

AVILA COLLEGE OF EDUCATION

Aquinas Ground, Edacochin, Cochin - 682 010
avilacollegeedakochi@gmail.com

IQAC MEETINGS - ACADEMIC YEAR 2020-21

MINUTES OF FIRST IQAC MEETING HELD ON 05.06.2020

Mode: Online

Time 2.30pm

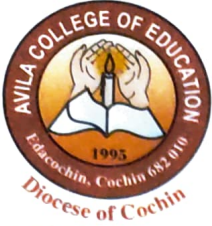
Agenda

1. Discussion on strategic plans for the academic year 2020-21
2. Familiarise teachers and students regarding different online platforms for curriculum transaction

Members Attended

1. Dr Benny Varghese, Principal (Chairman)
2. Rev. Fr Johnson Chirammel, Manager
3. Dr Elizabeth Thomas, Asst. Professor
4. Mrs Shiny T., Asst. Professor
5. Dr Sreeja S., Asst. Professor
6. Mrs Sheela Joseph
7. Mrs Lincy Sabu (President, PTA)
8. Mr Fredwill Robert (Students' Nominee)
9. Mrs Sini M. S. (Alumni Nominee)
10. Rev. Fr Maxon Xavier Kuttikkat
11. Mr K. S. Sabu
12. Dr V. S. Antony
13. Dr Josen George, Asst. Professor (Coordinator)

The meeting started with a silent prayer. The Principal welcomed the members. The minutes of previous meeting and Action Taken Report were presented by the IQAC coordinator. The members expressed their anxiety regarding academic activities during the advent of Covid 19. Discussions were made according to the agenda. The following decisions were taken during the session.

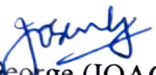


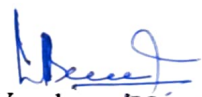
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1. To make the necessary steps to change the curriculum transaction in to online mode.
2. To make aware the teacher educators and students teachers of the institution about various online learning platforms to ensure curriculum transaction during the pandemic.

After the discussions, the IQAC coordinator proposed vote of thanks and the online session ended at 4.00 pm.


Dr Josen George (IQAC Co-ordinator)

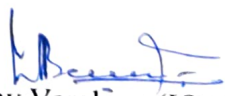

Dr Benny Varghese (IQAC Chairman)

Dr. BENNY VARGHESE
PRINCIPAL

The Action Taken Report (ATR)

1. All the teachers adopted online teaching strategies for curriculum transaction utilising various digital platforms such as Google meet and Zoom.
2. Virtual classrooms, video conferencing and online tools were used for facilitating teaching-learning.
3. Teachers adopted online assessment methods for CCE.
4. Teachers and students were trained to use various online platforms effectively with the help of Technical Expert Mr Abhilash.


Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)

Dr. BENNY VARGHESE
PRINCIPAL
AVILA COLLEGE OF EDUCATION
EDACOCHIN, COCHIN-682010





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MINUTES OF SECOND IQAC MEETING HELD ON 03.08.2020

Mode: Online

Time 4.30pm

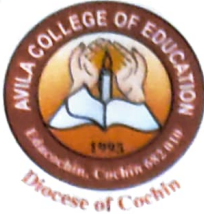
Agenda

1. Discussion on academic matters
2. Inauguration of BEd and MEd new batches
3. Submission of MEd dissertations
4. Evaluation of online academic transaction

Members Attended

1. Dr Benny Varghese, Principal (Chairman)
2. Rev. Fr Johnson Chirammel, Manager
3. Dr Elizabeth Thomas, Asst. Professor
4. Mrs Shiny T., Asst. Professor
5. Dr Sreeja S., Asst. Professor
6. Mrs Sheela Joseph
7. Mrs Lincy Sabu (President, PTA)
8. Mrs Sini M. S. (Alumni Nominee)
9. Rev. Fr Maxon Xavier Kuttikkat
10. Mr K. S. Sabu
11. Dr V. S. Antony
12. Dr Josen George, Asst. Professor (Coordinator)

The meeting started with a silent prayer. The Principal welcomed the gathering. The minutes of previous meeting and Action Taken Report were presented by the IQAC coordinator. Discussions were made according to the agenda. The following decisions were taken during the meeting.



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1. To encourage and assist students teachers to prepare video lesson for facilitating school internship
2. To make arrangements to include teacher trainees in the online students groups of their respective practice teaching schools.
3. To submit MEd dissertations to the MG University as early as possible.
4. To conduct inauguration of BEd and MEd new batches in the month of December.
5. To ensure the progress of online classes.

