

2016 June

IQAC Meetings

8th June 2016. Time: 2.00 p.m.

Venue: Principal Chamber.

Members:

1. Dr. K. Y. Benedict
2. Dr. T. P. Jose
3. Dr. Gibby Greeraghese
4. Dr. Jyoti Dobs
5. Dr. Sindhu B.
6. Mrs. Laja Varghese
7. Mrs. Deepthi Elizabeth Mathew
8. Dr. Aney. A.S.
9. Mrs. Shirey Jacob
10. Mrs. Shalini S
11. Mrs. Neena Thomas
12. Mr. Nadanine J. P.

Agenda:

Functioning of IQAC.
Quality Initiatives for the year. Preparation
of Plan of Action.

Main Concerns:

* The Overall development of students is given key importance for the year. Leadership training for students in multifarious aspects should be considered.

- * Academic Boost ups
- * Co scholastic advancements
- * Physical and Health education Scenerio
- * Social initiatives
- * Psychological Mindscaping.
- * Technological ventures

On the basis of the above motives the following programmes were chalked out.

Environmental Day Celebrations which was to be postponed on 5th June 2016 should be done on a convenient date.

- * Training in Self Defence.

As per the key agenda a

training program on self defence need to be conducted. It was decided to conduct the programs on 19th June.

- * Practice teaching Preparation.

The practice teaching session for the IIIrd semester students should be conducted from last week of June to August. The selection of schools,

Preparation of lesson transcripts and training on teaching skills should be completed before last week of June.

New B. Ed & M. Ed Batches

The new batches for B. Ed and M. Ed Course is expected to start by the end of the month. An inauguration ceremony should be conducted for this. PTA Meeting should be followed by this.

Guasdiuan Angel Programs should be initiated to give proper guidance to students for their all over all improvement.

~~It was~~ decided for the preparation of An International Session should be conducted at the end of this year. 2017.

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Dr. B. B.

2016 July.

IQAC Meeting

Ist July 2016. Time: 11.00 A.M.

Venue: Principal Chamber.

Members attended

Dr. K. V. Benedict.
 Dr. T. P. Dore
 Dr. Billy Greavanghere.
 Dr. Jiji John
 Dr. Bander B.
 Dr. Liji Varghese.
 Mrs. Deepthi Elizabeth Mathew.
 Dr. Amy A. S.
 Mrs. Shirey Jacob.
 Mrs. Sharini
 Mr. Nadanine. J. P.

Agenda: -

- * Finalisation of Action plan.
- * Preparations for the Annual of New M. Ed Batch.

The meeting started with silent prayer. Principal Dr. K. V. Benedict addressed the members.

Item No: 1.

The main agenda of the meeting was brought forward. It was about the finalisation of the Action plan 2016-17 for approval. Dr Bhandari was in charge of preparations for Action plan. A list of activities as per the requirement of B. Ed. Curriculum was listed out and due weightage was given to each activities as per time schedule. Both scholastic and Non Scholastic activities were given proper weightage.

Dr Jyoti Joshi was given charge for the preparation of time table according to the needs of Action plan. The staff adviser was given special duties to look after the responsibilities from student side and provide leadership training to the students and provide all other support mechanisms for the fruitful conduct of the program.

Item No: 2.

It was decided to conduct an inter religious prayer in connection with the arrival of M. Ed. New batch on the month of July. Mrs. Shalini S. was given the duty to co-ordinate the same.

All activities were to be included for the M. Ed. Course also at the college level. M. Ed. & Ph. D. Scholars should be provided with opportunity for participation in Scholastic and Non Scholastic activities.

The participants and Principal convey their wishes to Dr Laji Varghese who is having open defence on this week. The faculty members offered all kind of support for the successful conduct of the programs.

Action taken:-

The action taken during this month is listed as follows.

(i) A detailed Action plan was prepared considering all the requirements of B.Ed, M.Ed and Ph.D Students.

(ii) Timetable was reformulated accordingly.

(iii) The College community participated in the open defence programs of Dr Laji Varghese.

(iv) The New M.Ed Batch was given a cordial welcome. Inter religious prayer ~~and~~ followed by Orientation programs for the course.

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Dr B

Dr. Brody B

2016. August.

3rd August 2016.

Time . 2.30. PM.

Venue Principal's Chamber.

Members attended :-

- Dr. K. Y. Benedict.
- Dr. P. P. Jose.
- Dr. Guby Cieravanghese.
- Dr. Jozin John.
- Dr. Benady B.
- Dr. Laji Varghese.
- Mrs. Deepthi Elizabeth Mathew.
- Dr. Aney A. S.
- Mrs. Shireen Jacob.
- Mrs. Shalini.
- Mr. Nadanione J. P.

