



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 2020-2021

Date: 01-06-2020

Time: 2.00 pm

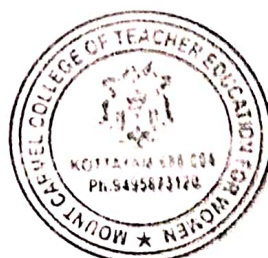
Venue: Mini Conference Hall

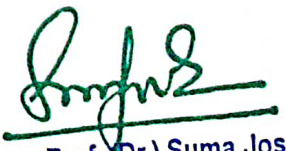
AGENDA

- Approval of IQAC Annual Report 2019-2020
- Discussion on the Annual plan for the year 2020-2021
- Preparation of the previous AQARs
- Preparation of the Academic Calendar and Timetable for the year 2020-2021
- Training in using online platforms for the faculty
- Conduct of Online classes for the students
- Celebration of World Environment Day, Anti drugs day and International Yoga Day online
- Commencement of Coursera for Campus Programme
- Reading week celebration

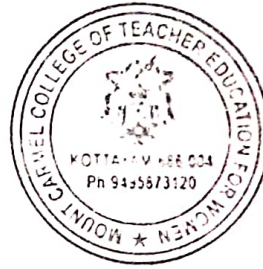
MINUTES

- The IQAC Annual Report for the year 2019-2020 was approved
- It was decided to prepare the Annual Plan for the year 2020- 2021
- Decided to prepare the AQARs for the years 2015-2016, 2016-2017, 2017-2018 and 2018-2019 in the new format available in the NAAC HEI Portal. For each year teachers were given the charge
- Discussions regarding the preparation of Academic calendar and time table were done. A committee consisting of Programme coordinator, Student Advisor and IQAC coordinator was constituted for the same.
- Decided to conduct online classes for the B.Ed and M.Ed students from 03-06-2020 Preparations for the conduct of online classes were planned.




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- Teachers were oriented to handle online classes using different platforms like Zoom, Google Meet, Google Classroom etc.
- 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 decided to conduct a Webinar on Self Publishing by Shri. Vimal Kumar , Technical Assistant, Mahatma Gandhi University



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Members Present

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- 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
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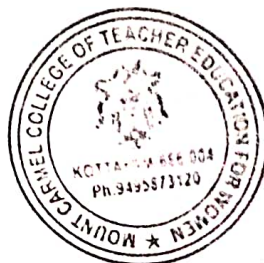
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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC 2020-2021

Date: 03-07-2020

Time: 2.30 pm

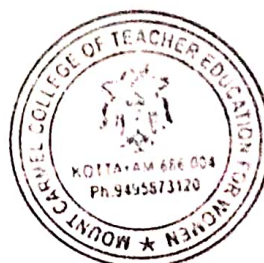
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AGENDA

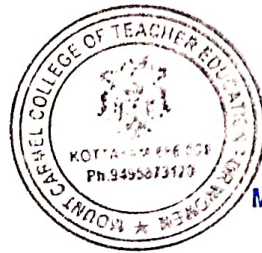
- Evaluation of the activities conducted based on the previous IQAC meeting
- Finalisation of the academic calendar and annual plan of the institution
- Criteria wise discussion of previous AQARs
- Conduct of webinars
- Online celebration of days of importance
- Conduct of School Internship in online mode
- Certificate course in Video Content Creation
- Online interface meeting with the Heads of the practice teaching schools
- Add on Courses and Value added courses

MINUTES

- The activities conducted based on the previous IQAC meeting 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 criteria wise discussions of AQARs 2015-2016, 2016-2017, 2017-2018 and 2018-2019
- 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.
- Decided to conduct School Internship in online mode from 20th August 2020 to 16th December 2020 due to Covid restrictions
- Planned to conduct a three day Online certificate course in Video Content Creation by Scientia Physical Science association using Gnomio Moodle platform in order to prepare the student teachers for their online School Internship programme.
- 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 competitions were planned to conduct in relation to the celebration of Independence Day, National Sports Day and Onam
- Decided to conduct add on courses in counsellor Training and Computer applications
- Decided to continue the value added courses in Arts and Craft, Fabrication of eco friendly products and communicative English.



