

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting

2018-2019

Date: 01-06-2018

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Discussion of Action Plan
- 2) PTA Meeting
- 3) Celebration of World Environment day
- 4) Reading Day Celebrations
- 5) Celebration of International Yoga Day
- 6) Preparation of AQAR

Minutes:

- ✓ The action plan prepared for the academic year was discussed and finalised.
- ✓ The First PTA Meeting of the Academic Year will be held on 4th June 2018.
- ✓ Celebration of World Environment day will be conducted in the college on 5th June 2018 based on the theme of the year "Beat Plastic Pollution".
- ✓ Decided to celebrate Reading week on 19th June 2018.
- ✓ International Yoga Day to be observed on 21st June 2018.
- ✓ Discussion was carried out regarding the preparation to be undertaken as part of AQAR.



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

Pushpa

2) Dr. Mary Sheba Jose, Coordinator

Mary Sheba Jose

3) Dr. Suma Joseph, Associate Professor (B. Ed)

Suma Joseph

4) Dr. Soosamma P. A., Associate Professor (M. Ed)

5) Bindhumol T., Assistant Professor

Bindhumol T.

6) Sr. Dhanya CSST (Local Manager), Member from the Management

Sr. Dhanya CSST

7) Sr. Juliet Petreeshya Dost, Senior Administrative Officer

Juliet

8) Sr. Dyna Pereira, Senior Administrative Officer

Dyna Pereira

9) Manu Joseph (Clerical Staff)

Manu Joseph

10) Dr. Binu John Njondimackal, Nominee from Local Society

Binu John Njondimackal

11) Maria Joseph (Chairperson), Nominee from the Student Community

Maria Joseph

12) Ms. Sreenivasan Syama, Nominee from Alumni

Sreenivasan Syama

13) Sr. Gracelyn CSST, Nominee from Employer

: Sr. Gracelyn CSST

14) Susamma Chacko., Nominee from PTA

Susamma Chacko.

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 02-07-2018

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) PTA General Body Meeting
- 2) Orientation to B.Ed. Programme by faculty
- 3) Orientation programme on 'Preparation of Learning Materials'.
- 4) Orientation on Vision and Mission of the institution
- 5) Internship programme for B.Ed and M.Ed students
- 6) Workshop on Drama and Theatre Arts

Minutes:

- ✓ It was decided to arrange a PTA General Body Meeting on 2nd July 2018.
- ✓ An Orientation to the First year B.Ed. Programme will be provided by the Programme Coordinator on 3rd July 2018.
- ✓ Decided to conduct an Orientation programme on 'Preparation of Learning Materials' on 4th July 2018.
- ✓ Planned to conduct an orientation towards the Vision and Mission of the institution to the newly admitted students by Sr. Rosy Leema
- ✓ The School Internship Programme for the B.Ed students was scheduled from 25th July 2018 to 19th November 2018.
- ✓ The Internship for M. Ed. Students at TTI was scheduled from 2nd August to 24th September 2018.
- ✓ A Workshop on Drama and theatre arts was planned to be conducted for B.Ed. students on 3rd August 2018.



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Sr. Dyna

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Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 13-08-2018

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Self-Defence Training Programme
- 2) Orientation Programme on Personality development
- 3) Preparation and documentation of AQAR
- 4) Providing assistance to school students affected by flood

Minutes

- ✓ It was decided to arrange Self-Defence Training Programme on 31st August 2018 by Civil Police Officers of Kottayam district.
- ✓ An Orientation programme on Personality development will be conducted on 1st September 2018 by Youth Friends, Kottayam
- ✓ AQAR prepared was discussed and modifications were made and finalised.
- ✓ It was decided to distribute clothing to the students of the neighbouring schools affected by flood.

