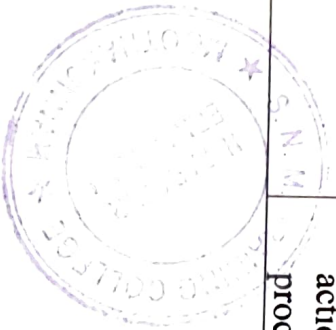


# S N M TRAINING COLLEGE, MOOTHAKUNNAM

## Minutes of IQAC meeting 2018-2019

| Sl. No. | Date       | Agenda  | Minutes of the meeting  | Action taken  |
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| 1       | 20-06-2018 | <ol style="list-style-type: none"> <li>1. Plan of action for the year 2018-2019</li> <li>2. Admission Procedure</li> <li>3. Appraisal of 2017-2018 IQAC initiated activities</li> <li>4. Preparation of Academic calendar and Handbook</li> </ol> | <ol style="list-style-type: none"> <li>1. Discussion were held on the different dimensions to be included in the plan of action</li> <li>2. Resolved to incorporate the following dimensions in the plan of action <ul style="list-style-type: none"> <li>❖ To provide rich and varied experiences to the student teachers to nurture the teacher dimensions</li> <li>❖ Extension programmes</li> <li>❖ Involvement of faculty members in curricular development and professional development activities</li> <li>❖ Celebration of important days</li> <li>❖ Values added programmes</li> </ul> </li> <li>3. Formed sub committees to prepare plan of action Academic calendar and admission procedure</li> </ol> | <p>Each and every member of the IQAC forum contributed for developing the draft of plan of action. Sub committees prepared the draft of the above Rank list for admission prepared and initiated the admission procedure and planned to begin classes in the month of July 2018. Admission procedure completed successfully</p> |



  
 Principal  
 S.N.M. Training College  
 Moothakunnam

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| 2 | 27-06-2018 | <ol style="list-style-type: none"> <li>1. Discussion on action taken report</li> <li>2. Finalization of plan of action</li> <li>3. Chalking out the activities to be executed within the next three months</li> </ol> | <ol style="list-style-type: none"> <li>1. Discussions were held on the action taken report. It is observed that activities were conducted in accordance with the plan</li> <li>2. Prepared plan of action is analysed and finalized with necessary modification (attached here)</li> <li>3. Finalised the academic calendar and Hand book after discussion</li> <li>4. Resolved to conduct the following programmes during the first quarter of the year <ul style="list-style-type: none"> <li>❖ Activities to boost the self confidence and hidden potentialities of student teachers</li> <li>❖ Orientation programmes</li> <li>❖ organization for a week</li> <li>❖ 1<sup>st</sup> phase activities of various clubs</li> <li>❖ Maintaining an activity log by teachers including academic and non academic programmes</li> </ul> </li> </ol> | <p>Activities were conducted to boost the self confidence and hidden potentials of student teachers. Some of the activities were</p> <ul style="list-style-type: none"> <li>➤ Induction programmes for the new batch of students, both M Ed &amp; B Ed</li> <li>➤ Orientation week to sensitise with the new programme</li> <li>➤ Meraki – 2K 18 is organized – for showcasing their talents</li> <li>➤ Vayanapakshacharanam – by Literary Club</li> <li>➤ Class on library online procedure</li> <li>➤ A bridge course on personality development class</li> <li>➤ Digital literacy seminar</li> <li>➤ Sudoku competition</li> <li>➤ Election literacy class</li> <li>➤ Seminar on Educational Philosophy of Sri Narayana Guru</li> </ul> |
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| 12-09-2018 | <ol style="list-style-type: none"> <li>1. Appraisal of action taken report</li> <li>2. Post flood initiatives – Evaluation</li> <li>3. Planning of activities to the next quadrant</li> <li>4. Assessment of the ongoing programme</li> </ol> | <ol style="list-style-type: none"> <li>1. Action taken was discussed and observed that programmes were executed almost in accordance with the plan</li> <li>2. A brief appraisal of the flood calamities of the college was done. Analyzed the damages occurred in the infrastructure, library books computers etc. of the institution. Chalked out some post flood relief activities of the college as follows <ul style="list-style-type: none"> <li>➤ Distribution of relief kits to the students</li> <li>➤ Decided to visit teaching practice schools to enquire the flood calamities</li> <li>➤ Resolved to recover as many books as possible by drying and chemical treatment</li> </ul> </li> <li>3. Resolved to conduct activities under the following domains for the next 3 months <ul style="list-style-type: none"> <li>➤ Workshop on art integrated teaching</li> <li>➤ Workshop to help flood affected Chendamangalam Kaithary weavers</li> </ul> </li> </ol> | <p>As our college is seriously affected by recent flood, a through cleaning of the institution was done with the help of students and staff. The loss and damages due to flood was reported to Management, Government and UNESCO 51 relief kits were distributed among the students of our college. A workshop on ‘Chekkutty doll’ making was organized to help Chendamangalam Kaithary workers. Uniforms were supplied to nearby L P School students Drama and theatre workshop was conducted to integrate art form to teaching</p> |
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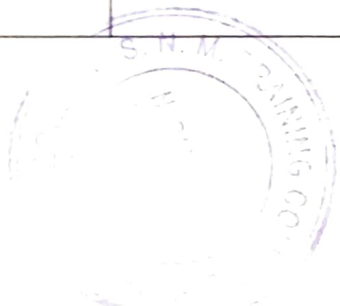


