

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

Minutes of IQAC

Date: 01-06-2020


Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Discussion of the IQAC initiatives of the previous year
- Preparation of Annual Plan for the year 2020 – 2021.
- Preparation of the Academic Calendar, Timetable and workload
- Preparation for the conduct of Online classes for the students
- Training in using online platforms for the faculty
- Celebration of World Environment Day, Anti drugs day and International Yoga Day online
- Commencement of Coursera for Campus Programme
- Reading week celebration

MINUTES

- The IQAC initiatives of the assessment year 2019-2020 was discussed and evaluated
- It was decided to prepare the Annual Plan for the year 2020- 2021 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
- The commencement of the academic year for the B.Ed and M.Ed students from 03-06-2020 was online for the first time. Preparations for the conduct of online classes were planned. Teachers were oriented to handle online classes using different platforms like Zoom, Google Meet, Google Classroom etc.
- It was also decided to conduct both curricular and cocurricular activities online.
- Decided to avail the sponsorship of Coursera for Campus Programme. Duties were assigned to teachers.
- Decided to celebrate of World Environment Day, Anti drugs day and International Yoga Day online and also to conduct online competitions
- As part of Reading Week Celebrations a Webinar on Self Publishing by Shri. Vimal Kumar , Technical Assistant, Mahatma Gandhi University


Signature of the IQAC coordinator

IQAC
Mount Carmel College of
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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
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- 12) Ms. Sreenivasan Syama, Nominee from Alumni
- 13) Ms. Smitha James, Nominee from Employer
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**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN
KOTTAYAM**

Minutes of IQAC

Date: 03-07-2020


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
- Conduct of webinars
- Online celebration of days of importance
- Certificate course in Video Content Creation
- Online interface meeting with the Heads of the practice teaching schools

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 conduct Online Foundation Programme in Communicative English on 8th July 2020 by Ms. Preethi George, certified Trainer from Trinity College , London, Webinar on Creativity in Teaching by Mr. Cheriyan Varghese, motivational speaker and trainer on 17-07-2020 and webinar on Gender bias and Stereotyping by Dr. Sisy Jose, Associate Professor, Government Nursing College, Kottayam on 20-08-2020.
- In order to prepare the student teachers for their online School Internship programme a three day Online certificate course in Video Content Creation by Scientia was conducted using Gnomio Moodle platform. Short videos prepared by Physical Science students on video content creation and editing softwares were used .
- Decided to conduct an Online Interface meeting with the heads of Practice Teaching schools on 19-08-2020 before the commencement of the School Internship Programme.
- Several online competition were planned to conduct in relation to the celebration of Independence Day, National Sports Day and Onam


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

Date: 10-09-2020


Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Finalisation of Plan of action
- Preparation of Online submission of the pending AQARs from 2015-2016 onwards
- Conduct of Webinar on Digital Tools for Smart Teachers
- Planning of One week online Faculty Development Programme
- 150th Gandhi Jayanthi Celebration
- Commencement of VENTEL Action Plan

MINUTES

- Action plan prepared for the semester was discussed and finalised.
- The AQARs from 2015-2016 onwards were decided to submit online through HEI portal and duties were assigned to teachers for the same
- Decided to conduct Webinar on Digital Tools for Smart Teachers by Dr. K.S Sajan, Associate Professor, NSS Training College, Ottapalam in collaboration with St. Josephs Training College, Kottayam. MoU was prepared
- A One week online Faculty Development Programme on Prospects of Virtual Learning: Engaging Learners and Empowering Teachers in Collaboration with School of Physical Education and Sports Sciences, M.G. University was planned. Resource Persons for different sessions were finalised. Various duties were assigned.
- Decided to organise online inter-school competitions for Students of Teaching Practice Schools in connection to 150 th Gandhi Jayanthi Celebrations. Competitions were arranged Optional Wise.
- The institution decided to participate in the VENTEL Action Plan in collaboration with, Ministry of Education. The subthemes were decided and teachers were assigned to each theme. Several activities were planned under each theme. A National level online workshop on VENTEL AP was conducted by MGNCRE.


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Minutes of IQAC

Date: 03-11-2020

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Discussion on previous IQAC minutes.
- Initial discussion on AQAR 2019-2020
- Commencement of Extension Activity (Free tuition) at Sr. Alphonsa School.
- Webinar on German Language
- Commencement of the Academic Year for 2020-2022 Batch

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
- A Webinar on German Language was arranged by D.H. Pradeep
- Decided to initiate extension activity at Sr. Alphonsa UP School, Channamattom. Free tuition was arranged online by our B.Ed students in five subjects for 3 months.
- On 14-12-2020 the new batch of B.Ed and M.Ed programme commenced in Offline mode. Several Orientation programmes for the students were planned out.


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

Date: 04-01-2021


Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Review of the previous IQAC minutes
- Review on action plan
- Arranging Programmes for the newly admitted students
- Planning related Community Living Camp.
- Conduct of webinars and talks

Minutes

- 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
- Decided to conduct programmes for the newly admitted students by Msgr. Rev. Dr. Jose Navaz, Cancellor of Vijayapuram Diocese, Workshop on Yoga by Dr. Augustine George, Assistant Professor in Physical Education, Government Medical College, Kottayam and Talk on Attitudes and behaviour of teacher in classroom by Dr. Pushpa Marian.
- Decided to conduct Community Living Camp on theme Breaking the Gender Barriers from 15-02-2021 to 19-02-2021.
- Webinars on talks planned as part of the camp were Webinar on Intellectual Property Rights and Rights of Women and Children by Dr. Jasmine Alex, Assistant Professor, School of Legal Thoughts, MG University, Webinar on Queer Freedom in India by Sheedhal Shyam , Member, State Trans Justice Board, Kerala, Awareness Class on Sex Education by Mrs. Reenu Elizabeth Abraham, Alumni of the institution and ASAP Trainer, Awareness class on Covid and Mental Health by Dr. Sisy Jose, Associate Professor, Government College of Nursing, Kottayam and Awareness on POCSO Act and Juvenile Justice Act by Mr. George Kutty, District Probation Officer, Grade II, Department of Social Justice, Kerala.


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

Date: 22-03-2021


Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Review of the previous IQAC minutes
- Women's Day celebration
- Sports Day, Arts Day, College Day and Women's day
- Discussion on previous AQAR s prepared for online submission
- Commencement of MOOC in Organic Farming
- Conduct of Esperanto- Summer Camp for school students

Minutes

- The programmes conducted based on the previous IQAC meeting were analysed
- Decided to discuss the previous AQAR s prepared for online submission.
- A Seminar on Cyber Security by Mr. Jins T Thomas, Digital Forensic Examiner was decided to be conducted as part of Women's Day
- Decided to conduct Arts Fest, Sports Day and 67th Annual Day Celebration on 19-03-2021, 24-03-2021 and 29-03-2021 respectively.
- MOOC in Organic Farming conducted by Mahatma Gandhi University was initiated in the institution for the newly admitted B.Ed students
- Decided to conduct Esperanto- Summer camp for the inmates of Children's Home under the care of Carmelite Sisters of St. Teresa from 24-05-2021 to 29-05-2021.


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