

AVILA COLLEGE OF EDUCATION

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

IQAC MEETINGS - ACADEMIC YEAR 2022-23

MINUTES OF FIRST IQAC MEETING HELD ON 06.06.2022

Venue: Seminar Hall

Time 2.30 pm

Agenda

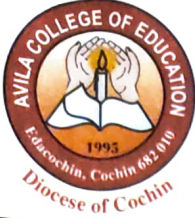
1. Discussion on academic activities for the year 2022-23
2. Preparation of Academic Calendar for the academic year
3. Conduct of Practical Examinations
4. Evaluation of MOOC

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. Rev. Fr Maxon Xavier Kuttikkat
8. Mr K. S. Sabu
9. Dr V. S. Antony
10. Dr Josen George, Asst. Professor

[Handwritten signatures of the members listed above]

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.

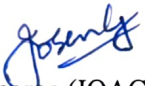


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1. To outline activities for the upcoming academic year and to formulate an academic calendar accordingly.
2. To conduct practical examinations for III semester BEd students from 9-10 June 2022
3. To organise school induction programme for II sem. BEd students from 24.06.22.
4. To prepare and upload internal marks for MOOC to MG University 14.7.22
5. To conduct model exams for BEd IV semester From 1.8.2022

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

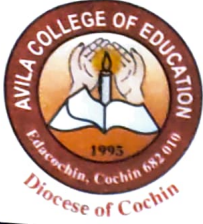

Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)

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EDACOCHIN, COCHIN-682010

The Action Taken Report (ATR)

1. Academic Year Planning and Calendar Formation: Activities for the upcoming academic year were thoroughly outlined by the staff council. An academic calendar was formulated, taking into account various factors such as holidays, examination schedules, and events.
2. Practical Examinations for III Semester BEd Students (9-10 June 2022): Practical examinations for III semester BEd students were successfully conducted on the scheduled dates.
3. School Induction Programme for II Semester BEd Students (24.06.22): The school induction programme for II semester BEd students was started as per the planned schedule on 24th June 2022.
4. Preparation and Upload of Internal Marks for MOOC to MG University: Internal marks for the Massive Open Online Course (MOOC) were diligently prepared by the concerned faculty members. The marks were uploaded to MG University's online portal within the stipulated deadline of 14th July 2022.



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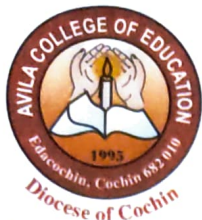
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5. Model Exams for BEd IV Semester: Model examinations for BEd IV semester were conducted on schedule starting from 1st August 2022. Examination papers were set, examination halls were arranged, and invigilators were assigned to oversee the examination process.


Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)
PRINCIPAL
AVILA COLLEGE OF EDUCATION
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MINUTES OF SECOND IQAC MEETING HELD ON 16.09.2022


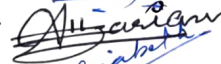




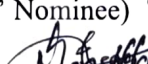
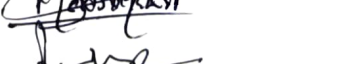
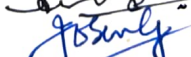

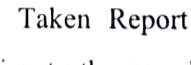
Venue: Seminar Hall

Time 2.00 pm

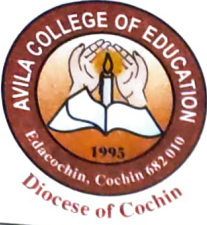
Agenda

1. Discussion on academic matters
2. Commencement of new BEd batch
3. Field internship of MEd 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 Sini M. S. 
8. Ms Gayathri Narayanan (Students' 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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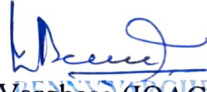
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1. To start the new BEd batch classes on 18.09.22
2. To organise MEd field internship in the month of September 2022
3. To conduct model examination for BEd students form 15.09.2022.
4. To start the talent hunt programme of new BEd batch students on 19.09.2022
5. To organise internship of third semester students from 19.10.2022 for four months.
6. To send student teachers to participate in science fair held at St Peter's HSS Kumbalanghi on 18.10.2022

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


Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)
PRINCIPAL
AVILA COLLEGE OF EDUCATION
EDACOCHEIN, COCHIN-682010

The Action Taken Report (ATR)

1. The new batch of BEd classes commenced as scheduled on 18th September 2022. Necessary arrangements such as classroom allocation, faculty assignments, and course materials distribution were made to ensure a smooth start to the academic session.
2. The MEd field internship programme was successfully organized during the month of September 2022.
3. Model examinations for BEd students were conducted as scheduled, starting from 15th September 2022. Examination papers were prepared, examination halls were arranged, and invigilation teams were deployed to ensure the fair conduct of examinations.
4. The talent hunt programme for new BEd batch students commenced on 19th September 2022. Various activities aimed at identifying and nurturing students' talents were organized, fostering a conducive learning environment.



