

IQAC Meeting - 2019 June

Date: 7/6/2019

Time: 10.00

Venue: Principal's parlour

IQAC Members attending

- 1) Dr. K. Y. Benedict
- 2) Dr. Jaju John
- 3) Dr. Bindu B
- 4) Dr. Maya S.
- 5) Dr. Arjun A.S
- 6) Mr. Nathaniel J.P
- 7) Ms. Salini S.
- 8) Ms. Deepthi Elizabeth Mathew
- 9) Mr. Rakesh Sharma
- 10) Dr. B. Raghun.
- 11) Dr. Laji Vayhan (IQAC Co-ordinator)

Agenda for the meeting:

- * The IQAC meeting for planning
- * Planning of Campus Budget
- * Optimisation of Online services.

The first IQAC meeting began with a moment's silent prayer.

The IQAC co-ordinator Dr. Laji Vayhan welcomed all members to the meeting. The chairman of IQAC and Principal, Dr. K. Y. Benedict initiated discussions by presenting the agenda of the meeting.

The members present discussed in

detail on all the items presented and certain consensus/cons reached regarding the items in the agenda. The decisions of the committee are being recorded as below.

The committee appreciated the role of IQAC in the annual planning for the academic year 2018-19. It was observed that the role of the planning forum too had an impact on the success of the year. It was therefore decided to follow the same pattern and plan ahead for the year 2019-20. The IQAC Co-ordinator was entrusted to submit to the staff council the Academic calendar for the year in its next meeting.

The IQAC was to involve in the planning of the financial budget of the year. The recent floods and calamities were in focus. The committee entrusted Dr. Biddu B, who is a well known economist and a faculty of the college to lead the budgetary planning in consultation with the college Administrative section and the principal.

The committee discussed the need to optimise the use of online

resources like digital libraries, webpacs, online repositories and other facilities provided for the students. The Committee resolved to prepare a set of guidelines to all staff and students in general and the research guides and research scholars in particular.

The meeting dispersed with a word of thanks by Mr. Rakesh Sharma, M.Ed. faculty of the College.

[Signature]
Dr. Laxmi Varadheswari
IAC Coordinator

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PRINCIPAL
MAR THEOPHILUS TRAINING COLLEGE
Thiruvananthapuram-15

Internal Quality Assurance Cell Minutes on 1st July 2019

A meeting of the Internal Quality Assurance Cell (IQAC) Committee was held on Monday, 1st July, 2019 at 2:30 pm in the Principal Parlour.

Following members were present.

1. Dr. K.Y. Benedict (Principal)
2. Dr. T.P. Jose
3. Dr. Gibby Guevarghese
4. Dr. Bindu B.
5. Dr. Joju John
6. Mrs. Shirey Jacob
7. Dr. V. Rekha
8. Dr. Maya S
9. Dr. Neena Thomas
10. Dr. Ancy A.S
11. Dr. Salini S
12. Mrs. Deepthi Elizabeth Mathew
13. Dr. Haji Varghese (IQAC Coordinator)

Dr. Haji Varghese welcomed all members of the IQAC. Dr. Haji mentioned the inability of certain members to attend the meeting and they communicated their views telephonically. The business meeting was started by presenting the action taken report of the last meeting which was held on 7th June 2019.

The Principal Dr. K.Y. Benedict had made an analysis of the new initiatives to be started in the new academic year. The following business was transacted.

Item No. 1

Establishment of Learning Management System

As the new batch of students entered to the B.Ed and M.Ed course on 1st July 2019, the necessity for the implementation of effective Learning Management System was recommended by the committee and to extent its scope to the other events related to the college campus was also mentioned. Dr. Haji Varghese was entrusted to proceed the process under suggestion.

Item No. 2

Executive Committee for various clubs was ^{to be} formed.

The committee suggested to form Executive Committees of the various clubs should be formed as soon as possible to take the helm of the various events taking place in the college.

Item No. 3

Mar Ivanios Commemoration

The founder of Mar Ivanios Vidya Nagar, Aboon Geevarghese Ivanios Commemoration was on July 15, so that the college fraternity decided to thankfully remember the virtues of the bishop and to spend sometime in the week in prayer.

Item No. 4

Restarting Optional Assembly

As usual the Optional students have envisaged to conduct the Assembly every week.

