

# **KARMELA RANI TRAINING COLLEGE, KOLLAM**

## **MINUTES OF IQAC MEETING HELD ON 22/11/2018**

Date : 22/11/2018

### **Agenda:**

- Preparation for the external practical examination and Online examination
- To approve the minutes of the meeting held on 23/05/2018
- To update the infra structure facility of the institution.

### **Members Attended:**

1. Rev. (Fr.) Joseph John
2. Mrs. Anuja C.S.
3. Dr. Mary Sindhu J.
4. Dr. Sanil Sebastian
5. Dr. Brinda Nair S.
6. Mr. Nancy J Fernandez
7. Mrs. Priya Dominic
8. Mr. Jojo Francis
9. Mr. Sarthre Alex
10. Mr. Byju C.
11. Dr. Cynthia Catherine Michael
12. Dr. Sindha P. Mendez

### **Action Taken Report:**

1. All Faculty members incorporated ICT in their Teaching learning process. Students used more ICT for preparing lesson plan and also for their programmes.
2. A professional development programme for teaching and non-teaching staff was organized for Code of Professional ethics on 17/06/2018. The resource person for the programme was Rev. Fr. Joseph J. Associate Professor, Karmela Rani Training College, Kollam. For the non-teaching staff, a workshop on KSR on 05/10/2018. Mr. Haridasan Retd Professor, SN College, Kollam was the resource person for the Workshop.

### **Minutes / Resolutions**

1. In the meeting, minutes of the meeting held on 23/05/2018 was approved and confirmed.
2. Decided to augment the infra structure of the college with computers and the library resources with new collection of books.
3. For the coordination of External examination Charges was assigned to the faculty members.

# **KARMELA RANI TRAINING COLLEGE, KOLLAM**

## **MINUTES OF IQAC MEETING HELD ON 29/05/2019**

Date : 29/05/2019

### **Agenda:**

- To approve and confirm the minutes of the meeting held on 22/11/2018
- To discuss the plan of action according to the Academic and Administrative Audit
- To discuss about the professional development/administrative training programmes for teaching and non-teaching Staff

### **Members Attended:**

1. Dr. Sanil Sebastian
2. Mrs. Anuja C.S.
3. Dr. Mary Sindhu J.
4. Rev. (Fr.) Joseph John
5. Dr. Brinda Nair S.
6. Mr. Nancy J Fernandez
7. Mrs. Priya Dominic
8. Mr. Jojo Francis
9. Mr. Sarthre Alex
10. Mr. Byju C.
11. Dr. Cynthia Catherine Michael
12. Dr. Sindha P. Mendez

### **Actions taken Report:**

1. As part of infra structure augmentation new computers were purchased. In the library new collections of books was installed.
2. External Examination and online examination were successfully completed without any difficulties.

### **Minutes / Resolutions:**

1. The minutes of the meeting held on 22/11/2018 was approved and confirmed.
2. According to the academic and administrative audit, faculty members decided to organize programmes to give more importance to the green practices.
3. Decided to organize a workshop on Curriculum Framework for teachers in the month of June itself.
4. Decided to organize an orientation on SPARK for non-teaching staff.