

**Lakshmi College of Education
Gandhigram
IQAC Meeting – 1
2020-2021**

Minutes of the Internal Quality Assurance Cell meeting held on March / /2020

The following members attended the IQAC meetings

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

S.No	Agenda	Minutes
1.	Campus Cleaning	Steps to be taken to clean the campus as per the Covid protocol before the College reopens
2.	Awareness on Covid 19	Plan to motivate the students to attend webinars related to Covid 19 and awareness on Covid 19 is also given to the students through Whatsapp group As per Tamilnadu Government instruction it is plan to instruct the students to download Arogya setu app.
3.	Training to the faculty members to conduct online classes	Training for teachers to conduct classes through Google meet
4.	Training to the students to attend online classes	Train the students to attend online classes through google meet and train them in using all the applications in the google meet..
5.	Student Placement	The placement cell should take necessary steps to organize placement program through online.
6.	Extension Program	Plan to donate Covid relief materials to nearby village needy people.

Smt.K.Dhanalakshmi
IQAC Coordinator

Dr.M.Malarvizhi
Principal

Lakshmi College of Education
IQAC Meeting – 2
2020-2021

Minutes of the Internal Quality Assurance Cell meeting held on June / /2020

The following members attended the IQAC meetings

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

S.No	Agenda	Minutes
1.	Dr.Uma Associate Professor Pedagogy of Physical Science Retirement	Take necessary step to hand over the Physical science department to Smt.M.Kalaivani Assistant Professor of Biological Science.
2.	Assignment	Plan to give assignment topics to the students and instructions should be given to submit their assignments by online
3.	Unit Test	Plan to conduct online Unit test. Faculties are requested to set questions paper and provide guidance to the students to attend online test.
4.	TNTEU Circular	As per the TNTEU instructions Time table should be framed for regular online classes.
5.	Online Webinars	Teachers and students should be motivated to attend and organize online webinars.
6.	ICT Evaluation Tools	Plan to organize workshop on handling of ICT tools for Effective Teaching Learning Process.

Smt.K.Dhanalakshmi
IQAC Coordinator

Dr.M.Malarvizhi
Principal

Lakshmi College of Education
IQAC Meeting – 3
2020-2021

Minutes of the Internal Quality Assurance Cell meeting held on September/ / /2020

The following members attended the IQAC meetings

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

S.No	Agenda	Minutes
1.	Teacher's Day Celebration	Plan to organize webinars and competitions for the students online
2.	Model Exam	Plan to conduct a Model Examination for II year B.Ed students through Online
3.	Online TNTEU Semester Exam	Plan to distribute the Hall tickets to the students and also give guidance to the students. Online examination Invigilation duty schedule should be prepared.
4.	Unit Test	Plan to conduct Unit test for I year B.Ed students through online and proper guidance should be given.
5.	TNTEU Exam Result	Online mark statement should be download and necessary steps to be taken to receive the hard copy from the university
6.	Capacity Building	Plan to Provide capacity building Program

Smt.K.Dhanalakshmi

IQAC Coordinator

Dr.M.Malarvizhi

Principal

Lakshmi College of Education
IQAC Meeting – 4
2020-2021

Minutes of the Internal Quality Assurance Cell meeting held on November / / /2020

The following members attended the IQAC meetings

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

S.No	Agenda	Minutes
1.	Offline Classes	As per the instruction received from TNTEU necessary steps to be taken to conduct regular offline classes.
2.	Campus Cleaning	As per the TamilNadu Government instructions Covid 19 protocol should be followed while cleaning the college campus.
3.	Duty Allotment	Since the offline regular classes is about to start Annual duty allotment for the staff members is to be planned.
4.	Purchase of Learning Resources	Decide to purchase competitive Examinations Books.
5.	Initiation of NSS	As per the instructions received from TNTEU, NSS should be initiated in our college.
6.	TNTEU Examination	Instructions should be given to prepare the students for TNTEU online Examinations.

Smt.K.Dhanalakshmi

IQAC Coordinator

Dr.M.Malarvizhi

Principal

Lakshmi College of Education
IQAC Meeting – 5
2020-2021

Minutes of the Internal Quality Assurance Cell meeting held on January / / /2020

The following members attended the IQAC meetings

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

S.No	Agenda	Minutes
1.	B.Ed online Application	convey the information to the public regarding the online B.Ed application form for the admission of academic year 2020-2021.
2.	Celebrations	Plan to celebrate Science Day & Kasturba Day
3.	Practical Examinations	Prepare the Students for online Teaching Competency Practical Examinations
4.	Admission	Be prepared for the admission process for the batch 2020-2022
5.	Online Classes	Due to second Covid lockdown necessary steps to start online classes.
6.	Purchase of Laptops	Plan to purchase Laptops and Printer
7.	National Webinar	Plan to conduct a National Webinar.

Smt.K.Dhanalakshmi
IQAC Coordinator

Dr.M.Malarvizhi
Principal