

**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
KOTTAYAM**

**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 01-06-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Orientation to the newly implemented Two year B.Ed/M.Ed Programme
- Rescheduling the timing from the new academic year and preparation of academic calender
- Conduct of orientation programme for the new batch
- Continuation of the computer literacy programme for the marginalised women in the locality
- Preparation of Institutional Annual Plans for 2015 – 2016.
- Inauguration of library automation with RFID

**MINUTES**

Orientation to the newly implemented Two year B.Ed/M.Ed Programme for the faculty was to be conducted by the Programme Co-ordinator .

The timing of working hours were rescheduled from 9.00 am to 4 pm. The duties and workload of each staff for the new academic year was discussed and allotted.

Orientation for the students by Benny Kurien, Motivational Speaker

It was decided to commence the Computer Literacy programme for the marginalised women in the locality for the academic year on 03-06-2015

Inauguration of the RFID automation of the library was planned on 20-06-2015.

It was decided that to prepare the Annual Plans for the year 2015- 2016 so as to focus on quality enhancement of the activities of the institution.

Decided to conduct Reading week celebrations from 15-06-2015 to 19-06-2015, organise the alumni meet on 23-06-2015, conduct of three days annual retreat from 24<sup>th</sup> to 26<sup>th</sup> June 2015.

Co-ordinator  
IQAC  
Mount Carmel College of  
Teacher Education for Women  
Kottayam - 686 004



Signature of the IQAC coordinator

**Members Present**

1. Dr. Susamma George, Principal, Chairperson
2. Dr. Mary Sheba Jose, Coordinator
3. Dr. Suma Joseph, Associate Professor (B. Ed)
4. Dr. Soosamma P. A., Associate Professor (M. Ed)
5. Liz Kuriakose, Assistant Professor
6. Sr. Juliet Petreeshya Dost, (Local Manager), Member from the Management
7. Sr. Dyna Pereira, Senior Administrative Officer
8. Manu Joseph (Clerical Staff)
9. Dr. Binu John Njondimackal, Nominee from Local Society
10. Archana M. Nair (Chairperson), Nominee from the Student Community
11. Ms. Sreenivasan Syama, Nominee from Alumni
12. Sr. Flory Antony, Nominee from Employer
13. Adv. Sebastian Kurien., Nominee from PTA

Susamma

Mary

Suma

Soosamma

Liz

Juliet

Dyna

Manu

Binu

Archana

Syama

Flory

Sebastian

**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
KOTTAYAM**

**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date: 03-07-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Planning of quality initiatives based on the feedback received from students and stakeholders
- Revised Syllabus prescribed by University
- Arranging UGC Sponsored National Seminar during the month of August/ September.
- Orientation programmes for the new batches of B.Ed. and M.Ed. students.
- Conduct of Campus interview

**MINUTES**

The feedback received from students and stakeholders was analysed and quality initiatives based on it was chalked out


The staff members reviewed the process and outcome of the newly Reviewed Syllabus. The theoretical as well as practical work to be implemented during the academic year was discussed.

Both the batches were to be given Orientation related to the revised Programme Dr. Suma Joseph so as to make them aware of the various facets of the B.Ed. and M.Ed. Programmes.

Orientation by Dr. Ligimol Jacob on 23-07-2015 on 'How a Teacher Should Mould the Future Generation

It was decided to conduct the sanctioned UGC sponsored National Seminar towards the month of August / September.

Campus placement was decided to conduct on 10-07-2015.

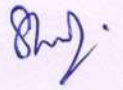
  
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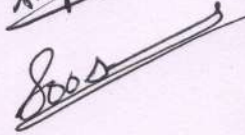
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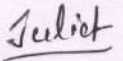


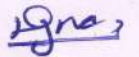












**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
KOTTAYAM**

**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 24-07-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Provide training to students in using the technological devices available
- Conduct of Internal Examinations for one year B.Ed. Students
- Sharing of ideas related to NAAC Report
- Conduct of workshop on Theatre arts, communicative English class
- Sending proposals for Minor/Major Research Projects
- Conduct of PTA General Body

**MINUTES**

It was decided to train students in using the technological facilities available in the institution in order to integrate ICT effectively in the teaching learning process.

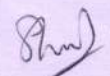
It was decided to conduct Internal Examinations for the one year B.Ed students

The staff members assessed the problems and difficulties encountered while discussing the various criteria while preparing the SSR.

Communicative English class by overseas academy on 06-08-2015

Decided to conduct PTA General Body on 13-08-2015

Sending proposals for Minor/Major Research Projects to be taken up by teaching faculty



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**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
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**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 19-08-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Orientation for implementing Practical work for the B.Ed. students.
- Focus on the Minor Research projects taken up by some of the faculty members.
- Extend the facilities available in the renovated Language Laboratory for the marginalised school students in the society.
- Enhancement of the relationship between the institution and the community.

**MINUTES**

The Practical works related to the newly implemented B.Ed / M.Ed Programme were discussed and decided to submit the activities in a systematic manner.