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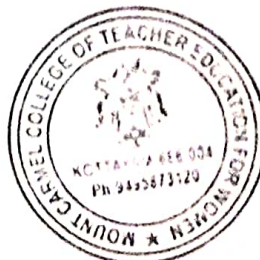
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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC 2020-2021

Date: 10-09-2020

Time: 2.00 pm

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Criteria wise discussion of previous AQARs
- Conduct of Webinar on Digital Tools for Smart Teachers
- Signing of MoU with Institutions
- Planning of One week online International Faculty Development Programme
- 150th Gandhi Jayanthi Celebration
- Youtube channel for the college
- Commencement of VENTEL Action Plan

MINUTES

- Decided to continue criteria wise discussions of AQARs 2015-2016, 2016-2017, 2017-2018 and 2018-2019
- Decided to start a you tube channel for the college under the name Carmel Tube
- 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 on 1^{6th} September 2020
- An MoU was signed with St. Joseph's Training College, Mannanam
- Decided to conduct a One week online International 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 from 23rd September to 29th September 2020.
- 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.



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC 2020-2021

Date: 03-11-2020

Time: 11.30 pm

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Discussion on previous IQAC minutes.
- Criteria wise discussion of previous AQARs
- Commencement of Extension Activity (Free tuition) at Sr. Alphonsa School.
- Webinar on German Language
- Commencement of the Academic Year for 2020-2022 batch
- PTA General body meeting
- Orientation classes for new batch of students

MINUTES

- The initiatives taken based on the previous IQAC meeting were analysed
- Criteria wise discussions of AQARs 2015-2016, 2016-2017, 2017-2018 and 2018-2019 were conducted and modifications were suggested
- A Webinar on German Language was arranged by D.H. Pradeep on 9th December 2020
- 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.
- Decided to commence the new batch of B.Ed and M.Ed programmes on 14-12-2020. PTA General body meeting for the parents of the new batch of students was decided to conduct on the same day.
- Several online and offline Orientation programmes for the newly admitted students were planned out.



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC 2020-2021

Date: 04-01-2021

Time: 2.30 pm

Venue: Mini Conference Hall

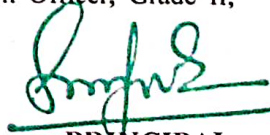
AGENDA OF THE MEETING

- Review of the previous IQAC minutes
- Criteria wise discussion of AQARs
- Arranging programmes for the newly admitted students
- Planning related Community Living Camp.
- Conduct of webinars and talks
- New domain name for the college website

Minutes

- The programmes conducted based on the previous IQAC meeting was analysed and new plans were chalked out
- Continued Criteria wise discussions of AQARs 2015-2016, 2016-2017, 2017-2018 and 2018-2019 and modifications were suggested
- Decided to conduct programmes for the newly admitted students by Msgr. Rev. Dr. Jose Navaz, Chancellor of Vijayapuram Diocese, Workshop on Yoga by Dr. Augustine George, Assistant Professor in Physical Education, Government Medical College, Kottayam, Talk on Attitudes and behaviour of teacher in classroom by Dr. Pushpa Marian and workshop on Report Writing .
- Decided to apply for a new domain name www.mountcarmelcollege.ac.in for the college website
- Decided to conduct Community Living Camp on theme breaking the Gender Barriers from 15-02-2021 to 19-02-2021.
- 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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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC 2020-2021

Date: 17-03-2021

Time: 2.00 pm

Venue: Mini Conference Hall

AGENDA OF THE MEETING

- Review of the previous IQAC minutes
- Finalisation of AQAR s
- Seminar on Cyber security
- Conduct of Sports Day, Arts Day and College Day
- Commencement of MOOC in Organic Farming
- Conduct of Esperanto- Summer Camp for school students
- Publication of Carmel Graphics Volume 9
- Submission of the self appraisal report by the staff
- Academic and Administrative audit
- Feedback on curriculum and teaching learning process

Minutes

- The programmes conducted based on the previous IQAC meeting were analysed
- Completed the discussions of the AQAR s 2015-2016, 2016-2017, 2017-2018 and 2018-2019 and decided to finalise it 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.
- Decided to register the students of 2020-2022 batch for the MOOC in Organic Farming conducted by Mahatma Gandhi University and to inaugurate it in the institution
- Decided to conduct Esperanto- Summer camp for the students of Children's Home under the care of Carmelite Sisters of St. Teresa and for the students of the adopted school from 24-05-2021 to 29-05-2021.
- Decided to invite articles for the peer reviewed journal Carmel Graphics Volume 9
- Decided to submit self appraisal reports by the staff by the end of the academic year
- Decided to conduct Academic and Administrative audit by the end of May 2021



- Decided to collect and analyse the feedback from the stakeholders on curriculum and teaching learning process



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