

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

**Date** : 03-06-2021

**Venue:** Mini Conference hall

**Agenda of the meeting**

- Discussion on the annual plan for the year 2021-2022
- Preparation of the Academic Calendar
- Orientation programme for the Teaching and Non- Teaching staff
- Initiation of the webinar series "Carmel Forum".

**MINUTES**

The first meeting of the IQAC for the Academic year 2021-2022 was conducted at Mini Conference Hall at 3.00 p.m. Principal, IQAC Coordinator, Faculty, Nominees from PTA, Local Body, Employers, Students were present for the meeting. The following areas were discussed during meeting.

- ❖ Decided to prepare the annual plan of the academic year to focus on the betterment of the curriculum transaction and other non-academic activities.
- ❖ Decided to prepare the academic calendar. A committee was formed consisting Programme Coordinator, Student advisor and IQAC Coordinator.
- ❖ Decided to conduct an Orientation programme for the faculty and administrative staff of the college.
- ❖ In order to ensure quality in academic and non-academic area the staff council decided to initiate series of webinars for the students and public namely research scholars and decided to name it as "Carmel forum" Dr. Lissy Koshi, Associate professor in Education and Dr. Nidhu Neena Varghese, Asst. Professor were given charges as Teacher Coordinator and Assistant Teacher Coordinator.

After an effective discussion Asst. IQAC Coordinator thanked the members of the meeting and the meeting came to an end at 4.30 p.m.

  
Signature of the IQAC Coordinator.

### Members Present

- 1) Dr. Mary Sheba Jose (Principal), Chairperson
- 2) Dr. Liz Kuriakose (Assistant Professor), Coordinator
- 3) Dr. Suma Joseph (Associate Professor), B.Ed.
- 4) Bindhumol T. (Assistant Professor), IQAC Assistant Coordinator
- 5) Dr. Nidhu Neena Varghese (Assistant Professor), M.Ed.
- 6) Sr. Mrudul CSST (Local manager), Member from the Management
- 7) Sr. Dyna Pereira (Accountant), Senior Administrative Officer
- 8) Ms. Manu Joseph (Clerical Staff), Administrative Officer
- 9) Dr. Sisy Jose (Associate Professor), Nominee from Local Society
- 10) Ms. Merin Dona (Chairperson), Nominee from the Student Coordinator
- 11) Ms. Sreenivasan Syama, Nominee from Alumni
- 12) Ms. Smitha James, Nominee from Employer
- 13) Mr. Jose Mathew, Nominee from PTA

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

**Date** : 10-07-2021

**Venue:** Mini Conference hall

The second meeting of the IQAC was conducted in the Mini Conference Hall at 11.30 a.m.  
The following agendas were discussed.

**Agenda of the meeting.**

- Finalization and discussion of the Academic calendar and Annual plan of the institution
- Evaluation of the activities conducted based on the previous IQAC meeting.
- Change in the AQAR Format of 2021-2022
- Evaluation of the Webinar series "Carmel forum"
- Webinar on Antidrug and narcotics.
- Commencement of Add on course

**Minutes of the meeting**

- ❖ The committee formed for the preparation of the Academic Calendar and Annual plan presented the same and discussions were carried out. After the discussion and some minor changes the Academic Calendar and the Annual plan was finalized.
- ❖ Evaluation of the activities chalked out in the last IQAC meeting was done
- ❖ IQAC Coordinator enlightened about the change in the AQAR format and asked the members appointed for different criterion to go through it and take the necessary steps to fill up the new format.
- ❖ Evaluation of the webinar series was done and decided to keep experts from various disciplines as resource persons.
- ❖ Decided to conduct a webinar on Antidrug and narcotics.
- ❖ Decided to Commence the Add on course- Diploma in Computer Application and Certificate Course in Counsellor Training on 20-07-2021.

The meeting concluded at 12.30 p.m.

  
Signature of the IQAC Coordinator.

