

AVILA COLLEGE OF EDUCATION

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

IQAC MEETINGS - ACADEMIC YEAR 2023-24

MINUTES OF FIRST IQAC MEETING HELD ON 05.06.2023

Venue: Seminar Hall

Time 3.00 pm

Agenda

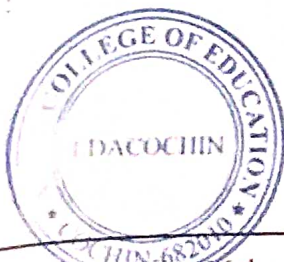
1. Discussion on academic activities for the year 2023-24
2. Preparation of Academic Calendar for the academic year
3. Inception of value-added courses

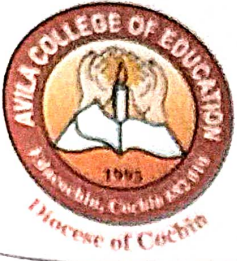
Members Present

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. Ms. Sneka Albert
11. Dr Josen George, Asst. Professor

(Handwritten signatures of the members listed above)

The meeting started with a moment of quiet reflection. The Principal extended greetings to all members. The IQAC coordinator 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. The following decisions were taken:



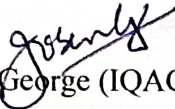


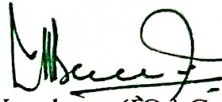
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1. To outline activities for the academic year 2023-24 and to prepare an academic calendar accordingly.
2. To start Value Added Courses during this academic year
3. To take necessary steps to proceed for NAAC accreditation

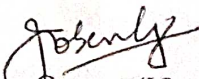
After the discussions, the IQAC coordinator proposed vote of thanks and the session ended at 3.30 pm.

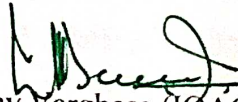

Dr Josen George (IQAC Coordinator)


Dr Benny Varghese (IQAC Chairman)

The Action Taken Report (ATR)

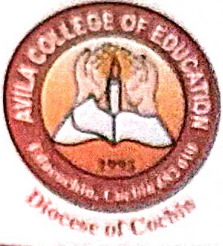
1. Academic Year Planning and Calendar Formation: Activities for the upcoming academic year were outlined by the staff council. An academic calendar was formulated, considering various factors such as holidays, examination schedules, and events.
2. Dr Josen George, Dr Sreeja S., and Ms Shiny T. were assigned to design the curriculum, syllabus and working arrangement for the inception of two value added courses
3. All staff members were asked to prepare for the NAAC accreditation process throughout the academic year. The manager has announced that this year will see improvements in infrastructure and initiatives aimed at creating a greener campus.


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 7.07.2023

Venue: Seminar Hall

Time 2.30 pm

Agenda

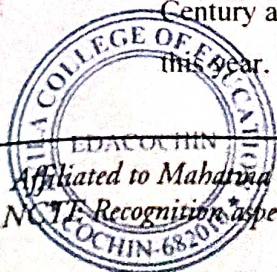
1. Discussion on academic matters
2. Discussion on curriculum and conduct of value-added courses
3. Internship of Third semester students
4. Making campus eco-friendly

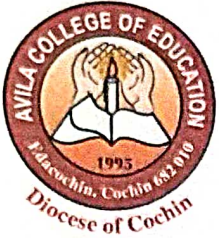
Members Attended

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 Sneka Albert (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.

1. To start practice teaching of third semester students from seventh August 2023.
2. The codes, names, curriculum and mode of transaction of two value added courses were unanimously agreed. The courses VAC 01 – Inspiring Teacher for the 21st Century and VAC 02 – Enhancing Soft Skills for Teachers were decided to implement this year. To coordinate the courses Ms. Shiny T. and Dr. Sreeja S. were deputed.





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3. To start the value-added courses in off-line mode by the teachers of the institution from 19.7.2023
4. To start the orientation programme of new BEd batch students on 1.8.2023
5. To adopt a multifaceted approach that includes planting more trees, separating waste and dispose safely, and make students aware about pollution by placing posters on the campus.

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

Dr Josen George (IQAC Coordinator)

Dr Benny Varghese (IQAC Chairman)

The Action Taken Report (ATR)

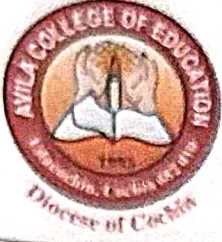
1. Practice teaching of third semester students was started on seventh August 2023. The evaluation of practice teaching was done by respective optional teachers by direct visit to the practice teaching schools.
2. Two value added courses VAC 01 – Inspiring Teacher for the 21st Century and VAC 02 – Enhancing Soft Skills for Teachers of 32 hrs. duration were successfully delivered to the first semester students under the charge of Ms. Shiny T. and Dr. Sreeja S. as coordinators. The classes started on 19.07.2023 and ended on 9.8.2023. Eighty students were enrolled for the two courses. Written examination and practicum were conducted for each course.
3. The orientation programme of new BEd batch students was started on 1.8.2023. Principal Dr. Benny Varghese and senior teachers of the college took induction programme sessions on various aspects related to teacher education and BEd curriculum.
4. To make the campus eco-friendly, more trees were planted and d waste segregation was introduced to separate different types of waste.

