



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

2022-2023

Date: 03-06-2022 (Friday)

Time: 2.00 p.m.

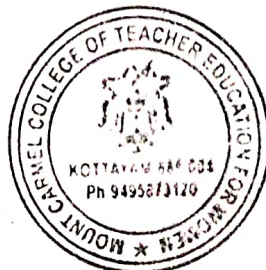
Venue: Mini Conference Hall

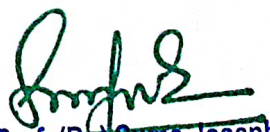
Agenda of the meeting

- Approval of IQAC Annual Report 2021-2022
- Discussion on the Annual plan for the year 2022-2023
- Discussion on the AQAR prepared for the year 2020-2021
- Preparation of the AQAR 2021-2022
- Preparation of the Academic Calendar 2022-2023
- Planning of Extension activities for the academic year
- Orientation for Staff and Students
- Continuation 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
- Approval of the syllabus of new Value-added courses
- Mentor mentee programme for the academic year
- Signing of MoU's with institutions

Minutes

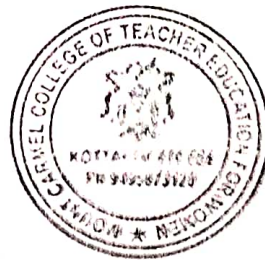
- ❖ The IQAC Annual report for the year 2021-2022 was presented and approved
- ❖ The Annual Plan prepared for the current academic year was discussed and it was decided to prepare the academic calendar based on the plan. Programme coordinator and IQAC Coordinator was assigned to prepare time table and academic calendar
- ❖ Decided to discuss the prepared AQAR 2020-2021 criteria wise
- ❖ Decided to start the preparation of AQAR 2021-2022 soon after the discussion of AQAR 2020-2021
- ❖ Decided to conduct Orientation programmes for Students




Prof. (Dr.) Suma Joseph
Principal

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- For the B.Ed. students of 2020-2022 batch it was decided to give orientation classes regarding IV Semester Practical works including Community Living camp, Study tour and practical examination
- Decided to conduct School Induction programme of the B.Ed Students of 2021-2023 batch from 4th July to 12th August 2022 and to give an orientation on the programme, code of conduct expected from teacher trainees and related practical works
- ❖ Decided to continue Carmel Forum monthly webinar series and to conduct the 13th &
- ❖ 14th sessions of the webinar on 30-06-2022 and 21-07-2022.
- ❖ Decided to conduct CARMEX exhibition on teaching learning aids on 04-07-2022. Also decided to invite the staff and students of Sr. Alphonsa UP School Chenamattom to visit the exhibition and to avail the service of School Bus for their transportation
- ❖ Decided to start the UGC sponsored Add on certificate courses in Computer application and Counsellor Training.
- ❖ Decided to celebrate environment day, tobacco day, Patron's day, reading week and Yoga day
- ❖ Also decided to organize various extension activities during the academic year
- ❖ The syllabus prepared for the new value added courses namely Understanding India, Drama and Theatre Arts, Yoga and fitness, digital Skills for prospective Teachers and Life Skills education were analyzed thoroughly and approved. Also decided to start the new value added courses during the current year and teachers were given charge for the same.
- ❖ Decided to initiate mentor mentee programme for the academic year
- ❖ Decided to sign MoU's with new institutions and to organise collaborative programmes



Suma Joseph

PRINCIPAL

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



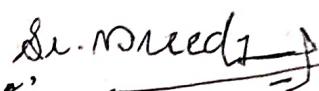







Principal

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Education for Women

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Members Present

1. Dr. Suma Joseph (Principal), Chairperson 
2. Dr. Liz Kuriakose (Assistant Professor), Coordinator 
3. Dr. Mary Sheba Jose (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 
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC
2022-2023

Date: 10-08-2022 (Wednesday)

Time: 2.00 p.m.