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Monitoring mechanisms were put in place to ensure a fruitful and enriching internship experience for the students.

19th October 2022 for duration of four months. Orientation sessions, and Aquinas Ground, Edacochin, Cochin - 682 010

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6. Student teachers were selected and sent to participate in the Science Fair held at St. Peter's HSS Kumbalangi on 18th October 2022. A team of student teachers was formed, considering their interest and expertise in science-related subjects. Necessary permissions and arrangements for their participation, including transportation and accommodation, were organized well in advance.


Dr Josen George (IQAC Co-ordinator)


Dr Benny Varghese (IQAC Chairman)

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MINUTES OF THIRD IQAC MEETING HELD ON 03.11.2022


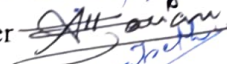





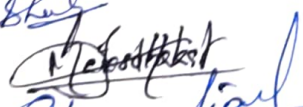
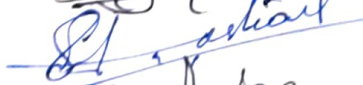


Venue: Seminar Hall

Time 3.00 pm

Agenda

1. Discussion academic matters
2. Discussion on NAAC reregistration
3. Club activities
4. MEd internship
5. School induction and internship
6. Conduct of Practical Examination
7. Community Living Camp

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. Ms Gayathri Narayanan (Students' Nominee) 
7. Mrs Sheela Joseph 
8. Rev. Fr Maxon Xavier Kuttikkat 
9. Mr K. S. Sabu 
10. Dr V. S. Antony 
11. Dr Josen George, Asst. Professor 

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




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1. To conduct AIDS awareness programme on 1.12.22
2. To constitute various committees including teaching and non-teaching staff for the coordination of various activities of the college in accordance with the thrust areas envisaged by NAAC.
3. To prepare proforma for documenting activities and programmes conducted by various cells/ committees/clubs under the auspices of the institution.
4. To entrust the Principal and IQAC coordinator to do the needful for second cycle of NAAC accreditation process.
5. To conduct inauguration of various club activities
6. To send MEd students for internship on 06.12.2022
7. To conduct Practical Examination on 16 and 17 February 2023
8. To conduct Community Living Camp in May 27.5.2023
9. To form various clubs in the institution and to plan activities.

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 Vargheese (IQAC Chairman)

The Action Taken Report (ATR)

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1. Conduct of AIDS Awareness Programme (1.12.22): An AIDS awareness programme was successfully conducted on 1st December 2022. Various activities such as rally, skit, and awareness sessions were organized to educate public about AIDS prevention and awareness.
2. Constitution of Committees for NAAC Thrust Areas: Various committees comprising teaching and non-teaching staff were constituted to coordinate activities aligning with the thrust areas identified by NAAC. Responsibilities and objectives of each committee were clearly defined to ensure effective coordination and implementation of activities.



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3. Preparation of Proforma for Documentation: Proforma for documenting activities and programmes conducted by various cells, committees, and clubs under the institution's auspices were prepared. The proforma served as a standardized format for recording and documenting the details of activities, facilitating comprehensive documentation for future reference and assessment.
4. Initiation of NAAC Accreditation Process (Second Cycle): The Principal and IQAC coordinator were entrusted with the responsibility to initiate the necessary steps for the second cycle of NAAC accreditation process. Preparations and documentation required for accreditation were diligently undertaken to meet the accreditation standards and criteria.
5. Inauguration of Various Club Activities: Inaugurations of various club activities were conducted as scheduled, providing students with opportunities to engage in extracurricular and co-curricular activities. The inaugurations were marked with enthusiasm and participation from students and faculty members alike, setting a positive tone for the upcoming activities.
6. Internship for MEd Students: MEd students were successfully completed internship starting from 6th December 2022. Internship was arranged in Avila College to provide students with practical exposure in secondary teacher education.
7. Youth day was celebrated by Social Science club on 12.01.2023
8. National science day was celebrated by science club on 03.03.2023.
9. Conduct of Practical Examinations (16 and 17 February 2023): Practical examinations were conducted on 16th and 17th February 2023 as per the scheduled dates in accordance with the University regulations.



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10. Community Living Camp: The Community Living Camp was successfully conducted from 27th May 2023. Students actively participated in various community engagement activities aimed at fostering social responsibility and promoting community development.

Dr Josen George (IQAC Co-ordinator)

Dr Benny Vargheese (IQAC Chairman)



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