Item No. 5

Launching of Workshops for students

The Council decided to conduct a variety of Workshops to give the student teachers a lead in different Areas.

Item No. 6

Talent Display for students

It was suggested that an environment

be created to promote the talents of all the newly enrolled students.

Item No. 7

UNAIP Millennium Fellowship programme regards. As the college got the certificate from UNAIP, the council needed to support maximum number of student teachers to apply for Millennium fellowship, so that they can be the best of the best practices around the world.

Item No. 8

RUSA Consultation Activities to be uphanded. The council decided to speed the activities relate to RUSA and to enter to the implementation policy as soon as possible.

The meeting was concluded with the vote of thanks by Mrs. Deepthi Elizabeth Mathew, Staff Secretary.

Periyar

L. Varghese
17/7/2019

ACTION TAKEN REPORT

Date of IGAC Meeting : 1 July 2019.

Sl. No.	Agenda	Resolution	Action Taken
1.	LMS System	Dr. Laji Varghese was assigned	LMS was installed (Google Classroom) and students were oriented

2.	Executive Committees to be formed	On 5 th July committees were selected	As an Orientation to 12 clubs in college, the Executive Committee organised the session by Mr. Jobin Kontoor, the Motivational speaker.
3.	Mar Ivanios Commemoration	Suggestion for prayer Meeting	The college fraternity visited Mar Ivanios Kabar Chapel and conducted the prayer session on July 8 th
4.	Optionals to conduct College Assembly	Decided to continue as per previous years	The first assembly on 10 th July and was decided to conduct on every Working Wednesday
5.	Orientation to students using Workshops	Decided to implement as per the occasion arise.	<ul style="list-style-type: none"> - Environmental Awareness Course - (10th July) - Curriculum Orientation (10th July) - Yoga training (11th July) - Teaching - Aid preparation (13th July) - New Education Policy 2020 (21st July) were all conducted on this month itself.
6.	Talent Display	to conduct as soon as possible	Conducted from 19-25 July 2019

7.	UNAI Membership Faculty Members	to encourage to participate in the program	On 24 th July Membership for the institutions was materialised so that many students are applied for the fellowship program.
8.	RUSA Consultation	Dr. Laji Varghese was entrusted with duty.	The documents were circulated so that the college was entered to the next phase of scheme.

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20/07/2019

Internal Quality Assurance Cell

Minutes on 2 August 2019

A meeting of the Internal Quality Assurance Cell Committee was held on 2nd August Friday at 11:30 am in the Seminar Hall.

Following Members are present

- Dr. K. Y. Benedict (Principal)
- Dr. T. P. Jose
- Dr. Gibby Geervarghese
- Dr. Toju John
- Dr. Bindu B
- Dr. Maya S
- Dr. Anny A.S
- Dr. Rekhu V
- Dr. Neena Thomas
- Dr. Salini S
- Dr. Deepthi Elizabeth Mathew
- Dr. Haji Varghese (IQAC Coordinator)

Dr. Haji Varghese welcomed all members to the meeting. Those who could not attend the meeting informed the reason to the authorities and the permission was granted to them. Then the session continued into the official affairs.

The Principal Dr. K. Y. Benedict explained the authentic matters related to the college.

Item No. 1

Measures to support Flood Crisis of the State.

The measures meeting discussed about the possibility of assistance and support to the state as it faces the flood crisis.

Item No. 2

Independence Day Celebrations

The Committee discussed about the events and services that are being held in connection with Independence Day.

Item No. 3

Additional Batch of 50 students regarding:
As per the available facility of the college, it is decided to request another unit of 50 student teachers in the academic year and to go ahead with the official matters related to it.

Item No. 4Teaching Practice Session

The scheduled dates related to teaching practice and all the procedures related to it was verified and discussed as to whether the elements to be redetermined.

The meeting ended with the words of gratitude by Dr. Bindu B.