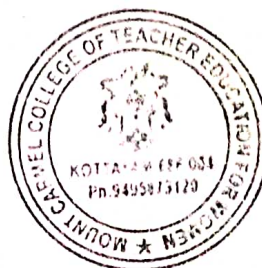
Venue: Mini Conference Hall

Agenda of the meeting

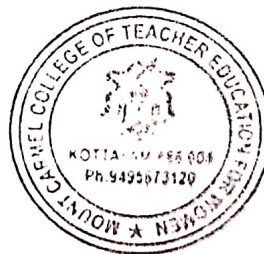
- IV Semester Practical examination
- Feedback on curriculum from stakeholders
- AQAR 2020-2021 criteria wise discussion
- Annual Day
- Carmel Forum upcoming sessions
- PTA meeting
- Student Induction programme for the newly admitted batch of students
- Participation in online talks arranged by Loreto College, Kolkata
- Submission of PBAS proforma
- Upgradation of the infrastructural facilities

MINUTES

- ❖ Decided to conduct practical examination of B.Ed 2020-2022 batch on 12-08-2022
- ❖ Decided to collect feedback from the students and parents of outgoing batch, teachers and other stakeholders on curriculum and teaching learning process
- ❖ Discussions related to criteria I to III of the AQAR 2020-2021 were done and modifications were suggested
- ❖ It was decided to celebrate the 69th College day celebration on 19-08-2022. Different committees were formed and decided to invite Dr. Sr Vinitha CSST (Manager), Prof. Dr. Varghese K. Cheriyan (Syndicate member and Former Principal) and Ms. Anjali George(alumnae, cine artist and Assistant Professor) as the guests for the annual day
- ❖ It was decided to conduct the 15th and 16th sessions of the webinar series Carmel Forum on the topic “Life defining Secrets of inclusion” on 22-08-2022 with Mr. Jini Dan T, Lecturer, Composite Regional Centre, as the resource person and “Zotero-Reference Managing system” on 23-09-2022 with Dr. Betsy Joseph, Asst. Professor, Titus II College, Thiruvalla as the resource person respectively.

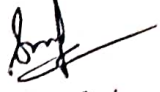




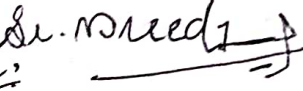









- ❖ It was decided to conduct an online PTA meeting for the academic year on 11-08-2022 and the General Body meeting of the parents of the newly admitted batch of students on 12-09-2022.
- ❖ Decided to conduct Orientation classes as part of student Induction programme on the following areas namely, Introduction 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, NSS and 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 participate in the online inspirational talks organized by Loreto College, Kolkota on 13-08-2022 and 16-08-2022 respectively
- ❖ Decided to scrutinize the PBAS document of the staff whose promotion was due and to recommended for promotion
- ❖ Decided to complete the renovation works of the B.Ed block, to install solar panels, bio gas plant and waste management system. New office automation software was installed on June 2022.

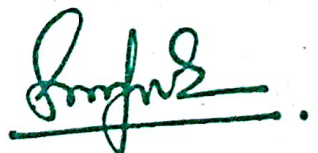


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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC

2022-2023

Date: 06-10-2022 (Thursday)

Time: 11.30 a.m.

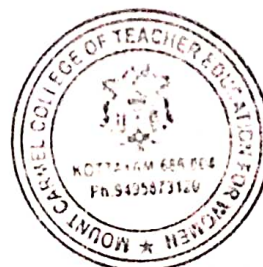
Venue: Mini Conference Hall

Agenda of the meeting

- Discussion on the feedback analysis report from stakeholders
- AQAR 2020-2021 criteria wise discussion
- Interface meeting with heads of practice teaching schools
- Internship for B.Ed and M.Ed students
- Administering comprehensive evaluation proforma during School Internship
- Orientation, workshops and awareness classes
- Observation off Anti-drug addiction week
- Inauguration of NSS Unit
- Carmel forum forthcoming Sessions
- Participation in national seminar by M.Ed students
- Result Analysis

MINUTES

- The feedback analysis report on curriculum was discussed and actions to be taken were decided.
- Discussions related to criteria IV to VII of the AQAR 2020-2021 were done and modifications were suggested
- Decided to conduct an Interface with Heads and Senior Teachers of the practice teaching schools on 13-10-2022
- School internship of the B.Ed students was decided to be conducted from 19th October 2022 to 3rd February 2023 and first phase of M.Ed Internship to Teacher Training Institutes from 18th October to 14th December 2022. Planned to arrange various orientation classes preparatory to their internship programme
- It was decided to administer and collect proforma to evaluate the performance of teacher trainees during internship by mentor teachers, teacher educator, peer group, school students and by the teacher trainee itself. Also obtaining comprehensive



evaluation of teacher trainees by the Heads of the institution during internship was also planned.






