

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

Internal Quality Assurance Cell

Minutes of IQAC meeting

Date: 05-07-2017

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Decided to Participate in the Orientation to TeachR by NCTE
- Planning of quality initiatives based on the feedback received from stakeholders
- To conduct an interface with Heads of Schools
- Commencement of the B.Ed Programme 2017-2019
- Commencement of School Internship Programme
- Orientation to B.Ed Programme and vision/mission of the institution
- Conduct of PTA General Body Meeting

MINUTES

- ✓ Decided to attend the orientation to newly accreditation Framework Teach R conducted by NCTE in Ernakulam on 07-07-2017
- ✓ Decided to collect feedback from stakeholders
- ✓ Interface with the Heads of the Practice Teaching Schools to be conducted on 14-07-2017 before the commencement of School Internship programme on 19-07-2017
- ✓ Commencement of B.Ed Programme on 26-07-2017 and conduct of PTA General Body on the same day.
- ✓ Decided to conduct orientation to the two year B.Ed/M.Ed Programme and vision and mission by for the students on 31-07-2017 and 01-08-2017 respectively.
- ✓ The feedback received from students and stakeholders was analysed and quality initiatives based on it was chalked out

Signature of the IQAC coordinator

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

Members Present

- 1) Dr. Pushpa Marian, 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
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- 12) Ms. Sreenivasan Syama, Nominee from Alumni
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Pushpa

Mary Sheba Jose

Suma Joseph

Soosamma P. A.

Liz Kuriakose

Tessa CSST

Juliet

Dyna Pereira

Manu Joseph

Binu John Njondimackal

Neenu Joseph

Sreenivasan Syama

Sr. Flory Antony

George

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC meeting

Date: 06-06-2017

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Orientation to Yoga
- Reading Day Celebrations
- Preparation of Institutional Annual Plans for 2017-2018.
- Preparation of AQAR for the year 2016-2017

MINUTES

- ✓ Yoga Day Orientation by Bhramakumaris Raja Yoga Centre on 19-06-2017 AN
- ✓ Decided to Celebrate Reading Day, Competitions for School students and Book Exhibition on 19-06-2017
- ✓ The duties and workload of each staff for the new academic year was discussed and allotted.
- ✓ It was decided that to prepare the Annual Plans for the year 2017- 2018 so as to focus on quality enhancement of the activities of the institution.
- ✓ Decided to prepare AQAR for the previous year



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Lissy Koshi

Jaya P.J.

Sr. Juliet

Sr. Dyna

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

Minutes of IQAC meeting

Date: 02-08-2017

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Commencement of Add on Courses
- Value Education class
- Commencement of M.Ed Programme
- Inauguration of College Union and Arts club
- Commencement of Value added courses
- Commencement of Internship for II year M.Ed students

MINUTES

- ✓ It was decided to start the Add on certificate courses on Computer Application and Counsellor Training on 07-08-2017
- ✓ Value Orientation to be delivered on 10-08-2017 by Rev. Fr. Raju
- ✓ M.Ed Programme was commenced on 14-08-2017
- ✓ Inauguration of College Union and Arts club to be held on 25-08-2017
- ✓ Commencement of different value added courses on 14-09-2017
- ✓ Commencement of Internship for II year M.Ed students in TTI's from 21-08-2017



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**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN
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Minutes of IQAC meeting

Date : 14-09-2017

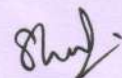
Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Swachha Mission Activities
- Yoga Orientation Classes
- Celebration of International Students Day and World Space Week Observation
- Workshop on Theatre Arts

MINUTES

- ✓ Swachh Bharath mission activities to be carried out on 02-10-2017 which includes cleaning of the Kanjikuzhy market and Training in fabrication of Eco friendly products.
- ✓ Yoga Orientation class on 04-10-2017 by Yogacharya Sreejith
- ✓ International Students Day celebration to be organized on 13-10-2017
- ✓ World Space Week to be observed on 20-10-2017
- ✓ Internship programme for II year M.Ed students in Primary schools from 23-10-2017
- ✓ 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.
- ✓ A workshop on Drama to be organized on 31-10-2017 with Ms. Rose Ligia as the Resource Person.



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

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Minutes of IQAC meeting

Date : 01-11-2017

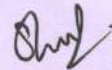
Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Commencement of Diploma Course in Computer Application
- B.Ed Degree Practical Examination
- Submission of Teach R
- Programmes to instill social responsiveness
- Intramural Competitions
- Self Defence Training Programme
- Campus recruitment
- State level Math Congress

MINUTES

- ✓ Commencement of Diploma Course in Computer Application on 15-11-2017
- ✓ Discussed the conduct of B.Ed Degree Practical Examination on 27-11-2017
- ✓ Discussion and distribution of duties related to the accreditation framework Teach R by NCTE
- ✓ Awareness class on online banking to be organized on 30-11-2017
- ✓ IQAC to meet on January 2018 and work out the strategy for consolidation of data.
- ✓ It was decided to Celebrate AIDS day, Human Rights Day, Social visits, Christmas Day and Ramanujan Day
- ✓ Intramural Competitions were scheduled on 11-12-2017
- ✓ Self Defence Training Programme to be organized on 22-12-2017
- ✓ State level Math Congress planned for 13-01-2018



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Juliet

Manu

Sr. Flory

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Minutes of IQAC meeting

Date : 13-01-2018

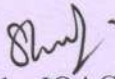
Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Annual Retreat
- Campus placement
- Inter school Competitions
- School induction
- Sports Day and Study tour
- College Day
- Community Living Camp
- Orientation on Life Skills

MINUTES

- ✓ Annual Retreat to be conducted for 2 days 18-01-2018 and 19-01-2018
- ✓ Campus Recruitment to be scheduled on 23-01-2018 by Bethlehem International School
- ✓ Inter School Competitions Carmel Fest to be conducted on 29-01-2018
- ✓ School Induction Programme for B.Ed I year students to start from 30-01-2018
- ✓ Sports Day planned for 03-02-2018
- ✓ Study Tour from 05-02-2018 to 09-02-2018
- ✓ College Day fixed on 17-02-2018
- ✓ Community living programme to be scheduled from 20-02-2018 to 24-02-2018
- ✓ Life Skills Orientation on 23-02-2018


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Minutes of IQAC meeting

Date : 23-02-2018

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Publication of Annual Research Journal
- Class on Statistics in Research and Yoga
- Breast Cancer Awareness and visit to blind school
- B.Ed Degree Final Semester Examination

MINUTES

- ✓ Carmel Graphics- the Annual Research Journal of the institution to be published by April 2018
- ✓ Class on Statistics in Educational Research to be conducted on 27-02-2018
- ✓ Awareness class on Breast Cancer scheduled for 02-03-2018
- ✓ Orientation on Yoga to be given on 08-03-2018
- ✓ Visit to Blind school scheduled for 14-03-2018
- ✓ Arrangements for the B. Ed Degree Final Semester Examination scheduled on 17-04-2018.


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