



## **AVILA COLLEGE OF EDUCATION**

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

### **IQAC MEETINGS - ACADEMIC YEAR 2021-22**

#### **MINUTES OF FIRST IQAC MEETING HELD ON 23.06.2021**

Mode: Online

Time 2.30 pm

#### **Agenda**

1. Discussion on academic activities for the year 2021-22
2. Preparation of Academic Calendar for the academic year

#### **Members Attended**

1. Dr Benny Varghese, Principal
2. Rev. Dr Marian Arackal, Manager
3. Dr Elizabeth Thomas, Asst. Professor
4. Mrs Shiny T., Asst. Professor
5. Dr Sreeja S., Asst. Professor
6. Mrs Sheela Joseph
7. Ms Maria Jacquelin (Students' Nominee)
8. Rev. Fr Maxon Xavier Kuttikkat
9. Mr K. S. Sabu
10. Dr V. S. Antony
11. Dr Josen George, Asst. Professor

The gathering commenced with a moment of quiet reflection. The Principal extended greetings to all attendees. The IQAC coordinator then presented the minutes from the previous meeting along with the Action Taken Report. Deliberations followed in accordance with the scheduled agenda items. Subsequently, several resolutions were reached throughout the session.





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1. To outline activities for the upcoming academic year and to formulate an academic calendar accordingly.
2. To establish provisions for facilitating online classes as the COVID protocol persists.

After the discussions, the IQAC coordinator proposed vote of thanks and the online session ended at 3.30 pm.

  
Dr Josen George (IQAC Co-ordinator)

  
Dr Benny Varghese (IQAC Chairman)  
DR. BENNY VARGHESE  
PRINCIPAL  
AVILA COLLEGE OF EDUCATION  
EDACOCHIN, COCHIN-682010

### **The Action Taken Report (ATR)**

1. The academic activities of the college for the academic year 2021-22 were chalked out and academic calendar was prepared accordingly.
2. Teachers adopt online mode for content transaction and internal assessment for CCE.

  
Dr Josen George (IQAC Co-ordinator)

  
Dr Benny Varghese (IQAC Chairman)



Dr. BENNY VARGHESE  
PRINCIPAL  
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### **MINUTES OF SECOND IQAC MEETING HELD ON 07.07.2021**

Mode: Online

Time 4.00 pm

#### Agenda

1. Discussion on academic matters
2. School induction and internship
3. Evaluation of online academic transactions

#### Members Attended

1. Dr Benny Varghese, Principal
2. Rev. Dr Marian Arackal, Manager
3. Dr Elizabeth Thomas, Asst. Professor
4. Mrs Shiny T., Asst. Professor
5. Dr Sreeja S., Asst. Professor
6. Mrs Sheela Joseph
7. Mr Sreekumar (President, PTA)
8. Ms Maria Jacquelin (Students' Nominee)
9. Rev. Fr Maxon Xavier Kuttikkat
10. Mr K. S. Sabu
11. Dr V. S. Antony
12. Dr Josen George, Asst. Professor

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. It was agreed to prioritize curriculum enhancements and instructional methodologies to optimize student learning outcomes.
2. The necessity of a comprehensive induction programme for new students was acknowledged.
3. A thorough review of the effectiveness and efficiency of online academic processes was conducted.

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)

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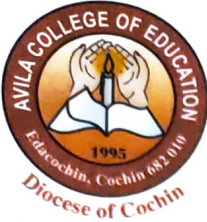
### The Action Taken Report (ATR)

1. Each student teacher created instructional videos covering the topics assigned for their practice teaching at partner schools.
2. The school induction programme for second semester BEd students was organised from 24.08.21 to 24.09.21
3. The cooperating schools' assigned teacher in charge integrated student teachers into the online classroom groups.
4. Teacher educators conducted online classes for their respective subjects as per a predetermined timetable.

  
Dr Josen George (IQAC Co-ordinator)

  
Dr Benny Varghese (IQAC Chairman)

DE. BENNY VARGHESE  
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### MINUTES OF THIRD IQAC MEETING HELD ON 04.10.2021

Venue: Seminar Hall

Time 3.00 pm

#### Agenda

1. Commencement of new BEd batch classes
2. Discussion on academic activities
3. Club activities
4. MEd internship

#### Members Present

1. Dr Benny Varghese, Principal
2. Rev. Dr Marian Arackal, Manager
3. Dr Elizabeth Thomas, Asst. Professor
4. Mrs Shiny T., Asst. Professor
5. Dr Sreeja S., Asst. Professor
6. Mrs Sheela Joseph
7. Rev. Fr Maxon Xavier Kuttikkat
8. Mr K. S. Sabu
9. Dr V. S. Antony
10. Dr Josen George, Asst. Professor

*[Handwritten signatures in blue ink corresponding to the list of members present.]*

The session commenced with a moment of silent reflection. The Principal greeted those present. The IQAC coordinator then provided an overview of the minutes from the prior meeting and shared the Action Taken Report. Conversations ensued in alignment with the agenda items. Subsequently, the following resolutions were reached during the gathering.