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20/08/2019

ACTION TAKEN REPORT

Date of IGAC Meeting: 2 August 2019

Sl No.	Agenda	Resolution	Action Taken
1.	Support to Flood Crisis	Staff Secretary and Staff Advisor was entrusted to take Measurable Action	From Faculty and College Union, Various Departments gave the materials to relief Camp on August 11

2.	Independence Day Celebration	Staff Secretary Dr. Deepthi Elizabeth Mathew and Staff Advisor Mrs. Shiney Jacob assigned to take relevant actions	Independence Day Celebrated on 8:30 am at College followed by cultural activities. Students Prepared Gandhi Jhoppi and distributed to students in nearby schools.
3.	New Batch	-	New Batch admitted on 30 and 31 st August.
4.	Teaching Practice	-	On 24 August, Teaching Practice ^{ended} of third semester students were came back to college.

Internal Quality Assurance Cell (IQAC)
Minutes on 3 September 2019

A meeting of the Internal Quality Assurance Cell Committee was held on Tuesday, 3 September at Principal's Parlour.

Following Members were present.

Dr. K. Y. Benedict (Principal)

Dr. T. P. Jose

Dr. Joju John

Dr. Bindu B.

Dr. Maya S.

Dr. Ancy A. S.

Mrs. Shiney Jacob

Dr. Neena Thomas

Mr. Rakesh Sharma

Dr. Salini S.

Dr. Archana

Dr. Haji Varghese (IQAC Coordinator)

Dr. Haji Varghese welcomed all members to the meeting. Dr. K. Y. Benedict analysed and pointed out the facts related to the college. Then the meeting proceeded to the technical aspects.

Item No. 1

Blood Donation Camp.

It is decided to initiate the processes related to the Blood Donation Camp that the college intends to conduct at the earliest period.

Item No. 2

RUSA Orientation Programme Participants

The teachers (Dr. Bindu B., Dr. Neena Thomas) who had assigned the duty was Project

Coordinators of RUSA Scheme, have to ensure that the participation and make sure the information the representatives receive is used.

Item No 3.

Onam Celebrations

The Committee decided to hand over the freedom to the 63rd College Union to conduct the celebrations in connection with Onam and Teacher's Day.

Item No 4

Ozone Day Celebrations

Students can be tasked with celebrating Ozone Day Celebrations jointly with the idea of "Ozone for Life".

Item No. 5

Basket Ball Tournament to be supported

The Committee decided to make all the arrangements and to provide all the support to the new Tournament, Mar Theophilus Basket ball Tournament, which is being led by the 63rd College Union.

Item No. 6

Micro Teaching Session ^{to be} Commenced at the Earliest

The Committee requested all General Teachers to provide support to the teachers of respective optionals to the better practice of Microteaching Session.

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03/09/2019

ACTION TAKING REPORT

Date of IGAC Meeting: 3 September 2019

Sl No.	Agenda	Resolution	Action Taken
1.	Blood Donation Camp	Permission granted	Organised on 3 rd Sept. by Natu & Club and Kerala state Blood Transfusion Council.
2.	RUSA Orientation Workshop	To ensure follow up systematically by the coordinators	On 5 th September the coordinators attended the Workshop coordinated by Kerala State Higher Education Council.
3.	Onam Celebration	Given the permission	Celebrated on Sept 5 th with Onasadhya, Games and Cultural Fest.
4.	Oxone Day Celebrations	Decided to Celebrate appropriately	It is celebrated on 16 th Sept in collaboration with Prithvi Association.
5.	Basket Ball Tournament	Decided to approve the suggestion and to provide support	Tournament was successfully coordinated on 17 th & 18 th September by 63 rd College W

6.	Microteaching Sessions	Decided to start the session as soon as possible.	Microteaching session begins on 24 th September and conducted successfully.
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2nd Oct 2019

Internal Quality Assurance Cell (IQAC)
Minutes on 1st October 2019

The meeting of Internal Quality Assurance Cell Committee was held on Tuesday 1st October 2019 at Principal's Parlour at 1:00 pm. Following Members were present.

- Dr. K.V. Benedict
- Dr. Giby Gnevarghese
- Dr. Joju John
- Dr. Bindu B.
- Dr. Maya S
- Dr. Ancy A.S
- Mrs. Shiney Jacob
- Dr. Deepthi Elizabeth Mathew
- Dr. Neena Thomas
- Mr. Nadhanise J.P
- Dr. Haji Varghese (IQAC Coordinator)

Dr. Laji Varghese welcomed the members of IQAC. Dr. K. Y. Benedict, the principal wish all the endeavors a grant success. Then the business was transacted.

