



MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN

Muttambalam P.O., Kanjikuzhy, Kottayam- 686004

(Recognised by NCTE, Affiliated to Mahatma Gandhi University)

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC

2021-2022

Date: 03-06-2021

Time: 2.00 p.m.

Venue: Mini Conference Hall

Agenda of the meeting

- Approval of IQAC Annual Report 2020-2021
- Discussion on the Annual plan for the year 2021-2022
- Finalisation and submission of pending AQARs
- Preparation of the AQAR 2019-2020
- Preparation of the Academic Calendar 2021-2022
- Planning of Extension activities for the academic year
- Orientation for Staff and Students
- Inauguration of the Carmel Forum – Webinar Series
- CARMEX- Exhibition on Teaching and learning aids
- Celebration of Days of Importance
- Commencement of the UGC Sponsored Add on courses
- Mentor mentee programme for the academic year

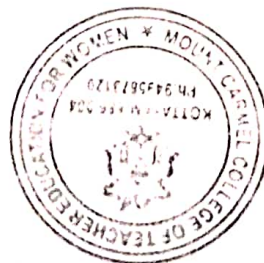
Minutes

- The IQAC Annual report for the year 2020-2021 was presented and approved
- The Annual Plan prepared for the current academic year was discussed and it was decided to prepare the academic calendar based on the plan. A committee was assigned to prepare time table and academic calendar
- The pending AQARs for the years 2015-2016, 2016-2017, 2017-2018, 2018-2019 were finalized and approved for submission



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- Decided to start the preparation of AQAR 2019-2020 soon after the submission of the pending AQARs
- Decided to conduct Orientation programmes for the faculty and staff by Rt. Rev. Msgr. Jose Navaz, Chancellor, Diocese of Vijayapuram on 01/06/2021 and by Rev.Fr. Bobby Jose and Educational orientation was given by Rev. Sr. (Dr.) Alice Mathew CSST on 07/06/2021.
- In order to ensure quality in academic and non- academic area the staff council decided to initiate a series of webinars for the students, research scholars, teachers and public and decided to name it as “Carmel forum” Dr. Lissy Koshi, Associate professor in Education and Dr. Nidhu Neena Varghese, Asst. Professor were appointed as the Coordinators.
- Decided to inaugurate the webinar series on 18/06/2021 along with a session on “From a Teacher’s Diary” by Dr. Lissy Koshi, Associate Professor of the Institution
- Decided to conduct the second session of the Carmel Forum Webinar Series on the topic Teacher Metamorphosis by Dr. Joju John, Assistant Professor, Mar Theophilus Training College on 14/07/2021 and the third session on ‘Self-transformation through Mindfulness,’ by Dr. Giby Geevarughese, Associate Professor, Mar Theophilus Training College on 06/08/2021.
- Decided to celebrate different days of Importance such as World Environment Day, International Yoga Day, National reading week, World Zoonoses Day and Patron’s day, independence day and Onam
- Decided to start the UGC sponsored Add on certificate courses in Computer application and Counsellor Training.
- Decided to initiate mentor mentee programme for the academic year



PRINCIPAL
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Members Present

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



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC

2021-2022

Date: 02-09-2022

Time: 2.00 p.m.

Venue: Mini Conference Hall

Agenda of the meeting

- AQAR 2019-2020 criteria wise discussion
- Finalization and discussion of the Academic calendar and Annual plan
- Evaluation of the Webinar series Carmel forum
- Carmel Forum upcoming sessions
- Commencement of free tuition classes for the students of the adopted school
- Student Induction programme for the newly admitted batch of students
- Signing of MoU's with institutions
- Arranging awareness classes, talks and webinars for students
- Celebration of Days of importance

MINUTES

- Discussions related to AQAR 2019-2020 were done criteria wise and modifications were suggested
- Academic calendar and annual plan were finalised
- The three sessions of the webinar series were evaluated and suggestions were made
- It was decided to conduct the 4th and 5th sessions of the webinar series Carmel Forum on 14-09-2021 and 01-10-2021 respectively.
- Decided to start free tuition classes for the students of the adopted school
- Decided to conduct Orientation classes as part of student Induction programme on the following areas namely, Introduction to the College, Programme orientation, Vision and Mission, Introduction to Swayam/MOOC courses, Familiarisation to Add on programmes, Introduction to value added courses, Familiarisation to Elective courses, Library orientation, code of conduct, rules and regulations, Extension activities, functioning of various clubs and associations, singing classes, interactions with



alumni, Heads of the model school and adopted school. It was also decided to conduct the entry level tests.