After the discussions, the IQAC coordinator proposed vote of thanks and the online meeting ended at 5.30 pm.

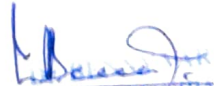

Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)

The Action Taken Report (ATR)

1. All the student teachers prepared video lessons on their respective topics assigned for their practice teaching at cooperating schools.
2. Student teachers were included in the classroom on-line groups by their respective teacher in charge in their cooperating schools.
3. The submission of MEd dissertations are in progress.
4. The formal inaugural ceremony of new BEd batch and MEd batch through online mode were held respectively on 16.12.2020 and 30.11.2020.
5. All the teacher educators take online classes for their respective subjects in accordance with a time table prepared for the same.


Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)



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MINUTES OF THIRD IQAC MEETING HELD ON 02.01.2021

Mode: Online

Time 3.00pm

Agenda

1. Discussion on academic matters
2. Internship of MEd students
3. Community Living Camp for IV Semester students
4. PTA Meeting

Members Attended

1. Dr Benny Varghese, Principal (Chairman)
2. Rev. Fr Johnson Chirammel, Manager
3. Dr Elizabeth Thomas, Asst. Professor
4. Mrs Shiny T., Asst. Professor
5. Dr Sreeja S., Asst. Professor
6. Mrs Sheela Joseph
7. Mrs Lincy Sabu (President, PTA)
8. Mrs Sini M. S. (Alumni Nominee)
9. Rev. Fr Maxon Xavier Kuttikkat
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11. Dr V. S. Antony
12. Dr Josen George, Asst. Professor (Coordinator)

The meeting started with a silent prayer. The Principal welcomed the gathering. The minutes of previous meeting and Action Taken Report were presented by the IQAC coordinator. Discussions were made according to the agenda. The following decisions were taken during the meeting.

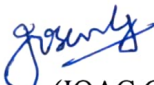


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1. To conduct classes in hybrid mode, maintaining half of the students at a time to ensure Covid-19 protocols.
2. To conduct classes between 10.00 am and 3.00 pm at college in offline mode.
3. To start the talent hunt programme of new BEd batch on 12.01.2021
4. To conduct internship programme for MEd students on 7.01.2021.
5. To start community living camp on 08.02.2021 at college premises.
6. To conduct PTA meeting on a convenient day in March 2021.

After the discussions, the IQAC coordinator proposed a vote of thanks, and the online meeting ended at 4:30 pm.


Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)

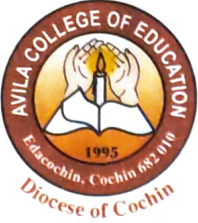
Dr. BENNY VARGHESE
PRINCIPAL

The Action Taken Report (ATR)

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1. Hybrid Mode Classes: Classes were conducted in hybrid mode, with half of the students attending in person at a time. This approach ensured compliance with Covid-19 protocols while allowing for interactive learning experiences. Faculty members were instructed to prepare accordingly for both in-person and remote instruction.
2. Offline Classes Timing: Offline classes were held between 10:00 a.m. and 3:00 p.m. at the college premises. This schedule provided a structured learning environment for students and ensured efficient utilization of time.
3. Talent Hunt Programme for BEd Batch: The talent hunt programme for the new BEd batch commenced on January 12, 2021. This initiative aimed to identify and nurture the talents and skills of incoming students, fostering a supportive learning environment from the outset.
4. Internship Programme for MEd Students: The internship programme for MEd students commenced on January 7, 2021. This hands-on learning opportunity allowed students to apply theoretical knowledge in real-world settings, enhancing their

practical skills and preparing them for future professional endeavours.



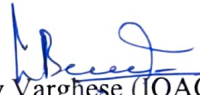
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5. Community Living Camp: The community living camp commenced on 8.2.2021, and ended on 12.2.2021 at the college premises. This experiential learning activity promoted teamwork, leadership, and community engagement among students, fostering personal growth and social responsibility.
6. Parent-Teacher Association (PTA) Meeting: The PTA meeting was conducted on 17.03.2021. This meeting provided a platform for constructive dialogue between parents, teachers, and school administrators, fostering collaboration and addressing pertinent issues affecting the academic community.


Dr Josen George (IQAC Co-ordinator)




Dr Benny Varghese (IQAC Chairman)

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