



# 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 2019-2020

Date: 03-06-2019

Venue: Mini Conference Hall

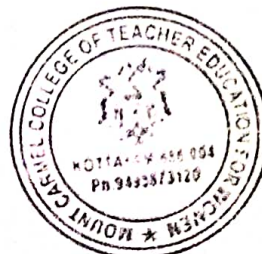
Time: 2.00 pm


### AGENDA

- 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
- Collection of feedback from stakeholders
- School internship of B.Ed students
- Celebration of and Inauguration of Subject Associations and Clubs
- Commencement of Value-Added Courses and UGC Sponsored Add on Courses.
- Continuation of the tailoring programme for the marginalised women in the locality
- Celebration of World Environment Day, International Yoga Day, Reading Week Hiroshima Day and Independence Day.
- Workshop on Yoga, Drama and Theatre Arts.

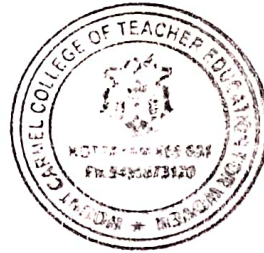
### MINUTES

- 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.



  
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Principal  
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- The duties for preparing timetable and workload for the new academic year were allotted.
- Decided to celebrate days of Importance
- Decided to conduct Reading week celebrations from 15<sup>th</sup> to 19<sup>th</sup> 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 by Dr. Mary Sheba Jose on 02.07. 2019 and general orientation by Dr. Pushpa Marian, Principal on 17<sup>th</sup> July 2019.
- Decided to collect feedback from stakeholders on curriculum
- One day workshop was planned for Yoga and Drama and Theatre Arts
- Decided to Commence Value-Added Courses in Arts and Craft, Fabrication of Eco friendly Products, Communicative English and Family Life Education
- Decided to start UGC sponsored Add on Course on the month of August 2019.
- Planned to Inaugurate Subject Associations and Clubs on 19<sup>th</sup> July 2019.
- Commencement of school internship for II Year B. ED students was planned on 23<sup>rd</sup> July 2019



**PRINCIPAL**  
**Prof. (Dr.) Suma Joseph**  
**Principal**  
**Mount Carmel College of Teacher**  
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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
- 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

Dr. Suma Joseph

Dr. Soosamma P. A.

Sr. Bindhumol T

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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC 2019-2020

**Date: 23-09-2019**

**Venue: Mini Conference Hall**

**Time: 11.30 a m**

#### AGENDA

- Evaluation of the activities conducted based on the previous IQAC meeting
- Finalisation of the academic calendar and annual plan of the institution
- Analysis of the feedback collected
- Preparation of AQAR for the year 2018-2019
- Releasing of the college magazine of the year 2018-2019
- Celebration of Days of importance
- Union and Arts Club inauguration.

#### 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
- The feedback collected were analysed and the actions to be taken were discussed
- Teachers were assigned duties in preparing AQAR of the year 2018-2019 criterion wise
- College magazine for the year 2018-2019 was decided to be released on 27<sup>th</sup> August 2019
- Onam Celebration to be conducted on 4<sup>th</sup> September 2019 and Teachers Day Celebration on 5<sup>th</sup> September 2019.
- Union and Arts Club inauguration to be conducted on 5<sup>th</sup> September 2019



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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC 2019-2020

Date: 05-11-2019

Venue: Mini Conference Hall

Time: 2.30 pm

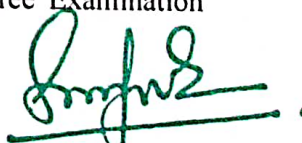
#### AGENDA OF THE MEETING

- Discussion on previous IQAC minutes.
- Approval of the feedback analysis report
- Finalisation of the stakeholder feedback report
- Initial discussion on AQAR 2018-2019
- Arranging Communicative English classes for School students
- Celebration of days of importance
- Interschool competitions
- 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 stake holder 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 150<sup>th</sup> 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.



  
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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC 2019-2020

Date: 09-01-2020

Venue: Mini Conference Hall

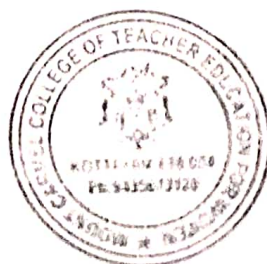
Time: 2.00 p m

#### AGENDA

- Discussion on the AQAR of the year 2018-2019
- Review of the previous IQAC minutes
- Organising Campus Placement.
- Planning related to Educational Tour and Community Living Camp.
- Internship Programme for 1<sup>st</sup> 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 discussed and modifications were suggested
- The programmes conducted based on the previous IQAC meeting was analysed and new plans were chalked out
- Campus Placement was planned to organize on 7<sup>th</sup> January 2020.
- Educational Tour and Community Living Camp was 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.
- Also the preparations and arrangements related to the College Day Celebrations were discussed.



  
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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC 2019-2020

Date: 25-02-2020

Venue: Mini Conference Hall

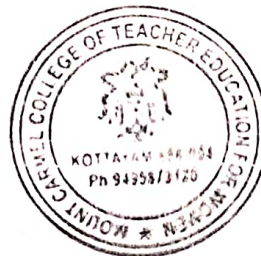
Time: 2.30 pm


#### AGENDA OF THE MEETING

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

#### 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
- Decided to participate in SAM Fest and Shuttle Badminton Competition
- Decided to invite articles for Carmel graphics, Volume 8
- The extension activities conducted during the academic year was analysed





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