


Pradeep Memorial Comprehensive College of Education

Minutes of IQAC Meeting of Session 2018-19

| Sr.No | Recommendation given by IQAC | Action Taken for Implementation & Outcomes |
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| 1 | To make necessary measures for Improving the quality of lesson planning and teaching models of the students. | Five day workshop was organized on "Quality improvement of lesson planning." In this all types lesson planning were discussed along: Formulation of instructional objectives Formulation of content specific objectives Drawing out of learning outcomes Effective use of ICT Interactive teaching Reflective teaching Backboard sum-up Evaluation and feedback |
| 2 | FDP for faculty and Orientation programme for administrative staff | Detailed discussion was done on FDP for faculty and administrative staff.- Road-map of academic activities finalized - Roadmap of administrative of schedule and activities planned - Proper and timely financial budgeting and expenditure record It was in house training arranged and implemented successfully with the help of expert faculty members in the field of ICT, Effective Communication and Administrative writing. In this all the faculty members, Administrative staff and no teaching faculty members take part in this programme. |
| 3 | To identify the best practices in the institute. | Faculty held its meeting to workout review all activities performed in the past and evaluate its input and output to declare which one could be termed as the best activity of the year. |
| 4 | To prepare action plan for year 2017-18. | With the help of Principal of the institute and senior faculty members action plan is prepared in the light of present scenario for the effective outcomes for the session 2017-18 |
| 5 | Planning for Extension Lectures & Seminar. | As IQAC approved that every faculty member to identify a most relevant desired topic on which extension lecture from experts be planned. Thus, the following lectures /extension lectures are planned: <ul style="list-style-type: none"> • Feedback and its analyses • Role and responsibilities of Alumani Association • Reflective teaching • Need and significance of self appraisal of teacher |


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