Item No. 1

Presenting a memorial tribute to Dr. T. P. Jose, Associate Professor of Mar Theophilus Training College.

The college fraternity expressed a deep sense of grief on Prof. Jose's sad demise which was a big loss to the institution as he always stood for the development of the college. The faculty wing compassionate his departure for heavenly abode and prayed for solace for the bereaved family.

Item No. 2

Oath Taking Ceremony of 64th College Union

The 64th College Union was elected on September 27th 2019 as per the University Order. The oath taking ceremony of the Union members have to be organised. The teacher, Dr. Neena Thomas was tasked with conducting the Ceremony responsibly.

Item No. 3

Return Visit of e-twinning program
conducting by M. Ed. Dept.

As per the curricular requirements, the department of M. Ed. had visited CSI Higher Secondary school for the partially Hearing, Manakkala, Adoor.

The team of 50 members are planning for a short visit back to the college on the same day of October 1st. The Principal requested all the teachers from different departments to make all possible arrangement to conduct this program smoothly.

Item No. 4

Program for the visit of Mr. Saji Charuvil Thomas UN representative, New Delhi

Committee decided to organise an event on the day of receiving the certificate of UNA1 from UN representative, Mr. Saji Thomas Charuvil by the college community. Dr. Taju John, Dr. Maya S. and Dr. Raji Varghese are appointed as the staff coordinators of the program.

Item No. 5

Sports, Arts and Literary Fest coordinated by College Union

As every year, the Committee has decided to extend all necessary support to the College Union who are interested in conducting the Sports, Arts and Literary Fest for the students. Mrs. Shiney Jacob, the Staff Advisor informed to go ahead with the matters related to it.

Item No. 6

Inter-Collegiate Quiz Competition

It has been decided to start the process of conducting the Inter-Collegiate Quiz Competition at the college to find the winner of 'Kzhuthachan Puraskaram-2020' which is held every year. Mr. Nadhanine J.P. was entrusted with the task of moving the matter forward.

Item No. 7

Conducting Mid-Semester MCQ for B.Ed. Students
 Committee decided to assign the Date, Duty and other responsibilities for the Mid-Semester MCQ Exam which will be conducted as the part B Ed Curriculum in an earliest suitable date.

Item No. 8

Conducting Annual Tour and Other Outdoor Visits

Committee decided to make the arrangements related to the Annual Tour for 7 days relating with third semester B.Ed. curriculum as soon as possible. Dr. Gibby Geervarghese was appointed as the Tour Coordinator.

The committee recommended the other Outdoor Visits related to Core-papers have to be scheduled at the earliest and to organise as soon as possible. Dr. Gibby Geervarghese and Dr. Toju John were assigned to coordinate matters relating to social visit and Dr. Maya S and Dr. Aney A S were assigned to organise Aesthetic visit. All Optional Teachers were advised to make field-trips related to their subject as soon as possible. The Committee recommended that the teachers in charge of the above matters take decisions and place its official document on the Principals' Desk.

Item No. 9

School Induction Programme.

It was decided that steps should be taken as soon as possible to initiate proceedings for school induction programme, mentioned in the curriculum and to send the students

to the respective school after providing a systematic orientation to the students. Dr. Anny A. S. was entrusted to follow up the procedures related to this program.

Item No. 10

Conducting 'Sparkx' Competition

It was decided to conduct the College level Pre-liminary Competition for Sparkx in this month itself.

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9/10/2019

ACTION TAKEN REPORT

Date of IQAC Meeting : 1st October 2019

Sl. No.	Agenda	Resolution	Action Taken
1.	Memorial Tribute to Dr. T. P. Jose.	-	Two Ever-Rolling Trophies was bestowed with support of Theosa members
2.	Oath Taking Ceremony	Assigned Responsibility	Conducted on 25 th October Energetically
3.	E-twinning Program	Instructions Given	Conducted on the first October with full cooperation