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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 01-09-2018


Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Workshop on Yoga
- 2) Inauguration of the Subject Associations and clubs
- 3) Ozone Day Celebration
- 4) Participation of students in National Seminar
- 5) Celebration of Gandhi Jayanthi
- 6) College Union and Arts Club Inauguration

Minutes:

- ✓ One day Workshop on Yoga to be conducted by Mr. Sreejith P.A., Assistant Professor, MES College, Aluva on 5th September 2018
- ✓ Inauguration of the Associations to be done by Dr. Jacob Joseph, State President, Energy and Environment Conservation Society, Kerala on 14th September 2018 and on the same day it was decided to conduct Ozone Day Celebrations.
- ✓ It was decided to assist the M.Ed. teacher trainees to participate and present scientific papers during the National Seminar on 'Teaching-learning Platforms for Digital Natives' organized by St. Thomas College of Teacher Education, Pala on 27th and 28th of September 2018.
- ✓ Homage was to be paid to the Father of our Nation by celebrating Gandhi Jayanthi on 1st October 2018.
- ✓ The College Union will be inaugurated on 3rd September 2018 by Mrs. Saralakumari, Superintendent of Police, Vanitha Wing Kottayam East Police Station and the Arts Club will be inaugurated by Mr. Nandu Kishore, Idea Star Singer Fame on the same day.


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Pushpa

Suma
Soosamma

Bindhu

Sr. Dhanya

Juliet

Dyna

Manu

Binu

Maria

Syama

Sr. Gracelyn

Susamma

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 05-10-2018

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Alumnae Meet
- 2) Orientation Programmme on Reviewed B.Ed. Syllabus
- 3) Food Fest for charity purpose
- 4) National Re-dedication day Pledge
- 5) Bharana Bhasha Pledge on Kerala Piravi Day
- 6) Preparations for compiling SSR.

Minutes:

- ✓ Alumnae Meet will be conducted on 12th October 2018 in the college auditorium.
- ✓ Orientation Programmme on Reviewed B.Ed. Syllabus will be conducted on 15th October 2018 organized by AKTCTA (All Kerala Training College Teachers Association) for the Teacher Educators of all training colleges affiliated under Mahatma Gandhi University, Kottayam.
- ✓ It was suggested that a Food Fest should be organized to collect funds for charitable purpose to help the underprivileged individuals in the community.
- ✓ Oath- taking as part of National Re-dedication Day will be conducted on 31st October 2018.
- ✓ Kerala Piravi Day will be celebrated on 1st November 2018 and Bharana Bhasha Pledge will be taken by the staff and students of the College.
- ✓ Discussions were conducted regarding the compilation of SSR and suggestions were made to ensure proper documentation of events.



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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 02-11-2018

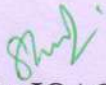
Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Second Phase School Internship for M. Ed. Students
- 2) Competitions based on Communal Harmony and National Integration
- 3) Preparation of SSR

Minutes:

- ✓ It was decided to arrange Second Phase School Internship for M. Ed Students from 5th to 21st November 2018.
- ✓ Communal Harmony and National Integration Day will be celebrated on 22nd November 2018 and competitions connected to the theme will be conducted.
- ✓ The various aspects of the SSR and the report work related to various criteria was discussed during the course of the meeting.


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Dyna Pereira

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 03-12-2018


Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Social visit to Abhaya Bhavan and Shanti Bhavan
- 2) Christmas Celebrations and X'Mas Message
- 3) Conduct of III Semester M.Ed. Degree Examination
- 4) Preparation of SSR

Minutes:

- ✓ Social visits to Abhaya Bhavan and Shanti Bhavan was to be arranged on 18th December 2018.
- ✓ It was decided to conduct Christmas Celebration on 19th December 2018 and to invite Fr. Mathew Ozhathil, Director, Infant Jesus Seminary, Kottayam to deliver the Christmas Message.
- ✓ The arrangements for conducting the III Semester M.Ed. Degree Examination were to be carried out.
- ✓ The staff-in-charge for compiling the SSR shared their viewpoints and difficulties regarding the preparation of SSR.


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MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 04-01-2019

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Placement Programme
- 2) State Level Children's Maths Congress
- 3) Community Living Camp
- 4) Seminar on 'Personality Development on Challenges and Possibilities as a Woman'
- 5) Awareness class on Plastic Pollution and nearby Market Cleaning
- 6) School Induction Programme for B.Ed. Students
- 7) Republic Day Celebrations
- 8) Third Phase School Internship for M.Ed. Students
- 9) College Educational Tour

Minutes:

