



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

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

IQAC Meeting Minutes for the Academic Year 2024-25

Meeting 1 -Held on 3rd June 2024

The first IQAC meeting for the academic year 2024-25 was held on 3rd June 2024 at 11 am.

Venue: Principal's Room

Participants

IQAC Members	Role
Dr. Kunju Muhammed Pulavathu	Dean
Dr. Achamma P Mathew	H.O.D. M.Ed. Department
Dr. N. Sethumadhavan	Principal
Mr. Jayakrishnan P V	Vice Principal
Ms. Sreeja V	IQAC Coordinator
Dr. Smitha Kunjappan	Staff Editor
Dr. Rajeswari K V	M.Ed. Coordinator
Ms. Lini John	MOOC Coordinator
Ms. Hazeena T S	M.Ed. Second Year Student
Ms. Beebi Azoora K	M.Ed. First Year Student
Mr. Mohammed Shahik	B.Ed. Second Year Student
Mr. Sayed Muhammed Hazeem	Alumni Representative
Mr. Mohammed Ali K A	Office Superintendent
Ms. Saranya Devi K S	SC/ST Coordinator & Hostel in charge
Ms. Shameena M E	Faculty

Agenda

- NAAC Applying
- NAAC Filing

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- Assessing progress of third semester B.Ed. students (2023-25).
- Academic planning for First semester M.Ed. students (2024-26).
- Assessing progress of third semester M.Ed. students (2023-25).
- NAAC DVV Entry

Decisions taken:

- Academic planning for first semester B.Ed. students (2024-26).
 - a) Theory papers to be completed by 15th November 2024.
 - b) Microteaching must start from 15th November to 30th of November.
 - c) All practicum and practical's must be completed by 15th November.
 - d) Model Examination will start from 18th November.
- Assessing progress of third semester B.Ed. students (2023-25).
 - a) Commission date was proposed for October 30.
 - b) All practical works must be submitted on or before October 21.
 - c) Mark Entry by October 22.
 - d) LAC Model Examination and classes will be held from October 15 to October 28.
- Academic planning for First semester M.Ed. students (2024-26).
 - a) Theory courses must be completed on or before 30th October.
 - b) Practicum works must be collected by 15th October.
 - c) Seminars to be completed by October 30.
 - d) Model Examination to be held one week before University Examination.
- Assessing progress of third semester M.Ed. students (2023-25).
 - a) Data collection from October 1st to October 20.
 - b) Chapter 1 submission-October
 - c) Chapter 2,3&4 submission-November
 - d) Chapter 5&6 submission-December

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Dr. N. S. CHAVAN
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- NAAC SSR pre-qualified on November 15,2024.
- Second instalment of fee payment to be done on or before November 30,2024.
- Filing and Registers before December 19.
- Proposed NAAC visit dates-February 24 &25/March 12&13/March 26&27.
- Internship from 15th January to 31st January.
- Arts and sports to be completed by February.
- Model examination for fourth semester students by the midst of March,2025.
- M.Ed. second semester thesis proposal presentation by January.
- Title approval to be done by January last.
- Model examination to be done by last of March.
- Mock Viva to be conducted by January for third semester M.Ed. students.

Participants

IQAC Members	Role
Dr.N. Sethumadhavan	Principal
Mr. Jayakrishnan P V	Vice Principal
Ms. Sreeja V	IQAC Coordinator
Dr. Smitha Kunjappan	Staff Editor
Ms. Lini John	MOOC Coordinator
Ms. Hazeena T S	M.Ed. Second Year Student
Ms. Sajidha Meerasa B M	Faculty
Ms. Saraya Devi K S	SC/ST Coordinator & Hostel in charge
Ms. Shameena M E	Faculty

Meeting 4 -Held on 21st March 2025

The fourth IQAC meeting for the academic year 2024-25 was held on 21st March 2025 at 1 pm.

