with new members in the vacant place due to retirement and time period expired.

Smt.K.Dhanalakshmi
Dr.M.Malarvizhi

IQAC Coordinator

Principal

Lakshmi College of Education
IQAC Meeting – 3
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 2/9/2022

The following members attended the IQAC meetings

Dr.M.Malarvizhi
Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	Teacher's Day Celebration	Planned to organize webinars and competitions for the students.
2.	AQAR Preparation	Steps to be taken to submit AQAR 2021-2022
3.	Outreach program	Plan to enhance Writing Skills for the school students of Vellode village
4.	NSS Unit	Plan to start a separate bank account for NSS
5.	Secretaryship	Renewal proposal of Secretaryship should be send to DC office Chennai
6.	Psychological lab	Plan to purchase psychological lab apparatus

Smt.K.Dhanalakshmi
Dr.M.Malarvizhi

IQAC Coordinator

Principal

Lakshmi College of Education
IQAC Meeting – 4
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 10.10.2022

The following members attended the IQAC meetings

Dr.M.Malarvizhi
Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	I year B.Ed admission	Students with allotment order of single window counselling should be given admission after verifying their original certificates.
2.	Life skill classes	It is planned to take classes to complete a paper on Life skills for ANM students at Kasturba Hospital
3.	Orientation Program	Planned to give an orientation program in the first week for I year B.Ed students after admission.
4.	Add on Course	Planned to give an ADD on course in communication and soft skills
5.	International Conference	Planned to organize International conferences
6.		

Smt.K.Dhanalakshmi
Dr.M.Malarvizhi

IQAC Coordinator

Principal

Lakshmi College of Education
IQAC Meeting – 5
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 24.11.2022

The following members attended the IQAC meetings

Dr.M.Malarvizhi
Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	International Symposium	Planned to organize an International symposium
2.	TFI Program	Planned to conduct a program with the NGO Teach for India.
3.	Human Rights Day	Planned to celebrate Human Rights Day
4.	Music classes	Planned to conduct music classes on every Friday.
5.	Completion of Internship	As per the instruction from TNTEU teaching practice is over by 10 th December and from 11 th December the regular classes will starts.
6.	Activity Report	All the staff members are requested to submit their activity report immediately after the completion of the program.

Smt.K.Dhanalakshmi
Dr.M.Malarvizhi

Lakshmi College of Education
IQAC Meeting – 6
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 23.01.2023

The following members attended the IQAC meetings

Dr.M.Malarvizhi
 Dr.K.Dhanalakshmi
 Dr. M.Umamaheswari
 Dr. M.Kalaivani
 Dr. F.Vincent Rajasekar
 Smt. K.Devendrakula Thirumagal
 Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	Website updation	College website is to be updated as per the guidelines of NAAC
2.	International Conference	Planned to organize an International conference in collaboration with TNTEU.
3.	Sarvodaya day celebration	planned to prepare the students to participate in the seminar conducted during Sarvodaya day celebrations.
4.	Filling up of Vacant post	Request letter for post approval is to be sent to DC through JDC.
5.	Library	Motivate the students to use the library effectively .
6.	SSR preparation	Faculty should collect the necessary documents for NAAC SSR preparation.

Smt.K.Dhanalakshmi

Dr.M.Malarvizhi

IQAC Coordinator

Principal

Lakshmi College of Education
IQAC Meeting – 7
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 16.03.2023

The following members attended the IQAC meetings

Dr.M.Malarvizhi

Dr.K.Dhanalakshmi

Dr. M.Umamaheswari

Dr. M.Kalaivani

Dr. F.Vincent Rajasekar

Smt. K.Devendrakula Thirumagal

Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	Staff Promotion	CAS proposal of the eligible staff members to be forwarded to JDC.
2.	Minor/Major Projects	Faculty should apply for a Minor or a Major projects to any one of the funding agencies.
3.	Integrated B.Ed	Planned to take necessary steps to transform TEP to ITEP.
4.	Arts and Science College	Planned to take necessary steps to start Arts and Science courses.
5.	Raising Donors	Faculty should identify the donors and raise funds for the institution
6.	Pournami Virundhu	Planned to give pournami virundhu for Sowbagya Illam