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| 4 | 14-11-2018 | <ol style="list-style-type: none"> <li>1. Discussion on A T R</li> <li>2. Approval of AQAR 2017-2018</li> <li>3. Academic and Administration audit</li> <li>4. Modification in the time table and schedule of work</li> <li>5. RUSA fund allocation</li> <li>6. Chalking out future activities of next 3 months</li> </ol> | <ol style="list-style-type: none"> <li>1. Discussion on ATR was held and noticed the drawbacks</li> <li>2. Resolved to arrange a seminar on curriculum reforms at schools and a career guidance class to the outgoing students</li> <li>3. Resolved to make changes in the work schedule</li> <li>4. The meeting approved AQAR 2017-2018 and its Academic and Administration audit report</li> <li>5. RUSA committee is formed to carry out RUSA fund</li> </ol> | <p>A seminar on curriculum reforms in schools was organized to sensitize the said aspect among the student teachers. Placement cell organized a career talk with one of our Alumni Arun P (I A S Officer) of the college. Modifications in the time table has made in this semester.</p> |
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 Principal  
 S.N.M. Training College  
 Madhavaram

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| 11-01-2019 | <ol style="list-style-type: none"> <li>1. Discussion on A T R</li> <li>2. Evaluation of the ongoing IQAC activities</li> <li>3. Chalking out of the future activities for the next 3 months</li> <li>4. Periodical appraisal of AQAR</li> </ol> | <ol style="list-style-type: none"> <li>1. Action taken report is discussed</li> <li>2. Evaluated the ongoing IQAC activities in detail and gaps were identified</li> <li>3. Resolved to conduct the following programmes <ul style="list-style-type: none"> <li>➤ Workshops</li> <li>➤ Extension activities</li> <li>➤ Promotion of universal values</li> <li>➤ Sports and cultural programme</li> <li>➤ Gender equity promotion programmes</li> </ul> </li> <li>4. Discussed criterion wise duties and activities to enable timely uploading of the document in the website</li> </ol> | <p>Significant contributions were made by IQAC in the previous quadrants. Organized outreach programmes to enhance social outlook of studies. Some of them are</p> <ul style="list-style-type: none"> <li>➤ Reviving with colours – flood affected Anganwadi</li> <li>➤ Contributed teaching learning materials</li> <li>➤ Back to ecofriendly world</li> <li>➤ Cloth bag distribution to Samoohya Arogya Kendram</li> <li>➤ Pouch making training to Kudumbasree</li> <li>➤ Gender equity promotion programme</li> <li>➤ Sports and cultural meet</li> <li>➤ Activities for promoting universal values and ethics – Hair donation campaign for cancer patients, old age home visit</li> <li>➤ Workshops on Music SPSS package</li> <li>➤ Seminar on National Science day</li> <li>➤ Poster making competition on National Science day</li> </ul> |
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