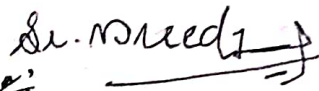






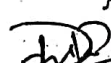
- It was decided to conduct an orientation programme for the B.Ed 2022-2024 batch. Planned to conduct Moodle training programme for the faculty and staff, and awareness classes on sexual Harassment, importance of mother tongue, ragging etc. for students. One Day workshop by DSS to be arranged on 9-11-2022. Workshops on Yoga, Theatre practice, creative writing etc. were decided.
- Decided to observe the Anti-Drug addiction week from 28th October to 1st November 2022. Various programmes such as Rally, Flash Mob, Human chain, debate, short film, literary competitions etc.were planned
- It was decided to inaugurate the first NSS Unit 246 of the institution on 09-11-2022. Sr. Bindumol T. was appointed as the Programme Officer.
- The 17th, 18th and 19th sessions of the Carmel Forum series on the topic “Soft Skills for Smart Life’ ,“Perspectives of research in education” and “Entrepreneur skills” were planned to conduct on 27-10-2022, 22-11-2022 and 13-12-2022 respectively
- It was decided to allow M.Ed students to participate in the Two day national seminar on NEP from 20th to 21st October 2022 and to present research papers on the sub themes.
- Analysis of the results of the B.Ed and M.Ed Degree examinations (2020-2022 batch) were done. The institution achieved 100% pass rate in both the Programmes along with several University rank positions.



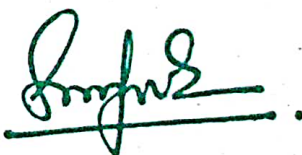

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MINUTES OF IQAC

2022-2023

Date: 02-01-2023

Venue: Mini Conference Hall

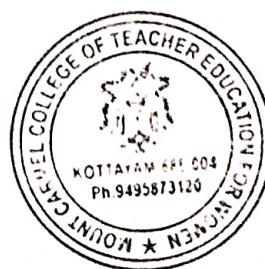
Time: 02.30 pm.

Agenda of the meeting

- Finalisation of the AQAR 2020-2021
- Preparation of AQAR 2021-2022
- Analysis of the feedback received during Internship
- Social life wellness programme
- School Induction of B.Ed students and Internship of M.Ed students
- Carmel forum forthcoming sessions
- CARMEX 2023 and Carmel Fest
- Alumni Meet
- Study Tour and Community living camp for the IV Semester B.Ed students
- Participation in seminar/conference by M.Ed students
- Campus placement
- 70th Annual Day celebration
- 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
- Conduct of Medical Camp
- KTET/CTET/SET result analysis

Minutes

- AQAR 2020-2021 was finalized for submission
- Decided to start the preparation of AQAR 2021-2022, teachers were given the charge of each criteria.
- The comprehensive feedback collected during Internship was analysed and further actions to be taken was decided.








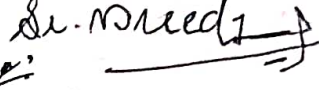







- Decided to organize three days Social life wellness programme(Pathway) for the minority students in Collaboration with Minority Department, Govt. of Kerala from 07-02-2023 to 09-02-2023
- One month School Induction programme for B.Ed students was planned from 10-02-2023 to 09-03-2023 and second phase of M.Ed internship at primary schools from 09-01-2023 to 20-01-2023. Decided to give orientation to the students before the internship.
- Decided to conduct the 19th, 20th and 21st sessions of Carmel forum webinar series on 20-01-2023, 10-02-2023 and 16-03-2023 respectively
- Decided to conduct the Inauguration of CARMEX - exhibition on teaching aids and Carmel Fest- inter school competitions on 22-02-2023 and 23-02-2023.
- Decided to motivate M.Ed students to participate in the National Conference conducted by St. John of God College of Special Education and in the national seminar conducted by SPS, Mahatma Gandhi University
- Study Tour and Community living camp for the IV Semester B.Ed students were planned
- Decided to conduct campus placement by Bethlehem International school and Vivekavardhini institutitons
- Decided to celebrate the 70th annual day on 30-03-2023, farewell function of Prof. Dr. Lissy Koshi and Silver Jubilee celebration of Sr. Bindhumol.T.
- 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 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 11.
- Decided to conduct Academic and Administrative audit by the end of May 2023
- Decided to conduct a Medical Camp in the institution in collaboration with Medical Centre Hospital, Kottayam on 29-03-2023
- Decided to conduct KTET/CTET/SET result analysis.



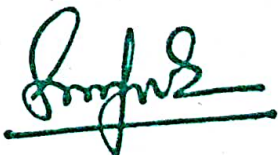

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