4.	Visit of UN representative	Preparations were called for.	On October 4 th the event happened Enthusiastically.
5.	Sports, Arts Literary Fest	Decided to start events.	Literary fest 'Kshudhulam' conducted 9-11 October 19 with 14 items Sport Meet Scheduled to 16 th November Arts fest - 18, 19 Dec. 19
6.	Inter-Collegiate Quiz Competition	Called to start preparations	Conducted on 10 th October
7.	Exams Regarding the conduct of Exams	Suggested to determine the schedule.	MCQ conducted on 9-14 October Model Exam and University Exam from 28 October to 2 Nov. and 28-30 October respectively.
8.	Conducting Annual Tours and Outdoor Visits	Asked to notify the dates and details of each event at the earliest	Annual Tours 14-22 Oct Delhi, Agra and Amritsar Social Visit: 1 November Shalom Special School - Vattappana

				Aesthetic Visit: 19 Nov. 2019 Kuthiramallika East fort, TVPM Optional Trip: English: Jawahar Babbar Malayalam: Sree Chitra Art Gallery Physical Science: Biodiversity Museum, TVPM Mathematics: Priyadarshini Planetarium Natural Science - Zoological Garden Tiruvananthapuram
9.	School Induction Programme	Advised to take the necessary steps	Induction was Scheduled to 6 Nov.	
10.	Sparkx Competition	Asked to explore the possibilities of competition in the best possible way.	It was scheduled to December 16 th 2019 with 9 events	

Benny

L. J. J. J.
08/11/2019

Internal Quality Assurance Cell (IQAC)
Minutes on 6th November 2019

A meeting of the Internal Quality Assurance Cell Committee was held on Wednesday, November 6th 2019 at Principal's parlour at 11.30 am.

Following members were present in the meeting

Dr. K.V. Benedict (Principal)

Dr. Gibby Govevarghese

Dr. John John

Dr. Maya S

Dr. Bindu B.

Mrs. Shiney Jacob

Dr. Rekhu V

Dr. Deepthi Elizabeth Mathew

Dr. Neena Thomas

Mr. Nadhanine J.P.

Dr. Salini S

Mr. Rakesh Shanna

Dr. Haji Varghese

Dr. Haji Varghese welcomed the members of IQAC. Dr. K.V. Benedict, Principal gave an introductory words about the ideas planned to be conducted in the college. Then the meeting entered into discussions.

Item No-1

Induction to School Practices

The committee recommended to start preparations for various teaching practice sessions to be implemented as part of curriculum. Dr. Anuj A.S. was instructed to take action on related matters and scheduled the various sessions.

Item No 2

Workshop for teaching Science using toys.
It was decided to organize an event related to teaching science subjects using toys as part of teaching practice orientation.

Item No.3

Conducting a short film festival.
In memory of T.V.Thampy Harris, a short film festival 'Drishyam 2K19' was proposed to be conducted. The committee decided to go ahead with the decision to hold a short film festival.

Item No.4

Event to Express the Skill Assessment
in Malayalam language
"രചനാശേഷി - പാഠ്യഭാഷ".

The committee suggested to organize a program based on the slogan "Bharanabhasha - Mathrubhasha" with the support of the students. The committee asked support and given permission to conduct an event "Oru Nisham" based on idea and it was assigned to Mr. Nadhanine J. P.

The meeting ended with the vote of thanks by Dr. Bindu B

2/10/2019

ACTIONS TAKEN REPORT

Date of IQAC Meeting: 6th November 2019

Sl No.	Agenda	Resolution	Action Taken
1.	School Induction Program	Tasks was Assigned	Programs Conducted Successfully
2.	Science teaching Toys	Assigned to M. Ed. Dept.	M. Ed. Dept conducted the session successfully
3.	Short film festival	College Union was assigned	Successfully Conducted on 29 November 2019
4.	Oru Nimisham	Assigned the event to Malayalam Dept.	Conducted Successfully

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03/12/2019

Internal Quality Assurance Cell Minutes on 3rd December 2019

The meeting of the Internal Quality Assurance Cell for the academic year 2019-2020 was held on Tuesday 3rd December 2019. The meeting was chaired by Principal Dr. K. Y. Benedict.

At the outset, Dr. Haji Varghese, IQAC Coordinator welcomed the chair and all the members of the Internal Quality Assurance Cell. The following members present in the meeting.