Dr Josen George (IQAC Coordinator)

Dr Benny Varghese (IQAC Chairman)

Dr. BENNY VARGHESE
PRINCIPAL

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MINUTES OF THIRD IQAC MEETING HELD ON 3.10.2023

Venue: Seminar Hall

Time 3.00 pm

Agenda

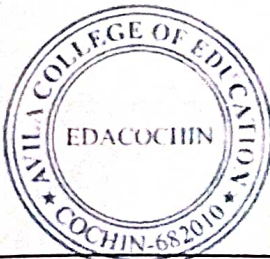
1. Discussion academic matters
2. Discussion on AQAR submission
3. Club activities
4. School internship
5. Conduct of internal Examination

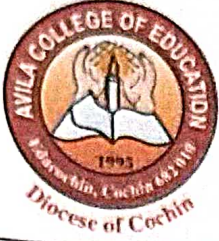
Members Present

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 Sneka Albert (Students' Nominee)
7. Mrs Sheela Joseph
8. Rev. Fr Maxon Xavier Kuttikkat
9. Mr K. S. Sabu
10. Dr Josen George, Asst. Professor

(Handwritten signatures of the members listed above)

The session commenced with a 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. Discussions were made in alignment with the agenda items and the following decisions were reached during the meeting.





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1. To conduct mid-semester exam for the first semester students in second week of October.
2. To speed up the process of submission of pending AQARs to NAAC and to publish in the college website.
3. To evaluate the functioning of various committees constituted in accordance with the thrust areas envisaged by NAAC.
4. To conduct inauguration of various club activities
5. To evaluate the school internship of third semester students and to prepare the students for practical examination expected to be conducted soon after the internship programme.

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

Dr Josen George (IQAC Coordinator)

Dr Benny Varghese (IQAC Chairman)

The Action Taken Report (ATR)

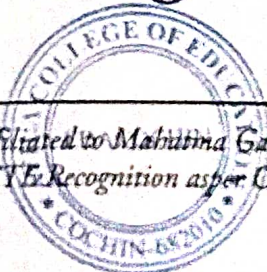
1. Mid-semester exam for the first semester students were conducted in second week of October.
2. Various committees constituted for NAAC accreditation process presented their position regarding AQAR preparation.
3. Various clubs were formed by students under the leadership of optional teachers. Inaugurations 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.
4. The school internship of third semester students ended on 30th November 2023. Principal and optional teachers ensured the effective conduct of the programme by visiting the cooperating schools and observing the calluses of student teachers.

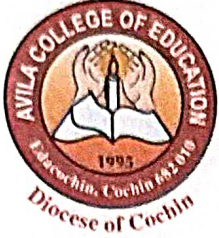
Dr Josen George (IQAC Coordinator)

Dr Benny Varghese (IQAC Chairman)

Dr. BENNY VARGHESE
PRINCIPAL

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MINUTES OF FOURTH IQAC MEETING HELD ON 4.03.2024

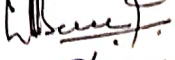
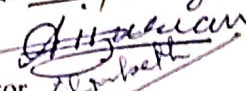
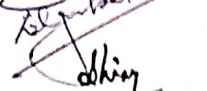
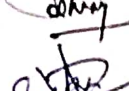
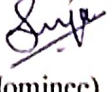
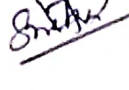

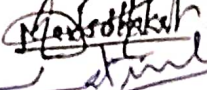
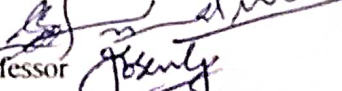

Venue: Seminar Hall

Time 3.00 pm

Agenda

1. Discussion on AQAR submission
2. Conduct of Practical Examination (Fourth sem.)

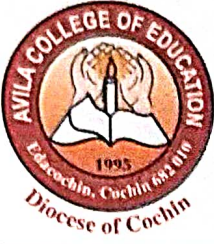
Members Present

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 Sneka Albert (Students' Nominee) 
7. Mrs Sheela Joseph 
8. Rev. Fr Maxon Xavier Kuttikkat 
9. Mr K. S. Sabu 
10. Dr Josen George, Asst. Professor 

The session began with a moment of silent prayer. The Principal extended a warm welcome to everyone attending the meeting. The IQAC coordinator reviewed the minutes from the previous meeting and presented the Action Taken Report. The agenda items were discussed, leading to the following decisions being made.

1. To submit the pending AQAR before 30th April 2024 and to submit IQA as early as possible
2. To decide for the practical exam. (fourth sem.) to be conducted on 11.3.2024.






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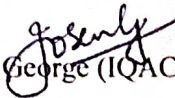
After the discussions, the IQAC coordinator proposed a vote of thanks, and the online meeting ended at 4:00 pm.



Dr Josen George (IQAC Coordinator)


Dr Benny Varghese (IQAC Chairman)

The Action Taken Report (ATR)

1. All the pending AQARs were submitted before 30.04.2024
2. The practical examination for fourth-semester students was conducted smoothly on the scheduled date.


Dr Josen George (IQAC Coordinator)


Dr Benny Varghese (IQAC Chairman)

Dr. BENNY VARGHESE
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