Agenda of the Meeting :-

* Independence Day Celebrations

* Social Visit to Shalom as per B. Ed Curriculum requirement.

Meeting started with a silent prayer. IQAC Co-ordinator welcomed the members to the meeting, and presented the agenda of the meeting. Principal Dr. K. Y. Benedict initiated the discussion.

Item No: 1.

A detailed plan of action was chalked out for the upcoming Independence Day celebration. The Principal called up on staff members to give necessary support especially student adviser and optional mentors in bringing out varied programs of high quality. The ^{idea of} national migrations should be given key focus in this regard. The whole pupil participation should be ensured. The main items chalked out includes - Quiz program, Mock press Azadi Stage show and poster presentation.

Item No: 2.

Along with this the Social Visit program meant for B.Ed Students for the Academic year 2016-17 was finalised. It was decided to conduct a visit to Shalsons for the completion. Two faculty members from the college paper - Dr Bihy Geervanugla and Dr Jatin John was given duty to conduct the program in a smooth manner. In this regard, special mention was given to arrange the program in a manner for cultural exchange with the inmates.

Action taken Report.

On the basis of the previous meeting held on August the following action were taken.

Date	Event
15. 8. 2016	Independence Day Celebrations.
16. 8. 2016	Vandanahasanam Quiz. Patriotic Song Competitions
18. 8. 2016.	Vayanaqur.
18. 8. 2016.	Mockpress.
18. 8. 2016.	Azadi Stage Shows and poster Competitions

The above mentioned programs were conducted in a marvelous manner. On the day of Independence day and following dates.

The visit to Shalom was beautifully organised on 30th August 2016..

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Dr. Brodn B.

2016 September.

2nd September 2016.

Time. 1^oclock.

Venue Seminar Hall.

Members attended:-

Dr. K. Y. Benedict

Dr. T. P. Jose

Dr. Githy Ceevasaghere

Dr. John John

Dr. Benedict B

Dr. Laji Varghese

Dr. Anny A S

Mrs Shirey Jacob

Mrs Shalini S

Mr. Nadanure T. P.

Agenda of the Meeting:-

* Preparation of activities in connection with Teachers' Day.

* Onam Celebrations.

* M. Ed Field Visit Program.

The Meeting started with silent prayer. Principal Dr. K. Y. Benedict addressed the audience and brought

forward the agenda for the discussion.

The main agenda of the meeting was preparation of a plan of Action for the teacher's day Celebration and followed by Omam Celebrations.

Student Adviser was assigned the duty to implement various activities that could brought out the spirit of teachers as the trainees.

It was also decided to conduct M. Ed field visit for 1st Semester Students as per Curricular requirements.

Action taken Report

On the basis of the decision taken on the previous meeting the following activities were conducted in the college.

Day	Event
5.9.2016.	Teacher Day Celebration
9.09.2016.	Omam Celebrations
26.09.2016.	field visit of 1 st Semester M.Ed to Child Development Center CDC and KANIHARI.

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B. B.
Dr. B. B.

2016 October

1st October 2016.

Time: 2.30 p.m.

Venue: Seminar Hall

Members attended:-

Dr. K. Y. Benedict
 Dr. P. P. Jose
 Dr. Githy Ceevasangh
 Dr. John John
 Dr. Bolender B.
 Dr. Laju Varghese
 Mrs. Deepthi Elizabeth Mathew
 Dr. Anny A. S.
 Mrs. Shalini S.
 Mrs. Neena Thomas
 Mrs. Nadine J. P.

Agenda of the Meeting:-

- * Series of Events and their conduct
 - both Curricular and
 Co Curricular - Workshops -
 SPARKZ - Sports Days.
- * Their Submission for finalisation
 and presentation of project
 work for M. Ed Students.

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The Meeting started with a silent prayer. The Principal Dr K. Y. Bondi addressed the audience and initiated the discussion.

The main agenda of the meeting was taken for discussion. The requirement for specific hands on training as per the pre scheduled Action plan was to be conducted in the month of October. It was decided to conduct two workshops on Communication and Soft Skill development and an expository writing was introduced.

The Annual prospective teacher talent competition - SPARKZ should be conducted in October along with SPORTS DAY.

The M. Ed Students should complete their project work and submit the same in this month.

Action taken Report

On the basis of discussion conducted the following events were organised in the month of October.

