

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM
Internal Quality Assurance Cell
Minutes of IQAC Meeting

Date: 01-06-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Commencement of Third Semester
- 2) Preparation of action plan for the academic year
- 3) To strengthen the efforts to resolve the issues associated with SSR submission
- 4) Celebration of World Environment Day and Reading Week
- 5) Commencement of School Internship for 16 Weeks
- 6) Community Extension programme in collaboration with World Vision
- 7) Alumnae Meet

Minutes

After two months of semester break, classes of the Third semester started on 1st June 2016. The meeting highlighted the various programmes to be planned for them. The School Internship of the B.Ed. students was scheduled to be conducted from 27th June to 15th October 2016.

Decided to prepare a detailed action plan was prepared for the academic year

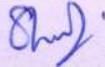
Decided to continue the preparation of SSR criteria wise and also to speed up the steps to resolve the issues related to the rejection of LOI in 2013

Decided to celebrate the World Environment Day and Reading week

A Community Extension programme was arranged in collaboration with an NGO named World Vision for 5 days starting from 18th June 2016.

The Alumnae meeting was to be held in on 16th July 2016.

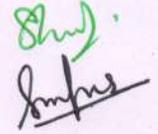
The school internship of the B.Ed programme was decided to conduct from 27-06-2016 to 15-10-2016..


Signature of the IQAC Coordinator
Co-ordinator
IQAC
Mount Carmel College of
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Kottayam - 686 004

Members Present

- 1) Dr. Pushpa Marian, Principal, Chairperson
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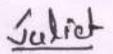


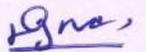


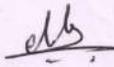






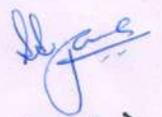


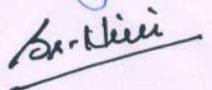














MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 20-07-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Commencement of New Batch for B. Ed. Programme
- 2) Conduct of Orientation programmes
- 3) Internship programme for M.Ed students
- 4) Criteria wise presentation and discussion of SSR
- 5) Preparation of AQAR

Minutes

The commencement of the new batch of the B.Ed. Programme was scheduled to be on 22nd July 2016.

Decided to conduct orientation programmes for the newly batch students on B.Ed and M.Ed curriculum, vision and mission, personality development, Banking and insurance etc.

The M.Ed. students were to commence their Internship to TTIs from 25th July 2016 till 08-09-2016.

Decided to present and discuss the SSR criteria wise once in a week

The suggestions of the staff members regarding preparation of AQAR was discussed during the meeting.



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Juliet

Dyna Pereira

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 10-08-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) PTA General Body Meeting
- 2) Independence Day
- 3) Commencement of Add On Certificate Courses
- 4) Commencement of Diploma Course in Computer Applications
- 5) Inauguration of Various Subject Associations
- 6) conduct of Communicative English, yoga classes
- 7) Preparation of SSR

Minutes:

The first General Body Meeting of PTA was to be held on 12th August 2016.

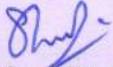
It was decided to begin the 70th Independence Day Celebrations on 12th August 2016. Decided to conduct Quiz competitions

An important decision with regard to quality enhancement was to commence Add on Certificate Courses for the Teacher Trainees from 16th August 2016.

It was decided to commence a Diploma Course in Computer Application for developing the digital skills of the teacher trainees.

It was decided to inaugurate various subject club associations on 31st August 2016 and decided to conduct various programmes

The various aspects related to preparation of SSR were discussed.


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Suma

Soosamma

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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 07-09-2016

Venue: Mini Conference Hall

Agenda of the Meeting

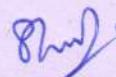
- 1) Training Programme on Personality Development
- 2) Discussion of AQAR
- 3) Communicative English Training Programme using Language Laboratory

Minutes:

The meeting highlighted the need to conduct a Training Programme on Personality Development on 8th September 2016 by Mr. George Oommen, the Principal DTC, Life Insurance Corporation of India.

AQAR was discussed and modifications were chalked out

Communicative English Training Programme using the Language Laboratory was to be conducted by Infoweavers Training Department on 04-10-2016 and 05-10-2016.



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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 14-10-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Workshop on Drama and Theatre Practice
- 2) Preparation for III Semester B.Ed. Practical Examination 2016
- 3) Inauguration of College Union and Arts Club
- 4) Food fest
- 5) Discussion on AQAR
- 6) Arrangements for conducting III Semester B.Ed. Degree Examinations, 2016
- 7) Preparation for SSR

Minutes:

It was decided to conduct a workshop on Drama and Theatre Practice on 19th October 2016.

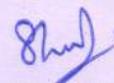
Decided to make necessary preparations for the upcoming B.Ed Practical Examination and theory examination

The Inauguration of the College Union and Arts Club was to be carried out on 26th October 2016

The prepared AQAR was discussed and suggestions were made

Decided to conduct Food Fest for charity on 27th and 28th October 2016

The compilation of the SSR was discussed during the course of the meeting as well as the need to initiate more quality enhancement measures.

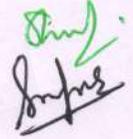


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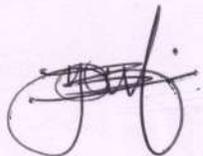
Manu



Reenu



Sr. Flory



MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 03-11-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) PTA Meeting
- 2) Arrangements for conduct of IV Semester B.Ed. Degree Examination, 2016
- 3) Campus Placement
- 4) Preparations for SSR
- 5) Community Living Camp
- 6) Celebration of World Science Day
- 7) Sports Day

Minutes:

It was decided to hold a PTA Meeting on 4th November 2016 so as to address grievances and to encourage suggestions from the parents.