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1. To start classes for the new batch of BEd on 8.11.2021.
2. To organise school internship for third semester BEd students for four months starting from 17.11.2021
3. To start the talent hunt programme of new BEd batch on 19.11.2021
4. To conduct activities under the auspices of various clubs and leadership of optional teachers
5. To conduct College Union Election on 17.11.2021
6. To send MEd students for internship on 18.10.2021

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)

### **The Action Taken Report (ATR)**

1. The academic calendar has been adjusted to start classes for the new BEd batch on November 8, 2021.
2. Course schedules have been prepared and distributed to faculty members and students.
3. Orientation sessions have been scheduled to familiarize students with the curriculum and academic expectations.
4. The school internships for third-semester BEd students started on November 17, 2021. Collaborative agreements with partner schools have been established, outlining the terms and objectives of the internship programme.
5. The talent hunt programme for the new BEd batch was started on November 19, 2021.



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Committee of the College has been formed for the planning and execution of

various talent competitions and events.

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MEED internship was organised from 18.10.21 to 18.11.21

8. Student volunteers have been recruited to assist in the coordination and execution of club activities.

- AIDS awareness programme on 1.12.2021– College Union
- Ramanujan Day Celebration on 17.12.2021 by Mathematics Club
- Communicative English Class on 07.12.2021 by Language Club

Dr Josen George (IQAC Co-ordinator)

Dr Benny Varghese (IQAC Chairman)



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### MINUTES OF FOURTH IQAC MEETING HELD ON 18.01.2022

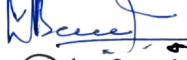
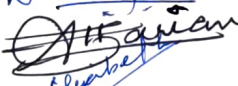
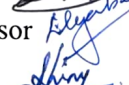

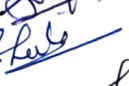
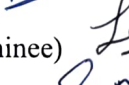

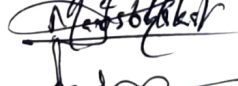


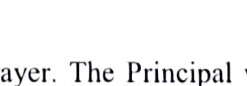
Venue: Seminar Hall

Time 3.00 pm

#### Agenda

1. Discussion on academic matters
2. Workshop on Yoga
3. PTA Meeting
4. Community Living camp for Final Semester BEd students

#### Members Attended

1. Dr Benny Varghese, Principal 
2. Rev. Dr Marian Arackal, Manager 
3. Dr Elizabeth Thomas, Asst. Professor 
4. Mrs Shiny T., Asst. Professor 
5. Dr Sreeja S., Asst. Professor 
6. Mrs Sheela Joseph 
7. Ms Maria Jacquin (Students' Nominee) 
8. Mrs Sini M. S. (Alumni Nominee) 
9. Rev. Fr Maxon Xavier Kuttikkat 
10. Dr V. S. Antony 
11. Dr Josen George, Asst. Professor 

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 finalise dissertations of MEd students and to submit to the University at the earliest.
2. To prepare internal marks for BEd students (II Sem)
3. To start mid semester examination on 21.02.22 as part of formative evaluation
4. To conduct model examination for MEd students from 15<sup>th</sup> May 2022
5. To conduct a workshop on Yoga on 10.01.22
6. National science day celebrations was held on 3<sup>rd</sup> March 2022 by science students
7. To start community living camp on 22.03.2022 at college premises.
8. To conduct PTA meeting on a convenient day in February 2022.

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)

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### **The Action Taken Report (ATR)**

1. Finalization of Dissertations for MEd Students: Faculty members have collaborated with MEd students to finalize their dissertations. Editing, formatting, and proofreading of dissertations have been completed and submitted to Principal on February 15, 2022.
2. Preparation of Internal Marks for BEd Students (II Sem): Faculty members have assessed and compiled internal marks for BEd students in their second semester. Internal marks have been calculated in accordance with the established evaluation criteria.



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3. Commencement of Mid-Semester Examinations: Mid-semester examinations commenced on February 21, 2022, as part of the formative evaluation process and ended on 28.02.22
4. Conduct of Model Examinations for MEd Students: Model examinations for MEd students were conducted from May 15, 2022. Examination papers, and guidelines have been prepared by faculty members to ensure comprehensive assessment of students' knowledge and skills.
5. Organization of Yoga Workshop: A workshop on Yoga was successfully conducted on January 7 and 10, 2022. Ms Aparna Victoria, Yoga champion, MG University Kottayam was the resource person during the session. Yoga instructor facilitated sessions covering various yoga techniques, benefits, and practices.
6. National Science Day Celebrations: Science students organized and celebrated National Science Day on March 3, 2022. Various activities such as science exhibitions, seminars, and competitions were held to commemorate the occasion.
7. Commencement of Community Living Camp: The community living camp commenced on 22.3.2022, within the college premises and ended on 26.03.2022. Organizational arrangements, accommodation facilities, and activity schedules have been coordinated to ensure a fulfilling and enriching experience for participants.
8. Conduct of Parent-Teacher Association (PTA) Meeting: A PTA meeting general body meeting conducted on a convenient day in 18th February 2022. Agenda items, including academic progress, extracurricular activities, and student welfare initiatives, were discussed with parents and guardians. The meeting aims to foster collaboration and communication between parents, teachers, and the administration for the holistic development of students.

Dr Josen George (IQAC Co-ordinator)

Dr Benny Varghese (IQAC Chairman)

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