Day	Event
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3.10.2016	Workshop on Communication & Soft Skill Development
4.10.2016	Sports day
15.10.2016	M. Ed Thesis Submission
26.10.2016	SPARKZ

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Dr. Bondi B

2016. November.

1st November 2016.

Time . 2.30. p.m.

Venue Principal's Chamber.

Members Attended :-

Dr. K. V. Benedict.

Dr. Cilly Ceevavarghese

Dr. Jiji John.

Dr. Bender B.

Dr. Laji Varghese.

Dr. Arney A.S.

Mrs. Deepthi Elizabeth Mathew.

Mrs. Shirey Jacob.

Mrs. Anny Shalini S.

Mrs. Neena Thomas.

Mr. Nodanine J. P.

The Meeting started with
Silent prayer. Principal Dr. K. V. Benedict
addressed the audience.

The agenda of the Meeting :-

The main agenda of the meeting
was to conduct workshop, Inter
Collegiate Badminton Competition
Dnshyam

* Re-organisation of Clubs

* Preparation for Teaching

Persons

- * Long tone
- * Topic finalisation for B. Ed
- Union project work.

The members actively participated in the discussions regarding the conduct of the above said programs

Action taken Report:-

Date	Event
1. 11. 2016.	Workshop on Expository Writing
2. 11. 2016	Ezhuthachan Memorial Quiz.
16. 11. 2016	} Practical Board Examination
19. 11. 2016	
19. 11. 2016	Intercollege Shuttle Badminton Competition.
20. 11. 2016	College level Intercollegiate Badminton Competition
14. 11. 2016.	Dinshyam 2016.
16. 11. 2016.	Club Reorganisation.
17. 11. 2016.	Preparations for Teaching Session.
19. 11. 2016.	} Long tone.
23. 11. 2016.	
24. 11. 2016.	} Project Topic finalisation.
25. 11. 2016.	
29. 11. 2016.	Resumption of Practice Teaching Session.

B. B.

B. B.
Dr. B. B.

2016. December.

1st December 2016.

Time: 2.30 p.m.

Venue: Principal's Chamber.

Members attended :-

Dr. K. V. Benedict.
 Dr. Gihy Greearaghore
 Dr. Jack. P. P.
 Dr. Teju John.
 Dr. Bindu B.
 Dr. Anay. A. S.
 Dr. Laju Varghese.
 Dr. Neena Thomas.
 Mrs. Deepthi Elizabeth Mathew
 Mrs. Shalini S.
 Dr. Madanire. J. P.

Agenda of the Meeting:

- * Observance of International Day.
- * Conduct of PTA Meetings.
- * Formation of new College Houses.
- * Christmas Celebrations.

The meeting started with Silent Prayer. Principal addressed the Participants.

and call up on the Faculty members for collective and speedy action for the fruitful conduct of the programs.

The varied time to be conducted in the month of December is listed out and duties were assigned to teachers for the same.

World AIDS day as decided in the previous staff meeting, was conducted.

P.T.A. Meetings should be conducted for making the parents aware of the various programs conducted in the college.

New College Union for the year 2017-18 should be formulated and oath taking ceremony should be conducted.

Christmas Celebration should be conducted before the closing of Christmas holidays.

Action taken Report.

Days	Event
1. 12. 2016	Starting of Theo radio.
4. 12. 2016	P. T. A Meeting
5. 12. 2016	College Union formation.
23. 12. 2016	Christmas Celebrations.

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Dr. B. K. B.

2017 January

4th January 2017.

Time : 2.30 p.m.
Sernuniar Hall.

Members attended.

Dr. K. Y. Benedict.
Dr. Guby Gervaseghere
Dr. Jose. P. P.
Dr. Jatin Johns
Dr. Bindu. B.
Mrs. Deepthi Elizabeth Mathias.
Dr. Laji Varghese.
Dr. Arney. A. S.
Dr. Neena Thomas.
Mrs. Shalini. S.
Mr. Nadanine. J. P.

Agenda of the Meeting

- * Conduct of various programs for the month of January.
- * Completion of Curricular Requirement.
- * Republic day Celebrations.
- * Annual Alumni Meet.
- * Holy Mass.
- * School Production Program.
- * Road Awareness Program.
- * Blood Donations Program.

The Meeting started with silent prayer. IQAC Co-ordination extended a welcome to the participants. Principal Dr. K. V. Benedict addressed the audience.

It was decided to conduct the various programs assigned for the month of January as per the Action Plan.

The prominent among them were

A Culture based Pedagogy Concept should be undertaken for the seminar. Training should be given for the students (B.Ed) on Aesthetic and Cultural activities.

An awareness program on Road Safety and awareness should be provided to the inmates of the institutions.