The staff members planned out the arrangements for the oncoming IV Semester B.Ed. Degree Examination, 2016.

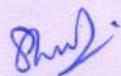
It was decided to conduct a Residential Community Living Camp entitled 'Be a Valiant Woman' in the campus from 7th to 11th November 2016.

On 10th November 2016, Celebration of World Science Day was to be conducted.

The Sports Day was planned to be held on 18th November 2016.

Decided to conduct Campus Placement

It was suggested that as part of quality improvement, more academic and extension activities had to be conducted.


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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

**Internal Quality Assurance Cell
Minutes of IQAC Meeting**

Date: 24-11-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) One Day Workshop on Revised B.Ed. Programme
- 2) Conducted Awareness Programme as part of Financial Security Campaign
- 3) Observation of World AIDS Day
- 4) Participation in Seminar on 'Human Rights'
- 5) Campus Placement

Minutes:

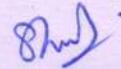
It was decided to conduct a One Day Workshop on revised B.Ed. Programme on 26th November 2016 in our institution by the All Kerala Training College Teachers' Association (AKTCTA).

It was planned to conduct an Awareness Programme as part of Financial Security Campaign on 29th November 2016 by Central Government of India.

World AIDS Day was to be observed on 1st December 2016 and it was planned to present a Street Play in the campus to spread awareness about the issue.

Decision was taken to participate in a Seminar on 'Human Rights' at Lourdes School, Kottayam on 9th December 2016.

It was recommended by some of the faculty that Campus Placement should be prioritized.



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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 09-12-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Workshop on "Student Against Narcotics" (SAN)
- 2) Social Visits
- 3) Conduct of I Semester B.Ed. and M.Ed. Degree Examination, 2016
- 4) Preparation of SSR

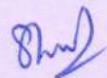
Minutes:

Decision was taken to arrange a Workshop on "Student against Narcotics" (SAN) in collaboration with Athmata Kendram, Changanacherry on 16th December 2016.

Social Visits to Abhaya Bhavan and Shanthi Bhavan as part of Christmas celebrations were to be carried out on 18th December 2016.

The arrangements for the I Semester B.Ed. and M.Ed. Degree Examination were planned as well as the publication of Internal Marks.

Preparation of SSR was discussed during the meeting and clarifications made.



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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

**Internal Quality Assurance Cell
Minutes of IQAC Meeting**

Date: 22-12-2016

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) School Induction Programme for B.Ed. Students
- 2) Internship for M.Ed. students
- 3) Observation of Communal Harmony Day
- 4) Educational tour for B.Ed II year students
- 5) AQAR discussion

Minutes

It was decided to arrange the School Induction Programme for the first year B.Ed. Students from 18th January to 16th February 2017.

Planning was made regarding the internship of the M.Ed. students to secondary teacher education institutions.

It was decided to arrange programmes related to Communal Harmony Day.

Decided to conduct Educational tour for B.Ed II year students from 23-01-2017 to 27-01-2017.

Decided to submit and discuss the AQAR report prepared

Signature of the IQAC Coordinator

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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 06-01-2017

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Orientation Programme on 'Digital Economy'
- 2) Participation of faculty and students in International Seminar
- 3) Workshop on 'Professional Development of Teacher Educators' by AKTCTA
- 4) Intramural Competitions
- 5) Carmel Fest
- 6) Organized an Anti-drug Campaign Poster and Elocution Competition
- 7) Organized Drama Competition as part of Theatre and Drama Education

Minutes:

Anti-tobacco Club was formed and Pledge taking Ceremony was to be held on 30th January 2017.

An Orientation Programme on Digital Economy was to be held on 1st February 2017.

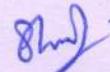
It was decided that faculty and M.Ed. students should be encouraged to present seminar papers during the International Seminar on 'Education on Crossroads' was to be held from 02 to 04th February 2017 at St.Thomas College, Mukkola, Thiruvananthapuram.

A Workshop on Professional Development of Teacher Educators was to be arranged by AKTCTA on 4th February 2017.

Intramural Competitions were to be conducted from 06 to 10th February 2017.

Carmel Fest was to be conducted on 8th February 2017

It was also decided to organize an Anti-drug Campaign Poster and Elocution Competition on LaharivimukthaYuvathwam and a Drama Competition as part of Theatre and Drama Education.



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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

**Internal Quality Assurance Cell
Minutes of IQAC Meeting**

Date: 09-02-2017

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Internship of M.Ed. students
- 2) College Day Celebrations
- 3) Celebration of Women's Day
- 4) Workshop on Blog Creation for M.Ed. students
- 5) Conduct of IV Semester B.Ed. Theory and Practical Examination, 2017
- 6) Workshop on Yoga for M.Ed. students
- 7) Campus Placement

Minutes:

During the meeting, it was decided to plan out the Internship Programme for the M.Ed. students to Higher Secondary schools which was to be held from 15th February 2017.

It was decided to conduct discussions with the College Union Executive members to plan out the programme schedule for the College Day celebrations to be held on 22nd February 2017.

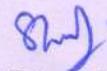
Suggestions were made about the programmes to be chalked out for the Women's Day Celebrations on 8th March 2017.

It was decided to conduct a Workshop on Blog Creation for M.Ed. students on 14th March 2017

The Programme Coordinator held discussions on the preparation for the oncoming IV Semester Practical Examination to be held on 16th March 2017 and Theory Examination starting from 28th March 2017.

A Workshop on Yoga was to be held for the M.Ed. students on 16th March 2017.

It was decided to conduct Campus Placement by Tutor Waves on 21st March 2017.



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