It was stressed that the Minor Projects taken up by the faculty should be completed and the practical output disseminated among the marginalized in society.

Decided to extend the additional facilities installed in the language laboratory to the marginalised school students in the society.

In order to enhance the relationship between the institution and the community, the Village Adoption Programme could be continued. Hence the B.Ed. students could join with World Vision Limited, an NGO which upholds the cause of economically disadvantaged children.



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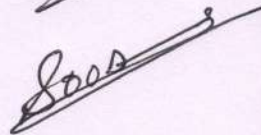
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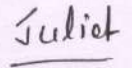


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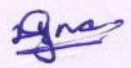


5. Liz Kuriakose, Assistant Professor

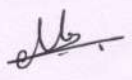
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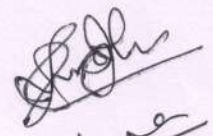
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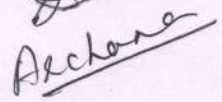
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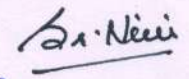
10. Archana M. Nair (Chairperson), Nominee from the Student Community



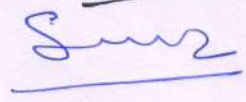
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**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
KOTTAYAM**

**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 07-09-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Interface with Heads of the teaching practice schools
- Conduct of the UGC Sponsored National Seminar
- Promoting the research-mindedness of the faculty
- NET coaching for M.Ed students
- Improvement of assessment procedure among B.Ed. students.

**MINUTES**

Arrangements were to be made for the UGC Sponsored National Seminar on 'Revamping Teacher Education for the Digital Age Learners – Challenges and Prospects' which was to be held on 17<sup>th</sup> and 18<sup>th</sup> of September 2015. Various Committees were appointed and tasks were given.

The faculty members as well as the B.Ed. and M.Ed. students were encouraged to prepare and present research papers for the National Seminar. Efforts were also carried out simultaneously to prepare and document the Seminar Proceedings.

Keeping in mind the National Seminar to be conducted on 17<sup>th</sup> and 18<sup>th</sup> September 2015, further planning and discussions were carried out. The resources persons were contacted regarding the topics of discussion and regarding the arrangement of the programme schedule.

Decided to conduct the Interface with Heads of the teaching practice schools on 10-09-2015

NET coaching was arranged for M.Ed students by Dr. B. N. Sansanwal.

For both B.Ed. and M.Ed. students, class tests, mid-term and term-end examinations were planned and delineated.

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**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 14-10-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Monitoring of the Add-On Courses conducted in the institution
- Ensuring the utilization of ICT among B.Ed. and M.Ed. students
- Training in Blog construction
- Systematic functioning of the School Internship Programme
- Implementation of Practical work during the School Internship Programme


**MINUTES**

It was suggested that proper monitoring of the Add-on Courses on Counsellor Training and Computer Application was to be carried out.

B.Ed. and M.Ed. students were to be encouraged to make use of the technological devices in the institution like computers, LCD Projector, Smart Board, Digital Cameras etc. while handling their classes and while presenting their seminar papers.

Training was given to students to prepare personal blogs and to share academic information.

The faculty discussed the way in which the practical work could be implemented during the School Internship Programme. Students had to be aware of school administration system followed in the State schools.



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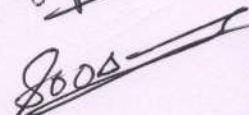
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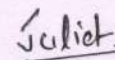


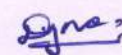












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**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 06-11-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Orientation to library facilities in the institution
- Preparation of SSR
- Planning for extension activity
- Raising of funds for charitable purpose
- Plans to send students for International Conference on 'Gender Equality'

**Minutes**

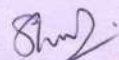
It was decided to provide hands-on experience for the B.Ed. and M.Ed. students on Library software. Thus an Orientation programme could be arranged for the students to acquaint them with the different facilities available within the library. Students could be encouraged to make use of more library resources for their academic purpose.

The various criteria of the SSR were discussed and suggestions made by the staff members.

As part of extension activity, planning was carried out regarding the visit to Government Tribal School, Vanchivayal near Vandiperiyar, Idukki district, Kerala which was to be conducted on 27<sup>th</sup> November, 2015.

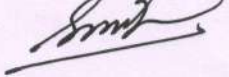

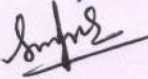


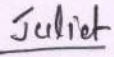

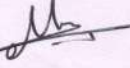

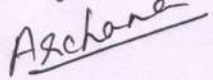

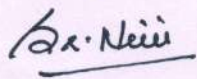

For the purpose of raising funds for charitable purpose, it was planned to arrange a Food Fest which was to cater to students within the campus and the public in general.

It was planned to send the B.Ed. students to attend an International Conference on 'Gender Equality' organized by Women Development Corporation, Government of Kerala which was to be held on 12, 13 and 14 November 2015.