### Members Present

- 1) Dr. Mary Sheba Jose (Principal), Chairperson
- 2) Dr. Liz Kuriakose (Assistant Professor), Coordinator
- 3) Dr. Suma Joseph (Associate Professor), B.Ed.
- 4) Bindhumol T. (Assistant Professor), IQAC Assistant Coordinator
- 5) Dr. Nidhu Neena Varghese (Assistant Professor), M.Ed.
- 6) Sr. Mrudul CSST (Local manager), Member from the Management
- 7) Sr. Dyna Pereira (Accountant), Senior Administrative Officer
- 8) Ms. Manu Joseph (Clerical Staff), Administrative Officer
- 9) Dr. Sisy Jose (Associate Professor), Nominee from Local Society
- 10) Ms. Merin Dona (Chairperson), Nominee from the Student Coordinator
- 11) Ms. Sreenivasan Syama, Nominee from Alumni
- 12) Ms. Smitha James, Nominee from Employer
- 13) Mr. Jose Mathew, Nominee from PTA

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

**MINUTES OF IQAC**

**Date** : 02-09-2021

**Venue:** Mini Conference hall

The meeting began at 3.p.m. The IQAC Coordinator welcomed the gathering. The minutes of the last IQAC meeting were presented and it was passed. The following agendas were discussed.

**Agenda of the meeting**

- Evaluation of the Webinar Series “Carmel Forum”. Based on the feedback
- Discussion on the new format of AQAR
- Free tuition for Adopted School Children
- Webinar on stress management.

**Minutes of the meeting**

- ❖ Evaluation on the webinar series Carmel Forum was done based on the feedback by the participants. It was decided to include Research Scholars and participants from other institutions.
- ❖ Discussion on the new format of AQAR was done and entrusted the concerned persons of each criteria to read and study about the changes and present it in the next IQAC meeting.
- ❖ Inorder to provide help for the school children it was decided to provide free tuition for the adopted school students.
- ❖ Decided to arrange a webinar on stress management for the faculties and students inorder to reduce the stress related issues.

The meeting concluded at 4.30 p.m. IQAC Assistant Coordinator proposed the vote of thanks.



Signature of the IQAC Coordinator.

### Members Present

- 1) Dr. Mary Sheba Jose (Principal), Chairperson
- 2) Dr. Liz Kuriakose (Assistant Professor), Coordinator
- 3) Dr. Suma Joseph (Associate Professor), B.Ed.
- 4) Bindhumol T. (Assistant Professor), IQAC Assistant Coordinator
- 5) Dr. Nidhu Neena Varghese (Assistant Professor), M.Ed.
- 6) Sr. Mrudul CSST (Local manager), Member from the Management
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- 10) Ms. Merin Dona (Chairperson), Nominee from the Student Coordinator
- 11) Ms. Sreenivasan Syama, Nominee from Alumni
- 12) Ms. Smitha James, Nominee from Employer
- 13) Mr. Jose Mathew, Nominee from PTA

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

**Date** : 28-11-2021

**Venue:** Mini Conference hall

The meeting started at 11.a.m with a welcome by the IQAC Coordinator.

The following agendas were discussed.

**Agenda of the meeting**

- Presentation of the rough draft of the prepared AQAR
- Discussion on the different Criterion in the new prepared AQAR
- Inauguration of the Clubs and Associations.
- Orientation on Communicative English
- Workshop on Artistic products
- Eye camp

**Minutes of the meeting**

- ❖ The Different committees entrusted with the criterion presented their progress in the preparation of the AQAR Format.
- ❖ Discussions done and suggestions were given relating to certain areas in the AQAR Format
- ❖ Decided to conduct the inauguration of the various clubs and Associations.
- ❖ To enhance the language competency of the students it was decided to arrange communicative english classes for the trainees.
- ❖ To develop different skills among the teacher trainees decided to conduct a work shop on various Artistic products.
- ❖ Decided to conduct an eye camp.

The meeting came to an end at 12.30 a.m.



Signature of the IQAC Coordinator.