School Induction programs should be conducted to B.Ed students during the month of January February.

The AICUE Co-ordination was assigned with the charge of conducting Holy Mass on the New Academic Year.

The Republic days must be celebrated upholding the motto of national Integration.

Preparation should be done for the conduct of Practical Examination.

Blood Donation camp should be organised.

Action taken Report.

Day.	Event.
07.01.2017 } 08.01.2017 }	Seminar on Culture band program.
12.01.2017	Shristhi 2017 / Blood Donation Program / Election Competition.
14.01.2017.	Theora fest.
18.01.2017	Arts and Aesthetic Training.
20.01.2017	Holy Mass.
26.01.2017.	Republic day.
27.01.2017.	Road Awareness Program.
30.01.2017 } 05.02.2017 }	School Induction Program.

~~Benji~~

Pido B

Dr. Anshu B

2017 February.

2nd February 2017.

Time . 2.30 . p.m.

Venue Principal's Chamber.

Members attended.

Dr. K. V. Benedict.

Dr. Githy Geewarughese.

Dr. Jose. P. P.

Dr. Joji John

Dr. Haji Varghese.

Dr. Maya S.

Dr. Neena Thomas.

Dr. Anny. D. S.

Mrs. Deepthi Elizabeth Nallas.

Mrs. Shalini S.

Mr. Nadanire. J. P.

Agenda of the Meeting:-

* Upcoming Practical Examination

* Preparations for International

Seminars on March.

* Publication of Proceedings

The Meeting started with Silent Prayer. Dr. P. Jaya S. extended a welcome to team members in absence of Co-ordinator. The main agenda of the meeting was brought forward by the Principal Dr. K. Y. Benedict.

The Preparation for International Seminar should be given importance. Dr. Jiji John and Dr. Raj. Varghese briefed upon the work done so far and the requirements to be done in the near future. Principal called upon the faculty members for a collective action for the successful completion of the program.

The preliminary action for the Seminar / Conference should be done immediately. Measures should be taken for the publication of Seminar proceedings immediately after the Workshop.

Preparation work should be done for the upcoming B.E & fourth semester Practical Examination.

Meeting Adjourns.

The Practical Examination was conducted on 15th February 2017.

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Dr. K. Y. Benedict

2017 March.

1st March 2017.

Time - 1.30 p.m.

Venue - Principal's Chamber.

Members attended.

Dr. K. V. Benedict.

Dr. Billy Ceevasugher

Dr. Jaji John

Dr. Maysa S.

Dr. Laji Varghese

Dr. Neena Thomas

Dr. Amy. A. S.

Mrs. Shirey Jacob.

Mrs. Shalini S.

Mrs. Nadanir. J. P.

Agenda of the Meeting; ..

* International Conelane, Media Conelane.

* Varied academei and Co. curricular activities.

* Closing of Diamond Jubilee Celebrations

* Remaining Practical Examination

The Meeting started with a silent prayer. Principal addressed and congratulated the staff members for the marvelous conduct of Digital Media Conclave.

The varied programme should be conducted on the following days.

The major events are

- * Physics Stage Show
- * One day regional workshop on exam skills and competencies.
- * Robo fest
- * Velambara Yatra
- * College day / Annual days.
- * Diamond Jubilee closing.
- * Practical Examinations.
- * Passing out of Second Year Students

Action taken Report:-

The college conducted the above said programmes on a fruitful manner on the month of March.

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Dr. Brodhi B

April 2017.

3rd April 2017.

Time 2.00 pm.

Venue. Principal's Chamber.

Members attended :-

Dr. K. V. Benedict.

Dr. Gilly Greeravarghese

Dr. Jose. P. P.

Dr. John John.

Dr. Maya S.

Dr. Anny. A. S.

Mrs Deepthi Elizabeth Mathew.

Mrs Shireen Jacob.

Dr. Neera Thomas.

Mrs Shalini S.

Mr. Nadanine J. P.

Agenda of the Meeting :-

* Formalisation of Summer Camp activities.

* Evaluation of Overall programs.

* Commencing Summer Camp.

The meeting started with a Silent Prayer. Dr. Maya S. welcomed the audience. Dr. K. V. Benedict Principal addressed the staff members on the day.

Principal in his speech expressed gratitude to the staff members for the wholehearted support extended during the academic year.

An Evaluation of the various programs conducted during the year was done and Principal Congratulated the staff member's in charge.

Along with decision was taken for the Community Living Camp for third Semester B. Ed students during the month of May. Teachers were assigned duty in connection with this.

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Dr. Boda B