- Dr. K. Y. Benedict (Principal)
- Dr. Gibby Geervarghese.
- Dr. Bindu B
- Dr. Joju John
- Dr. Maya S
- Dr. Ancy A.S.
- Mrs. Shiney Jacob
- Dr. Neena Thomas
- Dr. Salini S
- Dr. Rekhu V.
- Mr. Rakesh Sharma
- Dr. Archana
- Dr. Haji Varghese (IQAC Coordinator)

The following agenda items were discussed during the meeting and it was unanimously resolved to implement them.

Item No. I ISO Certification

Dr. K. Y. Benedict the Principal briefed the IQAC members regarding the process of ISO Certification of Mar Theophilus Training College. The ISO certification was carried out in the following order:

- (a) Choosing the type of ISO Certification

- (b) Choosing an ISO certification Body
- (c) Creating an application
- (d) Training to Internal Auditors and their Evaluation
- (e) Quality Documents Review
- (f) Preparation of Action Plan
- (g) Internal Certification Audit
- (h) Completion of ISO certification
- (i) Surveillance Audit

Item No. 2. Review of NAAC Preparation.
A Quick review of AQAR Preparation was presented. It was decided to work on the AQAR and the pending issues at the earliest.

Item No. 3

Organization of Variety of Socially Relevant Events

The College Campus needs to move forward with programs that can be scientifically, socially and economically liberating our youth. Committee recommended to initiate various programs in this regard.

Item No. 4

Regarding the implementation of the innovative concept of Psychology Corner.

The Committee sanctioned the process of clearing doubts in the psychology using Collecting, Conceptualizing and sharing new concepts in psychology.

The meeting was adjourned after the vote of thanks to the chair.




03/12/2024

ACTION TAKEN REPORT

Date of IGAC Meeting: 3 December 2019

Sl No.	Agenda	Resolution	Action Taken
1.	ISO Certification	Processes Explained	Certifying body appointed and training schedule was mentioned.
2.	Review of NAAC preparations	IGAC noted the progress of NAAC preparations	-
3.	Organization of Socially Relevant Events	Permission was granted to Organize and participate	Workshop on Annular Solar Eclipses - 12 December Awareness on Snake bite - 6 December Christmas day Celebrations - On Dec-5, new decorative items were prepared by students and distributed among the deserving school students in Malvaries Vidyanagar Campus. Food Fest - Dec-13.
4.	Psychology Corner to be instituted	To formulate ideas in accordance with the concept "Psychology Corner".	From Dec-30 Psychology Corner was functioning by ensuring Accountability

2/13/19
13/11/2019

Internal Quality Assurance Cell (IQAC)
Minutes on 13th January 2020

A meeting of the Internal Quality Assurance Cell Committee was held on Monday 13th January 2020 at 2.30pm at Seminar Hall to discuss the agenda.

The following members attended the meeting

- Dr. K. V. Benedict (Principal)
- Dr. Giby Guevarghese
- Dr. Jiju John
- Dr. Bindu B
- Dr. Maya S
- Dr. Andy A. S.
- Dr. Neena Thomas
- Mrs. Shiney Jacob
- Mr. Nadhanine J. P.
- Dr. Archana S
- Mr. Rakesh Sharma
- Dr. Rekhu V
- Dr. Haji Varghese (IQAC Coordinator)

Dr. Haji Varghese welcomed all members to the meeting. Some members communicated their inability to attend the meeting and leave was sanctioned to them.

Following business was transacted.

Item No: 1

Arrangement for Internship for students
The Committee demanded that the college community make all possible contributions

to Internship, which is coordinated as part of the curriculum.

Item No. 2

Theosafest Associated.

As per the request of Theosa members, the Theosa fest on 11th January will be a special remembrance day for Dr. T. P. Jose, the beloved teacher of the college. So for that two ever rolling trophy for Men and Women Sports Champions were bestowed for the teacher, Dr. T. P. Jose. The Committee recommended that the matters relating to this be taken forward.

Item No. 3.

Conducting Workshops for students.

With the aim of imparting knowledge that provides new and innovative ideas to students, Committee decided to conduct workshops in new areas.

Item No. 4

Regarding the support to 64th College Union Activities.

The Committee granted all the support to the College Union who had delayed activation due to some technical reasons. The Committee demanded that the Union inauguration, lucky Dip, Random Acts of Kindness, Republic Day Celebrations are to be ~~started~~ organised as soon as possible.