### Members Present

- 1) Dr. Mary Sheba Jose (Principal), Chairperson
- 2) Dr. Liz Kuriakose (Assistant Professor), Coordinator
- 3) Dr. Suma Joseph (Associate Professor), B.Ed.
- 4) Bindhumol T. (Assistant Professor), IQAC Assistant Coordinator
- 5) Dr. Nidhu Neena Varghese (Assistant Professor), M.Ed.
- 6) Sr. Mrudul CSST (Local manager), Member from the Management
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- 10) Ms. Merin Dona (Chairperson), Nominee from the Student Coordinator
- 11) Ms. Sreenivasan Syama, Nominee from Alumni
- 12) Ms. Smitha James, Nominee from Employer
- 13) Mr. Jose Mathew, Nominee from PTA



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

**Date :** 05-12-2021

**Venue:** Mini Conference hall

The meeting began at 2.30 a.m. The following agendas were discussed.

**Agenda of the meeting**

- Submission and presentation of the AQAR 2021-2022 to the IQAC Coordinator for corrections
- Planning and preparation for the next academic calendar and Annual plan for the year 2022-23
- Social Visit
- Seminar on Family counselling
- Awareness class on Gender
- Workshop cum training in Yoga
- Commencement value added course for 2020-2022 batch.

**Minutes of the meeting**

- ❖ The prepared AQAR of the year 2021-2022 was submitted and presented criterion wise during the meeting by each committee
- ❖ Duties were assigned to the faculty and the administrative staff for the preparation of Academic Calendar and Annual plan for the next academic year 2022-2023.
- ❖ Decided to conduct a social visit to Abhaya Bhavan and Shanthi Bhavan to inculcate in the Teacher Trainees the social responsibility
- ❖ To enlighten the students with family life and related issues it was decided to conduct a seminar on Family counselling.
- ❖ Decided to arrange an awareness class on Gender
- ❖ Decided to conduct a workshop cum training in Yoga.
- ❖ Decided to begin the value added courses for the students of I & IV Semester on Arts & Crafts, Eco-friendly products and Communicative English in the month of January.

The meeting came to an end at 4.30 p.m.

  
Signature of the IQAC Coordinator.

### Members Present

- 1) Dr. Mary Sheba Jose (Principal), Chairperson
- 2) Dr. Liz Kuriakose (Assistant Professor), Coordinator
- 3) Dr. Suma Joseph (Associate Professor), B.Ed.
- 4) Bindhumol T. (Assistant Professor), IQAC Assistant Coordinator
- 5) Dr. Nidhu Neena Varghese (Assistant Professor), M.Ed.
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- 10) Ms. Merin Dona (Chairperson), Nominee from the Student Coordinator
- 11) Ms. Sreenivasan Syama, Nominee from Alumni
- 12) Ms. Smitha James, Nominee from Employer
- 13) Mr. Jose Mathew, Nominee from PTA

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

**MINUTES OF IQAC**

**Date** : 05-02-2022

**Venue:** Mini Conference hall

The meeting commenced at 11.a.m and the following agendas were discussed.

**Agenda of the meeting**

- Review and Evaluation on the Action plan
- Arranging programmes for the I Semester students of 2021- 2023 Batch
- Planning and Preparation for the Community Living Programme
- Discussion on the prepared AQAR for final Submission

**Minutes of the meeting**

- Reviewed the Action plan found out its strengths and areas to be improved and the remedies were sought out accordingly
- Planned to arrange, Ice breaking sections and Orientation classes for the students of 2021-2023 batch.
- Decided to conduct Community living Camp – “COMMUNITAS,” on the theme Togetherness and different duties were assigned for the staff.
- Discussion is done on the prepared AQAR of 2021-2022 , necessary corrections were made.

The meeting came to an end at 12.30 p.m.



Signature of the IQAC Coordinator

### Members Present

- 1) Dr. Mary Sheba Jose (Principal), Chairperson
- 2) Dr. Liz Kuriakose (Assistant Professor), Coordinator
- 3) Dr. Suma Joseph (Associate Professor), B.Ed.
- 4) Bindhumol T. (Assistant Professor), IQAC Assistant Coordinator
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