- ✓ During the meeting, it was decided to arrange Placement Programme on 7th January, 15th February and 1st March 2019.
- ✓ The 18th State Level Children's Maths Congress in connection with Kerala Ganitha Sastra Parishad will be held at in the college campus on 12th January 2019.
- ✓ The Community Living Camp for the Second year B.Ed. students will be conducted from 14th to 18th January 2019 based on the theme 'Search Your Uniqueness'.
- ✓ A Seminar on 'Personality Development on Challenges and Possibilities as a Woman' will be taken by Mr.Abhilash Joseph, Counsellor and Training Team Head, IPCAI on 17th January 2019, as part of the Community Living Camp.
- ✓ An Awareness class on Plastic Pollution will be held by DIMC on 11th January 2019. It was decided to clean the nearby Market on the same day.
- ✓ It was decided to commence the School Induction Programme for B.Ed. students on 23rd January 2019.
- ✓ Plans were made to organize Republic Day Celebrations on 26th January 2019.

- ✓ The Third Phase of the School Internship for M.Ed. students will be from 28th January to 15th February 2019.
- ✓ The College Educational Tour will be arranged to Chickmangalur, Bellur and Coorg for the Second year B.Ed. students from 28th January to 1st February 2019.



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Maria Joseph

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Sr. Gracelyn

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 05-02-2019

Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Arts Fest
- 2) PTA Executive Meeting
- 3) Annual retreat
- 4) Sports Meet
- 5) Oath Taking as part of International Mother Language day
- 6) Carmel Fest
- 7) National Science Day Celebrations
- 8) Workshop on 'Energy Conservation'
- 9) Merit Day
- 10) Student Participation in M.G. University Youth Festival
- 11) Workshop on Yoga
- 12) Participation in SAM Fest
- 13) Fourth Phase School Internship for M.Ed. Students
- 14) Participation of teacher trainees in National Seminar.

Minutes:

- ✓ Arts Fest will be conducted on 7th and 8th of February 2019.
- ✓ It was decided to arrange PTA Executive Meeting on 11th February 2019.
- ✓ Annual Retreat will be conducted from 12th to 14th February 2019 by Fr. Joshy Madathilparambil and team.
- ✓ Sports Meet will be conducted on 15th February 2019.
- ✓ Oath Taking will be arranged as part of International Mother Language day on 21st February 2019
- ✓ Carmel Fest will be organized on 26th February 2019.
- ✓ It was decided to conduct National Science Day Celebrations on 26th to 28th February 2019 which will be inaugurated by Dr. Sunil Kumar, State Level External Faculty of Kudumbasree.
- ✓ A Workshop on 'Energy Conservation' was to be taken by Ms. Annie Thomas, External Faculty Member of Petroleum Conservation Research Association (PCRA) on 27th February 2019.
- ✓ Merit Day will be conducted from 27th and 28th February 2019.
- ✓ Students will be participating in M.G. University Youth Festival on 28th February 2019.

- ✓ A Workshop on Yoga and meditation will be conducted by Mr Biju B., Kalari expert.
- ✓ It was decided to encourage the teacher trainees to take part in the competitions included in SAM Fest on 1st March 2019.
- ✓ Fourth Phase School Internship for M.Ed. Students will be arranged from 1st to 30th March 2019.
- ✓ It was suggested that the M.Ed. teacher trainees should be motivated to participate in the National Seminar conducted at S.D. College, Kanjirapally.



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PM

MSJ
MSJ

~~Soosamma~~

Liz

LK
LK

Bindhumol

Juliet

Dyna

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM

Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 05-03-2019


Venue: Mini Conference Hall

Agenda of the Meeting

- 1) Participation of teacher trainees in State Level Training College Youth Festival
- 2) Participation of teacher trainees in M.G. University Athletic Meet
- 3) Blessing of renovated College auditorium
- 4) Celebration of College Day
- 5) Preparation for SSR

Minutes:

- ✓ It was decided to encourage the teacher trainees to participate in the State Level Training College Youth Festival 'Rangolsav' which was to be held on 8th and 9th of March 2019.
- ✓ Students will be participating in the M.G. University Athletic Meet on 9th March 2019.
- ✓ It was finalized to arrange the blessing of the renovated College auditorium on 21st March 2019.
- ✓ The College Day celebrations were to be held on 23rd March 2019.
- ✓ During the meeting, suggestions and clarifications from the part of the staff regarding preparation of SSR were discussed.


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