



# National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

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## NOTIFICATION OF THE FORMATION OF IQAC

1. Dr.N.Sethumadhavan (Principal)
2. Ms.Thasneem Ahmed (Manager)
3. Mr.Jayakrishnan P V (Vice Principal)
4. Ms.Sreeja V (IQAC Coordinator)
5. Dr.Rajeswari K V (Faculty)
6. Dr.Smitha Kunjappan (Faculty)
7. Ms. Anjaly P M(Faculty)
8. Miss Sranya Devi K S(Faculty)
9. Ms.Jeni Rajan (Student Representative, B.Ed. Second Year)
10. Mr. Vaisakh P (Student Representative, B.Ed. First Year)
11. Mr.Syed Muhammed Haseem (Student Representative, M.Ed. Second Year)
12. Ms.Hazeena T S (Student Representative, M.Ed. First Year)
13. Parent Representative (Mr.Babu V)
14. Alumni Representative (Sajad)
15. Panchayat Member (Joy T M)

## MINUTES OF THE MEETINGS OF IQAC 2023-24

### MEETING 1-

Date: 24-05-2023

Time: 11.00 a.m.

Mode: Online

Agenda:

- Establishing research and development activities of the college

- Arranging internship of PG programme and semester wise plans.
- Convening different programmes of the college.
- Keeping registers in the college.

Decisions taken:

- Dr.Rajeswari K V is given the charge of organising R&D activities of the college. Research cell to be started with minor surveys and projects related to society.
- Academic Calendar to be prepared and submitted by the beginning of June.
- Edusite the youtube channel and Newsletter to be released by the year.
- Duties were allocated to teachers for various activities of the college.

### **IQAC Meeting 1:**

#### **Actions Taken-**

- Dr.Rajeswari K V organized R& D activities of the college. The Research programmes organized for the academic year were
  - a) Half –Day Anganwadi Training Programme PRASIKSHAN for hands-on training on teaching aids.
  - b) NEP Talk series 1& 2 on NEP 2020 to be organized by experts from NCERT and NEP Drafting Committee.
  - c) One Day National Seminar on Frontier areas in education highlighting NEP 2020 to be organized in November.
- Academic Calender 2023-24 is prepared and send for publication.
- Edusight the Youtube channel was started in the month of March 2024.

### **MEETING 2-**

Date: 12-09-2023

Time: 10.45 am

Agenda:

- Organising third semester practical examination, first semester theory and practical examination.

- Organising camp, tour and other extension activities.
- Organising seminars, workshops etc.
- Organising GTA meeting.

#### Decisions taken:

- Decisions were taken for organising school visit, practical work submission, internal examination, microteaching etc.
- Talents Day was set for September 25/2023.
- Extension activity to be organized in association with SUPW activity.
- Convocation ceremony of B.Ed 2021-23 batch to be organized.
- Filing of AQAR 2022-23 to be done by the end of the academic year.

#### **Actions Taken**

- Teachers school visited teaching practice schools two to three times. Practical work submission, internal examination, microteaching etc were conducted for first semester B.Ed students as per the date.
- Talents Day was celebrated on September 25/2023.
- Extension activity, Swach Bharath Abhiyan-Campus cleaning was organized in association with SUPW activity.
- Convocation ceremony was held for B.Ed 2021-23 batch to be organized.

#### **Meeting 3**

Date: 06-12-2023

Time: 1.30 pm to 3.30 pm

#### Agenda:

- NAAC Reaccreditation procedure.
- AQAR filing for the year 2022-23.
- Institutional registration in AISHE, KIRF etc.
- Organising National Seminar under UGC fund in the year 2024-25.
- Quality improvement in teaching-learning activities.

Decisions taken:

- NAAC reaccreditation initiative will be taken by the Manager.
- Ms. Lini John is given the duty of organising National Seminar.
- Mr.Jayakrishnan P V is given the charge of AISHE, KIRF,NIRF and SAAC entry.
- Dr.Rajeswari K V and Dr.Smitha Kunjappan were given the charge of proposing minor projects to be carried out under UGC scheme with community involvement.
- The infrastructure of the institution is to be modified.
- Result chart from 2015-16 to be attached in front of the office.
- Quality measures are taken care for extension activities of the college.

### **Meeting 3-Actions Taken**

- The college decided to go for NAAC reaccreditation starting from 2019-20 to 2023-24.
- Mr.Jayakrishnan P V and office staff entered AISHE and KIRF data.
- Quality measures are taken for extension activities of the college like street play on Anti-Drug Campaign.

### **Meeting 4**

Date: 07-02-2024

Time: 1.10pm

Venue: Principal's Room

Agenda: Reviewing the IQAC activities of the academic year 2023-24.

Decisions Taken:

- A number of programmes were organized in the academic year that kept quality.
- All examinations were conducted smoothly.
- A number of students qualified KTET and NET examination.
- University fee to be collected from students before the vacations.
- The meeting decided to set duty list and charge for various activities for the academic year 2024-25.

## Meeting 4-Actions Taken

- A number of programmes were organized in the academic year that kept quality.
- All examinations of 2023-24 were conducted smoothly.
- A number of students qualified KTET and NET examination.
- University fee was collected from second semester B.Ed students before the vacations.
- The meeting decided to set duty list and charge for various activities for the academic year 2024-25.



  
Dr. N. SETHU MADHAVAN  
PRINCIPAL  
NATIONAL COLLEGE FOR TEACHER EDUCATION  
IQBAL SQUARE, MEPRATHUPADY  
VENGOLA, PERUMBAVOOR-683 556