



MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN

Muttambalam P.O., Kanjikuzhy, Kottayam- 686004

(Affiliated to Mahatma Gandhi University)

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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting

2018-2019

Date: 04-06-2018

Time: 2.00 pm

Venue: Mini Conference Hall

Agenda of the Meeting

- Discussion of the IQAC initiatives for the year 2018-2019
- Preparation of the Academic Calendar 2018-2019
- Celebration of Days of Importance
- Orientation classes for B.Ed students
- Workshop on Drama and Theatre Arts
- Internship Programme for B.Ed and M.Ed students
- General PTA Meeting
- Discussion on the Preparation of AQAR 2017-2018
- Self-Defence Training Programme
- Collection of Feedback from stakeholders for the previous year
- Conduct of Add on Courses and Value added courses

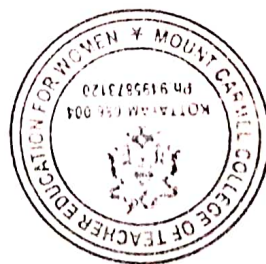
Minutes

- The IQAC initiatives of the assessment year 2018-2019 were discussed.
- Discussion regarding the preparation of the Academic Calendar was done.
- 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.
- It was decided to arrange a PTA General Body Meeting on 2nd July 2018.



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- An Orientation to the First year B.Ed. Programme to 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.
- Discussion was carried out regarding the preparation to be undertaken as part of AQAR. 2017-2018. Criterion wise duties were assigned to teachers
- 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
- Decided to collect Feedback from stakeholders for the previous year
- Decided to conduct add on courses
- Decided to conduct value added courses in Arts and Craft, Tailoring and Embroidery, Communicative English and Family life Education



Suma Joseph

PRINCIPAL

Prof. (Dr.) Suma Joseph
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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
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- 12) Ms. Sreenivasan Syama, Nominee from Alumni
- 13) Sr. Gracelyn CSST, Nominee from Employer
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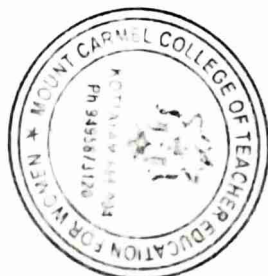
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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting

2018-2019

Date: 05-10-2018

Venue: Mini Conference Hall

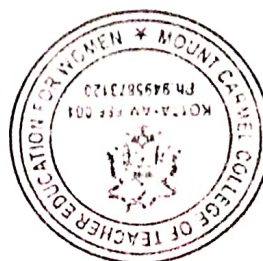
Time: 11.30 a m

Agenda of the Meeting

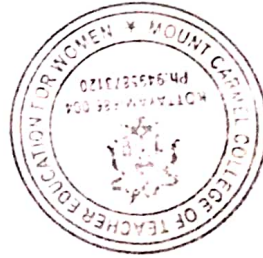
- Alumnae Meet
- Orientation Programme on Reviewed B.Ed. Syllabus
- Food Fest for charity purpose
- Discussion of AQAR 2017-2018
- Celebration of Days of National Importance
- Social visit to Abhaya Bhavan and Shanti Bhavan

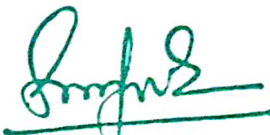
Minutes:

- Alumnae Meet will be conducted on 12th October 2018 in the college auditorium.
- Orientation Programme 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.
- 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 AQAR 2017-2018 prepared was discussed related to various criteria during the course of the meeting.



- Social visits to Abhaya Bhavan and Shanti Bhavan 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.




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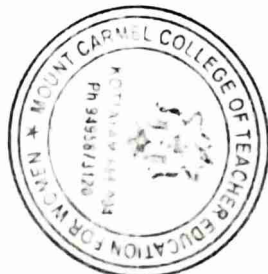
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Internal Quality Assurance Cell
Minutes of IQAC Meeting 2018-2019

Date: 04-01-2019

Venue: Mini Conference Hall

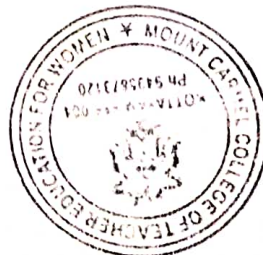
Time: 2.30 p m


Agenda

- Discussion on previous IQAC minutes.
- Discussion on AQAR 2017-2018
- Placement Programme
- State Level Children's Maths Congress
- Community Living Camp
- Seminar and Awareness class
- Republic Day Celebrations
- Educational Tour
- PTA Executive Meeting

Minutes

- The initiatives taken based on the previous IQAC meeting were analysed. AQAR 2017-2018 was also discussed
- 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 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.
- Plans were made to organize Republic Day Celebrations on 26th January 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.
- It was decided to arrange PTA Executive Meeting on 11th February 2019.




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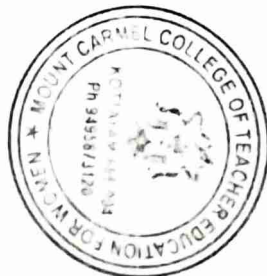
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Internal Quality Assurance Cell
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Date: 05-03-2019

Venue: Mini Conference Hall

Time: 2.30 p m

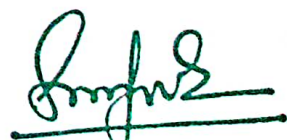
Agenda

- Review of the previous IQAC Minutes
- Participation of teacher trainees in State Level Training College Youth Festival
- Participation of teacher trainees in M.G. University Athletic Meet
- Blessing of renovated College auditorium
- Celebration of College Day
- Finalisation of AQAR 2017-2018
- Carmel Graphics Volume 7
- Conduct of Academic and Administrative audit

Minutes:

- The programmes conducted based on the previous IQAC meeting were analysed.
- 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.
- The AQAR 2017-2018 was discussed and finalised.
- Decided to invite articles for the 7th Volume of Carmel Graphics
- Decided to conduct Academic and Administrative audit by the end of May 2019




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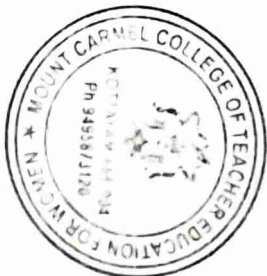
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