  
Signature of the IQAC Coordinator

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**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
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**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 09-12-2015

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Preparation of AQAR
- Planning related to educational tour
- Conducting social visits
- Preparation of SSR
- Conduct of model examination

**Minutes**

The meeting was held in order to discuss the steps of preparing AQAR. The faculty gave their suggestions about the plans that the institution focussed upon and the action taken.

Planning related to the conduct of the annual educational tour was carried out.

As part of arranging social visits, a meeting was conducted. It was decided that separate batches of students should be sent to Abhaya Bhavan, Shanthi Bhavan and Kerala Balagram.

A discussion was carried out based on the different criteria of the SSR. Suggestions were shared by the staff members regarding the preparation of the SSR.

Decided to conduct model examination for One year B.Ed students from 29-12-2015



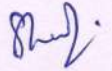
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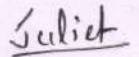


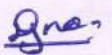














**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
KOTTAYAM**

**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 01-01-2016

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Internship Programme for B.Ed. and M.Ed. students
- College Day Celebrations 2016
- Conduct of communicative English Classes
- Conduct of Carmel- Fest Inter-School competitions

**MINUTES**

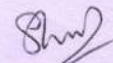
A meeting was arranged to plan out the Internship Programme for M.Ed. students. The list of students who were to be allotted to various practice teaching schools was discussed and suggestions were made in this regard.

Planning was carried out regarding the School Induction Programme for B.Ed students. A list of schools where the Teacher Trainees were allotted was presented during the meeting.

During the meeting, the preparations and arrangements related to the College Day Celebrations were discussed. Various charges were allotted to the staff members so as to ensure proper monitoring of the rehearsal regarding students' programmes.

Communicative English class was to be conducted for the disadvantaged students of the model school

The Carmel Fest Inter school Competitions was planned to be conducted on 30-01-2015.



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**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
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**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 03-02-2016

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**

- Orientation programme on Language laboratory
- Training in communicative skills using language lab.
- Participation in inter-collegiate competitions
- Planning in order to host the UGC Sponsored National Seminar
- Preparation of AQAR

**Minutes**

In the course of the meeting, it was decided to conduct an Orientation programme to develop the communicative skills of the teacher trainees using the Language laboratory. The training was to be conducted by Mr. Saji Mathew and team from Infoweavers.


Decided to initiate training in communicative skills for teacher trainees using language lab

It was decided to participate in the 3<sup>rd</sup> All Kerala Inter-Collegiate Sports Meet conducted by Labour India College of Teacher Education, Marangattupally, SAM Fest, University Youth Festival, Shuttle Badminton Competition etc.

The staff members discussed the preparation to be carried out as part of hosting the UGC Sponsored National Seminar 'Promoting Wellness and Fitness among Teacher Educators'. Various committees were appointed for the same.

Discussions were done based on the AQAR prepared

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8. Manu Joseph (Clerical Staff)
9. Dr. Binu John Njondimackal, Nominee from Local Society
10. Archana M. Nair (Chairperson), Nominee from the Student Community
11. Ms. Sreenivasan Syama, Nominee from Alumni
12. Sr. Flory Antony, Nominee from Employer
13. Adv. Sebastian Kurien., Nominee from PTA

Susamma

Dr. Mary Sheba Jose

Suma

Liz

Juliet

Dyna

Manu

Binu John Njondimackal  
Archana

Syama

Sr. Flory Antony

Adv. Sebastian Kurien.

**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN  
KOTTAYAM**

**Internal Quality Assurance Cell**

**Minutes of IQAC meeting**

Date : 01-03-2016

Venue: Mini Conference Hall

**AGENDA OF THE MEETING**


- Arrangements for the UGC Sponsored National Seminar
- Preparations for College Union and Arts Club Inauguration
- Arrangements for Extension Programme by World Vision Ltd.

**MINUTES**

During the meeting, the final preparations for the UGC Sponsored National Seminar on 'Promoting Wellness and Fitness among Teacher Educators' to be held on 10<sup>th</sup> and 11<sup>th</sup> March 2016 were discussed. The arrangements for the conduct of the academic sessions and the compiling of the Seminar Proceedings were also discussed.

It was decided to conduct College Union and Arts Club Inauguration on 15-03-2016.

Planning was carried out for conducting an Orientation programme for the B.Ed. students at B.C.M. College, Kottayam in collaboration with World Vision programme, which was to be held on 1<sup>st</sup> and 2<sup>nd</sup> of April 2016.



Signature of the IQAC Coordinator

**Co-ordinator  
IQAC  
Mount Carmel College of  
Teacher Education for Women  
Kottayam - 686 004**

Members Present

- 1) Dr. Susamma George, Principal, Chairperson
- 2) Dr. Mary Sheba Jose, Coordinator
- 3) Dr. Suma Joseph, Associate Professor (B. Ed)
- 4) Dr. Soosamma P. A., Associate Professor (M. Ed)
- 5) Liz Kuriakose, Assistant Professor
- 6) Dr. Lissy Koshi, Assistant Professor
- 7) Sr. Juliet Petreeshya Dost, (Local Manager), Member from the Management
- 8) Sr. Dyna Pereira, Senior Administrative Officer