Item No. 5

M. Ed. Thesis Submission.

M. Ed. Thesis Submission updates have to be reviewed and make the details officially documented.

Item No 6

Evaluation by External Board

Requirements regdy:-

The Committee informed that External Board Visit for Assessment of student teachers will take place in an immediate date and the College should start preparations for it as soon as possible.

Item No 7

National Science Day Celebration 2020

National Science Day Celebration is permitted to organize due to interest of Science Students in the campus. College Fraternity decided to conduct programs as per the suggestions from student teachers.

Item No 8

Session on Higher Educational Opportunities and Placement as Extension

The Committee decided to visit entrust some teachers to visit nearby colleges and conduct a session on Higher Educational Opportunities and placement, so that the students in the nearby colleges will get an awareness about the higher Educator Sector and to move forward in relation to that intention.

The meeting concluded with vote of thanks to chair

[Signature]

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13/01/2020

ACTION TAKEN REPORT

Date of IGAC Meeting : 13 January 2020

Sl No.	Agenda	Resolution	Action Taken
1.	Internship for Students	Asked to schedule the classes	Started the Teaching Practice for forth Semester students. Criticism Class on January 30 th .
2.	Organising Fucosafest	All support was offered.	Conducted Successfully on 11 th January at Colloge Auditorium and 10 th January at UAE
3.	Conducting Workshops for students	Decided to incorporate new ideas	Workshop on - Academic Writing Skill - 13 January (Dr. Rekhu) - Life Skill 20 Janu (Dr. Pramod D) - Republic Day - 24 January - On constitution (By students teachers) - Self Defense (Feb. 7 th) (Kerala Police) - Mental Health Management (Sr Julie George) (Feb 13 th)

- | | | | |
|----|---|---|---|
| 4. | College Union Activities | Called to inaugurate as soon as possible | <ul style="list-style-type: none"> - Inaugurated on 16 January - Financial Self-Sufficiency using Lucky-Dip on 29 January - Random Acts of Kindness Day Celebrations 17th February 2020 |
| 5. | M. Ed. Thesis Submission | Assistance was offered from all areas. | Submitted to University Successfully on 28 January |
| 6. | External Board of Examination- Visit | To schedule the exam in a way that does not cause any difficulty for examinees. | On 3 rd February board visited for Optimal Viva and Verification |
| 7. | National Science Day Celebration | Promised to conduct smoothly | Conducted Successfully with Essay writing Competition, Poster Designing and Crossword Puzzle on February 28 th . |
| 8. | Session on Challenges and Potential of Higher Education | Panel was formed. | <ul style="list-style-type: none"> Visited St. Thomas Training College on 13th February Visited B-N-V College of Education on 26th February |

Benji

2 copies of 03/2020

Internal Quality Assurance Cell (IQAC)
Minutes on 2nd March 2020

A meeting of the Internal Quality Assurance Cell (IQAC) Committee was held on Monday, 2nd March 2020 at principal's parlour at 11:30 am to discuss the agenda.

Following Members were present:

- Dr. K. V. Benedict (Principal)
- Dr. Giby Georgevarghese
- Dr. Joju John
- Dr. Bindu B.
- Dr. Haji Varghese (IQAC Coordinator)
- Dr. Maya S.
- Dr. Deepthi Elizabeth Mathew
- Dr. Ancy A. S.
- Dr. Neena Thomas
- Mrs. Shiney Jacob
- Dr. V. Rekha
- Dr. Shalini S.
- Dr. Archana S.
- Mr. Nadhanine J. P.
- Mr. Rakesh Sharma

Dr. Haji Varghese welcomed the members to the ~~mon~~ meeting. Dr. K. V. Benedict Principal gave an introductory talk and reported the status of NAAC reaccreditation. Requested to ensure that all activities of the past five years are included in SSR and assured that the SSR on preparation will be made available to the members for verification and suggestions. Principal appreciated all those who had worked for the preparation and compilation of SSR.

