

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

Minutes of IQAC

Date: 03-06-2019

Venue: Mini Conference Hall


AGENDA OF THE MEETING

- Discussion of the IQAC initiatives of the previous year
- Preparation of Annual Plan for the year 2019 – 2020.
- Preparation of the Academic Calendar
- Orientation for B.Ed./M.Ed. Programme.
- Preparation of Timetable and workload
- Conduct of II Semester B. Ed. and M. Ed. Degree Examination
- Conduct of orientation programme for the new B. Ed. batch of 2019-2020.
- Continuation of the Tailoring programme for the marginalised women in the locality.
- Celebration of World Environment Day, International Yoga Day and Reading Week.
- Workshop on Drama and Theatre Arts.

MINUTES

- The IQAC initiatives of the assessment year 2018-2019 was discussed and evaluated.
- It was decided to prepare the Annual Plan for the year 2019- 2020 so as to focus on quality enhancement of the activities of the institution.
- Discussions regarding the preparation of Academic calendar were done. A Committee consisting of Programme coordinator, Student Advisor and IQAC coordinator was constituted for the same.
- Duties were assigned for the preparation of Timetable and workload.
- It was decided to commence the tailoring classes for the marginalised women in the locality for the academic year on 19-06-2019.
- The duties for preparing timetable and workload for the new academic year were allotted.
- Decided to celebrate World Environment Day and International Yoga Day.
- Duties were assigned for the conduct of II Semester B. Ed. and M. Ed. Degree Examination
- Decided to conduct Reading week celebrations from 15th to 19th July 2019.
- An orientation towards B. Ed. and M.Ed. Curriculum was decided to be conducted for the new batch of students by the Programme Co-ordinator Dr. Mary Sheba Jose on 02.07. 2019 and General Orientation by Dr. Pushpa Marian, Principal on 17th July 2019.




Signature of the IQAC coordinator
IQAC

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) Sr. Bindhumol T , Assistant Professor
- 6) Sr. Dhanya CSST (Local Manager), Member from the Management
- 7) Sr. Juliet Petreeshya Dost, Senior Administrative Officer
- 8) Sr. Dyna Pereira, Senior Administrative Officer
- 9) Manu Joseph (Clerical Staff)
- 10) Dr. Sisy Jose, Nominee from Local Society
- 11) Jisty Joseph (Chairperson), Nominee from the Student Community
- 12) Ms. Sreenivasan Syama, Nominee from Alumni
- 13) Sr. Gracelyn CSST, Nominee from Employer
- 14) Susamma Chacko., Nominee from PTA

Pushpa

Dr. Mary Sheba Jose

Suma

Soosamma

Sr. Bindhumol T

Sr. Dhanya

Sr. Juliet

Sr. Dyna

Manu Joseph

Dr. Sisy Jose

Sr. Gracelyn

Susamma

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

Minutes of IQAC

Date: 16-07-2019

Venue: Mini Conference Hall


AGENDA OF THE MEETING

- Evaluation of the activities conducted based on the previous IQAC meeting
- Finalisation of the academic calendar and annual plan of the institution
- Collection of feedback from stakeholders
- School internship of B.Ed students
- Training programme on Yoga for the B.Ed. students.
- Celebration of Hiroshima Day, Independence Day and Inauguration of Subject Associations and Clubs
- Commencement of Value-Added Courses and UGC Sponsored Add on Courses.

MINUTES

- The activities organised based on the first IQAC meeting for the year were evaluated and areas for improvement were chalked out.
- Detailed discussion on the academic calendar and annual plan were done and finalised.
- Decided to collect feedback from stakeholders on curriculum and administration of student satisfaction survey using google forms.
- One day Training programme on yoga to be conducted for 1st year B. Ed. students on 18th July 2019.
- Decided to Commence Value-Added Courses from 1st August 2019.
- Celebration of Hiroshima Day and Independence Day was decided.
- Commencement of UGC sponsored Add on Course on the month on 22nd August 2019.
- Inauguration of Subject Associations and Clubs on 19th July 2019.
- Commencement of School Internship for II Year B. ED students on 23rd July 2019.




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
- 6) Dr. Lissy Koshi, Assistant Professor
- 7) Jaya P.J, Assistant Professor
- 8) Sr. Bindhumol T., Assistant Professor
- 9) Sr. Juliet Petreeshya Dost, Senior Administrative Officer
- 10) Sr. Dyna Pereira, Senior Administrative Officer

Pushpa

Mary Sheba Jose

Suma Joseph

Soosamma P. A.

Liz Kuriakose

Lissy Koshi

Jaya P.J.

Juliet

Dyna Pereira

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

Minutes of IQAC

Date: 23-09-2019

Venue: Mini Conference Hall

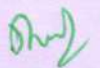
AGENDA OF THE MEETING

- Finalisation of Plan of action
- Analysis of the feedback collected
- Preparation of AQAR for the year 2018-2019
- College Union Election.
- Releasing of the College Magazine of the year 2018-2019
- Onam and Teacher's Day Celebration, Union and Arts Club inauguration.

MINUTES

- Action plan prepared for the semester was discussed and finalised
- The feedback collected were analysed and discussed and the report was finalised
- Suggestions provided by the stakeholders were implemented
- Teachers were assigned duties in preparing AQAR of the year 2018-2019 criterion wise
- College Union Election will be conducted on 21st August 2019
- College magazine for the year 2018-2019 was decided to be released on 27th August 2019
- Onam Celebration will be conducted on 4th September 2019, Teachers Day Celebration and Union and Arts Club inauguration will be on 5th September 2019.