Smt.K.Dhanalakshmi
Dr.M.Malarvizhi

IQAC Coordinator

Principal

Lakshmi College of Education
IQAC Meeting – 8
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 13.04.2023

The following members attended the IQAC meeting

Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1	Guest Lecture	Planned to invite resource persons and organize guest lectures
2.	Unit test for I year	Planned to conduct unit test for I year students
3.	Alumni meet	Planned to conduct Alumni meet on May 1 st . 2023
4.	General association valedictory	Planned to conduct General Association valedictory function in the third week of May 2023.
5.	College Day	Planned to celebrate College Day in the fourth week of May 2023.
6.	Placement	Planned to conduct placement program for the final year students.

Dr..K.Dhanalakshmi
IQAC Coordinator &
Principal i/c

Lakshmi College of Education
IQAC Meeting – 9
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 15.05.2023

The following members attended the IQAC meetings

Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	TANSCHÉ Project	Staff are requested to apply TANSCHÉ project
2.	Chotta Anna Project	Staff are requested to submit their 1lakh proposal to Chotta Anna family Fund
3.	CSR Fund	Planned to prepare proposals to get CSR funds to improve college infrastructural facilities.
4.	Model Exam	Planned to conduct Model exam for II year B.Ed students
5.	II year Last Working day	As per the instructions from TNTEU the last working day for II year students is 12.05.2023.
6.	AQAR 2022-2023 Preparatory work	All the staff members are requested to complete their criteria allotted for them.

Dr..K.Dhanalakshmi
IQAC Coordinator &
Principal i/c

Lakshmi College of Education
IQAC Meeting – 10
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 22.05.2023

The following members attended the IQAC meetings

Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	Exit Evaluation	Management has decided to conduct exit evaluation for the outgoing students.
2.	Log book maintenance	Proper log book maintenance should be done in all the laboratories and in the library.
3.	Librarian	Necessary steps to be taken to appoint a permanent librarian post.
4.	Laptop SBI	Planned to send a request letter asking for a laptop and a printer as donation to the manager SBI Ambathurai
5.	DKT Renewal	The service of the Adhoc teaching staff Mrs.Thirumagal can be extended to the next academic year.
6.	Psychology lab set up	Psychology apparatus to be purchased and the lab is to be set up.

Dr..K.Dhanalakshmi
IQAC Coordinator &
Principal i/c

Lakshmi College of Education
IQAC Meeting – 11
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 30.05.2023

The following members attended the IQAC meetings

Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	Modernisation of all labs	All the laboratories is to be modernized.
2.	Subscription	Decided to purchase Journal and magazines for subscription.
3.	Indira hall Renovation	Decided to renovate Indira hall
4.	Unit Test II for I year Online mode	Decided to conduct unit test II for I year students through online mode.
5.	Question bank preparation	Staff members are requested to prepare MCQ for their concern handling papers
6.	Collection of Second year Internal marks	All the staff members are requested to submit concern subject internal marks to the office for II semester and IV semester.

Dr..K.Dhanalakshmi
IQAC Coordinator &
Principal i/c

Lakshmi College of Education
IQAC Meeting – 12
2022-2023

Minutes of the Internal Quality Assurance Cell meeting held on 15.06.2023

The following members attended the IQAC meetings

Dr.K.Dhanalakshmi
Dr. M.Umamaheswari
Dr. M.Kalaivani
Dr. F.Vincent Rajasekar
Smt. K.Devendrakula Thirumagal
Smt. N.Umamaheswari

S.No	Agenda	Minutes
1.	II Semester –Model Exam	Decided to conduct model exam for II semester
2.	II Semester Ends	Last working day for the I year students is 28.06.2023
3.	International Yoga Day	Decided to celebrate International Yoga Day
4.	Financial management	Decided to conduct workshop related to financial management and investments
5.	Study circle	Decided to submit the study circle report.
6.	Add on Course syllabus framework.	Decided to provide ADD On Course for each semester

Dr..K.Dhanalakshmi
IQAC Coordinator &
Principal i/c