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Dr. N. S. SETHUMADHAVAN
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- g) ELC-Ms. Shameena M E & Ms. Sajidha Meerasa B M
- h) Teaching Practice-Mr. Jayakrishnan P V
- i) Handbook -Ms. Lini John & Ms. Hazeena T S
- j) Tour-Mr. Jayakrishnan P V
- k) Alumni-Mr. Jayakrishnan PV
- l) Course coordinator B.Ed.-Mr. Jayakrishnan PV
- m) Course Coordinator M.Ed.- Dr. Smitha Kunjappan
- n) Documentation Photo-Ms. Hazeena T S
- o) Reports-Dr. Smitha Kunjappan & Ms. Sreeja V
- p) NSS-Mr. Jayakrishnan PV
- q) MOOC-Ms. Lini John

Participants

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Dr.N. Sethumadhavan	Principal
Mr. Jayakrishnan P V	Vice Principal
Ms. Sreeja V	IQAC Coordinator
Dr. Smitha Kunjappan	Staff Editor
Ms. Lini John	MOOC Coordinator
Ms. Hazeena T S	M.Ed. Second Year Student
Ms. Sajidha Meerasa B M	Faculty
Ms. Saranya Devi K S	SC/ST Coordinator & Hostel in charge
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- Year Plan
- Academic Calendar
- Duty List for teachers

Decisions taken

- AQAR 2023-24 filing and uploading by June 2024. Criterionwise duty list
 - a) Criterion 1-Ms. Saranya Devi K S
 - b) Criterion 2&6- Ms. Sreeja V
 - c) Criterion 3-Dr. Rajeswari K V
 - d) Criterion 4-Mr. Jayakrishnan P V
 - e) Criterion 5-Dr. Smitha Kunjappan
 - f) Criterion 7-Ms. Lini John.
- IIQA inline submission duty given to Mr. Jayakrishnan P V
- After IIQA approval SSR from 2019-24 to be filed and uploaded by August 2024.
- Duty list for teachers
 - a) Magazine Editor-Dr. Smitha Kunjappan
 - b) NOSA-Mr. Jayakrishnan P V
 - c) Student Council/ELC & MOOC-Ms. Lini John
 - d) Tour-Mr. Jayakrishnan P V
 - e) Photo Documentation & Camp-Ms. Hazcena T S
 - f) Arts-Ms. Shameena M E

Meeting 2 -Held on 23rd September 2024

The second IQAC meeting for the academic year 2024-25 was held on 23rd September 2024 at 1 pm. Venue: Staff Room

Agenda:

- Academic planning for first semester B.Ed. students (2024-26).





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- e) Thesis Draft submission -January 15
- f) Thesis Final submission -January 30.
- NAAC DVV Entry
 - a) The DVV data must be clearly entered without further clarification.
 - b) Coordination of all faculties required for submitting criterion.

Participants

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Dr.N. Sethumadhavan	Principal
Mr. Jayakrishnan P V	Vice Principal
Ms. Sreeja V	IQAC Coordinator
Dr. Smitha Kunjappan	Staff Editor
Ms. Lini John	MOOC Coordinator
Ms. Hazeena T S	M.Ed. Second Year Student
Ms. Sajidha Meerasa B M	Faculty
Ms. Saraya Devi K S	SC/ST Coordinator & Hostel in charge
Ms. Shameena M E	Faculty

Meeting 3 -Held on 29th November 2024

The third IQAC meeting for the academic year 2024-25 was held on 23rd September 2024 at 1 pm.

Venue: Staff Room

Agenda:

- Semester planning
- Preparation for NAAC visit

Decisions taken



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Venue: Staff Room

Agenda:

- Qualitative assessment of NAAC criterion
- NAAC pending activities
- Academic pending activities
- Academic calendar for 2025-26
- Duty list of teachers for 2025-26

Decisions taken:

- Criterion-wise PowerPoint presentation must be presented in the following dates:
 - a) Criterion 1 & 4-March 24
 - b) Criterion 2&3-March 25
 - c) Criterion 6&7-March 26
 - d) Criterion 5-March 27.
- NAAC pending files to be completed on or before 30th April.
- Pending topics to be covered through online mode on or before April 30th for second semester B.Ed. students.
- Question papers for all model examinations to be submitted to Sala on or before March 28th.
- Academic calendar (2025-26) to be completed on or before 31st May 2025 and the charge is given to Ms. Lini John.
- Duty list of teachers for the academic year 2025-26.
 - a) Assembly -Ms. Hazeena T S
 - b) Examination-B.Ed.-Ms. Hazeena T S & Ms. Saranya Devi K S
 - c) M.Ed. Examination-Ms. Sreeja V
 - d) Staff Editor-Dr. Smitha Kunjappan
 - e) Staff Advisor-Mr. Jayakrishnan P V
 - f) SUPW- Ms. Sreeja V


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