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) Bindhumol T., Assistant Professor
- 6) Dr. Lissy Koshi, Assistant Professor
- 7) Liz Kuriakose, Assistant Professor
- 8) Jaya P.J, Assistant Professor
- 9) Sr. Juliet Petreeshya Dost, Senior Administrative Officer
- 10) Sr. Dyna Pereira, Senior Administrative Officer

PM

MSJ

Soosamma P. A.

Bindhumol T.

Lissy Koshi

Liz Kuriakose

Jaya P.J.

Juliet

Dyna

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

Minutes of IQAC

Date: 05-11-2019

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Discussion on previous IQAC minutes.
- Approval of the feedback analysis report.
- Initial discussion on AQAR 2018-2019
- Arranging Communicative English classes for School students
- Celebration of days of importance
- School Internship Programme to Primary Schools by M. Ed Students.
- Interaction with educational expert from France
- Conduct of III Semester B. Ed/ M. Ed Degree Examination

MINUTES

- The initiatives taken based on the previous IQAC meeting were analysed
- The initial draft of the AQAR prepared for the previous year was discussed and modifications were suggested
- The stakeholder feedback report was approved and finalised
- Decided to conduct Communicative English classes to the students of Children's Home by the teacher trainees of English Optional class
- In relation to 150th Gandhi Jayanthi Celebration, it was decided to conduct several competitions for the school students of practice teaching schools from 3/10/19 to 5/10/19.
- Planned to celebrate Ozone Day, Vigilance Awareness Week, Rashtriya Sankalp Divas, Rashtriya Ekta Divas, Linguistic Harmony Day, Minority Day, Cultural Day and Conservation of Biodiversity Day.
- Decided to arrange an interaction with Ms Julie Walker from France on 13-11-2019
- Arrangements for the Conduct of III Semester B. Ed/ M. Ed Degree Examination were planned.



Shree

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) Sr. Bindhumol T , Assistant Professor
- 6) Sr. Dhanya CSST (Local Manager), Member from the Management
- 7) Sr. Juliet Petreeshya Dost, Senior Administrative Officer
- 8) Sr. Dyna Pereira, Senior Administrative Officer
- 9) Manu Joseph (Clerical Staff)
- 10) Dr. Sisy Jose, Nominee from Local Society
- 11) Jisty Joseph (Chairperson), Nominee from the Student Community
- 12) Ms. Sreenivasan Syama, Nominee from Alumni
- 13) Sr. Gracelyn CSST, Nominee from Employer
- 14) Susamma Chacko., Nominee from PTA

Pushpa

Dr. Mary Sheba Jose

Suma

Soosamma

Bindhumol

Juliet

Dyna

Manu

Jisty

Syama

: Sr. Gracelyn

Susamma

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

Minutes of IQAC

Date: 09-01-2020

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Finalisation of the AQAR of the year 2018-2019
- Review of the previous IQAC minutes
- Review on action plan
- Organising Campus Placement.
- Planning related to Educational Tour and Community Living Camp.
- Internship Programme for 1st year B.Ed. and M.Ed. students.
- Arts Fest and participation in Mahatma Gandhi University Youth Festival.

Minutes

- The AQAR for the previous year was thoroughly analysed and was finalised
- The programmes conducted based on the previous IQAC meeting was analysed and new plans were chalked out
- The extent to which the action plan was adhered to was evaluated and its further implementation was discussed
- Campus Placement was planned to be organized on 7th January 2020.
- Educational Tour and Community Living Camp were planned to be conducted in January and February 2020 respectively.
- Decided to conduct School Internship for first year B.Ed and M.Ed. students. The list of students who were to be allotted to various practice teaching schools was discussed.
- The preparations and arrangements related to the College Day Celebrations were discussed.



[Handwritten Signature]
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
- 6) Dr. Lissy Koshi, Assistant Professor
- 7) Jaya P.J, Assistant Professor
- 8) Sr. Bindhumol T., Assistant Professor
- 9) Sr. Juliet Petreeshya Dost, Senior Administrative Officer
- 10) Sr. Dyna Pereira, Senior Administrative Officer

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

Date: 25-02-2020


Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Review of the previous IQAC Minutes
- Carmel Fest
- Sports Day
- SSR discussion
- Review of the Action plan
- Review on the extension activities
- Participation in inter-collegiate competitions

Minutes

- The programmes conducted based on the previous IQAC meeting were analysed
- Decided to discuss the revised SSR
- Carmel Fest, interschool competition for school students was decided to be conducted on 27-02-2020.
- Sports Day to be conducted on 1st & 2nd March 2020.
- It was decided to participate in the 3rd All Kerala Inter-Collegiate Sports Meet conducted by Labour India College of Teacher Education, SAM Fest, University Youth Festival, Shuttle Badminton Competition etc.
- The action plan was again reviewed and analysed
- The extension activities conducted during the academic year was analysed and new programmes were 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) Sr. Bindhumol T , Assistant Professor
- 6) Sr. Dhanya CSST (Local Manager), Member from the Management
- 7) Sr. Juliet Petreeshya Dost, Senior Administrative Officer
- 8) Sr. Dyna Pereira, Senior Administrative Officer
- 9) Manu Joseph (Clerical Staff)
- 10) Dr. Sisy Jose, Nominee from Local Society
- 11) Jisty Joseph (Chairperson), Nominee from the Student Community
- 12) Ms. Sreenivasan Syama, Nominee from Alumni
- 13) Sr. Gracelyn CSST, Nominee from Employer
- 14) Susamma Chacko., Nominee from PTA

Pushpa

Dr. Mary Sheba Jose

Suma

Soosamma

Bindhumol T.

Juliet

Dyna

Manu

Sisy Jose

Jisty

Syama

: Sr. Gracelyn

Susamma