- Decided to get new MoUs signed with different Institutions
- Decided to conduct several awareness classes, talks and webinars for students
- Planned to celebrate Teachers day, Gandhi Jayanthi, Bharanabhasha day and Kerala Piravi day





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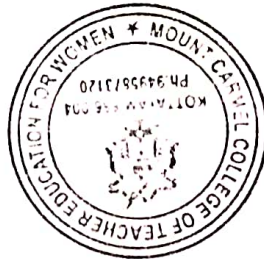
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC

2021-2022

Date: 12-11-2022

Time: 02.30 p m.

Venue: Mini Conference Hall


Agenda of the meeting

- AQAR 2019-2020 criteria wise discussion
- Orientation, workshops and awareness classes
- Commencement of Value added courses for the new batch of students
- Inauguration of the Clubs and Associations.
- Conduct of awareness classes, orientation classes, workshops and seminars
- Eye camp
- Carmel forum forthcoming Sessions
- Social Visits

MINUTES

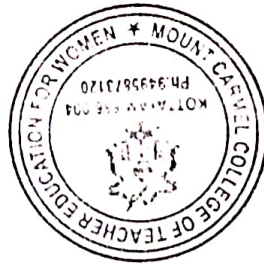
- Final discussions related to the AQAR 2019-2020 were done and decided to submit it on the second week of December 2021
- Decided to continue the value added courses conducted during the previous academic year for the new batch of students namely Arts and craft, Fabrication of Ecofriendly products and Communicative English
- Decided to conduct the inauguration of the various clubs and subject associations
- Decided to conduct various awareness classes, seminars and workshops for students
- The 6th and 7th sessions of the Carmel Forum series were planned to conduct on 30-11-2021 and 15-12-2021 respectively
- Decided to conduct a social visit to Abhaya Bhavan adopted school and to celebrate Christmas with them
- Decided to conduct an eye camp in collaboration with Vasan Eye care Hospital, Kottayam




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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC 2021-2022

Date: 05-01-2022

Venue: Mini Conference Hall

Time: 02.30 pm.

Agenda of the meeting

- Preparation of AQAR 2020-2021
- Collection of the feedback received during Internship
- Carmel forum forthcoming sessions
- Collection of feedback on curriculum and Teaching Learning Process from students and stakeholders
- Submission of the self appraisal report by the staff
- Publication of Carmel graphics
- Academic and Administrative audit
- Installation of MOODLE LMS and Training to the staff
- Up gradation of the Wi fi connectivity in the M. Ed block
- Updation of RFID integrated library software with KOHA Software
- Signing of MoUs
- Webinars, workshops, awareness classes for students
- KTET Coaching
- Conduct of Literacy Survey among other state labourers

Minutes

- Decided to start the preparation of AQAR 2020-2021, teachers were given the charge of each criteria.
- Decided to collect and analyse comprehensive feedback during Internship and further actions to be taken



- Decided to organize marriage counselling programme for the minority students in Collaboration with Minority Department, Govt. of Kerala from 13-01-2022 onwards
- Decided to Install MOODLE Learning Management System in the institution
- Decided to provide Full-fledged Wi-Fi connectivity in the M.Ed. department
- Decided to conduct the 8th, 9th and 10th, 11th and 12th sessions of Carmel forum webinar series on 07-01-2022, 28-02-2022, 18-03-2022, 29-04-2022 and 23-04-2022 respectively
- Planned to conduct MOODLE Training Programme for the staff on 22/04/2022.
- Decided to update the RFID integrated library software with KOHA Software
- MOUs was signed with Loreto College, Kolkata and Jesus and Mary College, New Delhi for organizing collaborative programmes in the future
- It was also decided to collect feedback on curriculum and Teaching Learning Process from students and stakeholders by the end of the academic year
- Decided to conduct KTET coaching in collaboration with St. Josephs Training College mannanam and St. Thomas College of Teacher Education, Mylakombu
- Decided to submit self appraisal reports by the staff by the end of the academic year
- Planned to invite articles for the peer reviewed annual journal Carmel Graphics Volume 10.
- Decided to conduct several Webinars, workshops and awareness classes for students
- Decided to conduct Academic and Administrative audit by the end of May 2022
- Decided to conduct of Literacy Survey among other state labourers on 10-04-2022



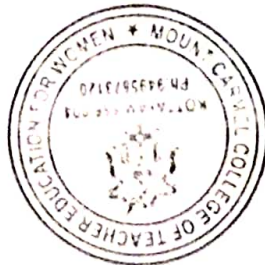
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