Then the business meet was transacted

Item No. 1

Evaluation of Projects by B.Ed Students
The meeting decided to initiate the support for Project Evaluation for both panels (Internal as well as External) in such a way that there is no any difficulty to students as well as Evaluators

Item No. 2

Annual Tour Coordination

It was decided to conduct the Annual Tour for second Semester Students as soon as possible as it is a part of B.Ed. Curriculum. At the request of the students, the 11-day trip was decided to places include Agra - Jaipur - Delhi. Dr. Anny A.S (Tour Coordinator), Dr. Toju John, Dr. Neena Thomas, Mr. Nadhanine J.P were assigned for escorting the students.

Item No. 3

LMS - to be Effectively Used.

The Committee reminded that in case the college has to close for any medical reason due to Covid 19, the Google Classroom should be better incorporated and classes should not be left out for any reason.

Item No. 4

Sanitiser for Public

As the Covid-19 is becoming Pandemic, it is necessary to think broadly about making Sanitiser and giving to the public as part of a Community Service.

Item No. 5

University Examination - Currently Scheduled

The University already officially informed the college about the Forth Semester Online Exam will take place in the last week of March. For that all the necessary preparations should be made on the side of teachers and office staff.

The meeting ended with the Vote of thanks by Dr. Toju John.

[Signature]

[Signature]
College
02/03/2022

ACTION TAKEN REPORT

Date of the IQAC Meeting : 2nd March 2020

Sl No.	AGENDA	RESOLUTION	ACTION TAKEN
1.	Evaluation of B.Ed. Projects	Support to be Initiated	- 2 nd March Internal Board Evaluated the Project Work - On 8 th March External Board evaluated the Project
2.	Annual Tour for Second Semester Students	Scheduled Effectively	Visited The Golden Triangle from 3 rd - 11 th March
3.	LMS - effectively incorporated	To consider as an immediate requirement	Included all teachers and students classwise for effective implementation The Google Classroom became the regular tool for teaching-learning process from 18 March
4.	Sanitizer preparation	Accepted to Implement	Prepared on 17 th March
5.	University Examination	Arrangements were Made	Postponed due to Covid-19 protocol

Agenda

21/03/20

Internal Quality Assurance Cell Minutes on 21st May 2020

An Online meeting of the Internal Quality Assurance Cell Committee was held on 21st May 2020 at 10:00 am using XOOM Platform.

Following Members were present.

- Dr. K.V. Benedict (Principal)
- Dr. Gibby Guevarghese
- Dr. Taju John
- Dr. Bindu B.
- Dr. Maya S.
- Dr. Deepthi Elizabeth Mathew
- Mrs. Shiney Jacob
- Dr. Ancy A.S.
- Dr. Neena Thomas
- Dr. Rekhu V.
- Mr. Nadhanine J.P.
- Dr. Salini S.
- Dr. Archana S.
- Mr. Rakesh Sharma
- Dr. haji Varghese (IQAC Coordinator)

Dr. haji Varghese welcomed all members to the IQAC meeting. Dr. K.V. Benedict talked about the need to hold the meeting in an online mode in the particular situation. Followed entered into discussions.

Item No: 1

Model Exam - Online Mode

The Committee discussed about the possibilities and challenges of conducting an online model exam. It was decided to go ahead with the decision and to implement it as possible.

Item No. 2

Discussion on the possibility of organizing Webinars.

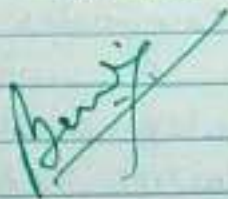
The meeting decided to help students by organizing Webinars about the tools they can use in online teaching-learning process and to overcome the inadequacies the students are facing today on Online-mode.

Item No. 3

Induction of Semester III

The Committee decided to start Semester III as per university schedule on June 8th through Google Classroom. This decision will have an impact on students so that they slowly change themselves for the new experiences and will enable themselves to be better educated in a different way.

The meeting was ended with the vote of thanks by Dr. Deepthi Elizabeth Mathew.



Dr. Deepthi Elizabeth Mathew
21/05/2020

ACTION TAKEN REPORT

Date of the IQAC Online Meeting - 21st May 2020

Sl No.	Agenda	Resolution	Action taken
1	Model Exam Online Mode	Discussed the possibility	Conducted Successfully from June 1-5 th 2020
2	Webinar Coordinator	To start as soon as possible	Webinars were coordinated effectively
3	Induction of Semester II	To start after educating the students about Online-mode.	From June 8 th 2020 Third Semester Commenced

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