



BNV COLLEGE OF TEACHER EDUCATION

IQAC REPORTS
ACADEMIC YEAR -2024-2025
(June 2024- March-2025)



BNV COLLEGE OF TEACHER EDUCATION

Thiruvallam, Thiruvananthapuram 27

(Recognized by NCTE and Affiliated to University of Kerala)

E mail: bnv.teachereducation@gmail.com,

Website: www.bnvcte.org Phone: 9846950270

NOTICE 1

Meeting of IQAC Members held on 27-05-2024

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 27.05.2024 at 10 am at Principals chamber.

Agenda

1. To approve and confirmation of the minutes of the IQAC meeting held on 22-01-2024
2. To approve Academic Calendar for the year 2024-2025
3. Environment Day celebrations in collaboration with Environmental club Prakruthi.
4. Blood donation camp to be conducted on 28/06/2024
5. Any other point with permission from the chair

Members Present

Dr. Lakshmi S, (Principal)
Dr. Meera Kumari G, Academic Director
Dr. Sunikumari P M (Vice Principal)
Mrs. Rekha L R, (IQAC Coordinator)
Mrs. Shiny Pratap (Assistant Professor in General Education)
Mr. Justin Thomas (Assistant professor in Commerce Education)
Mr. Rahul. C V (Assistant Professor in Malayalam Education)
Mrs. Nayana NV (Assistant Professor in English)
Dr. Reghunathan Nair R (Librarian)

Procedure of the Meeting

The meeting was held on 27-05-2024 at Principal's Chamber. Dr. Lakshmi S, Principal welcomed all the members and presented the action taken report of previous meeting held on 22-01-2024

Action taken report of the meeting held on 22-01-2024

As part of the quality initiative activities of the college, the following activities has been organized.

- A Workshop on PowerPoint Presentation was conducted on 15 November 2023 by Gharana, Creative club of BNVCTE. The session was handled by Mr. Adarsh S. S., Alumni Member, and focused on developing students' presentation and communication skills.
- An awareness programme on the Constitution day of India was conducted on 27 November 2023. Dr. N. L. Sajikumar delivered an informative session highlighting the significance of the Constitution
- A Social Service Programme was organized on 06-12-2023 a 'visit to Kripatheeram Old Age Home'. The programme aimed to promote social responsibility and community engagement among students through interaction with and support for the residents of the old age home

Minutes of the meeting

The following points were discussed in the meeting.

Agenda 1. To approve and confirmation of the minutes of the IQAC meeting held on 22-01-2024

The members of the committee appreciated the efforts made by the institution in organizing quality programmes. The committee acknowledged the activities done by the college as part of social work.

Agenda 2. To approve the Academic Calendar for the year 2024-2025

After detailed discussion, the Academic Calendar for 2024–2026 batch was presented and reviewed by the IQAC members. The calendar was approved unanimously, and the members resolved to implement the scheduled academic and co-curricular activities as planned.

Agenda 3. Environment day Celebrations

As part of the quality initiatives the college has planned to conduct Environmental Day celebrations in collaboration with the Environmental club of BNVCTE, Prakruthi. It was decided to conduct the program on June 6th 2024. Suggestions were received from IQAC members to collaborate with the neighbouring schools for the environment day Celebrations.

Agenda 5. Conduct of blood Donation Camp

It was decided to conduct a blood donation camp in collaboration with PRS Hospital. Necessary directions were issued to the faculty members of the college for the smooth conduct of the blood donation camp. Efforts were also planned to include the faculty members of the neighbouring BNV schools in the blood donation camp.

Agenda 4. Any other point with permission from the chair

- The members discussed the need for conducting more student-centred quality enhancement programmes such as workshops, seminars, skill development training, and awareness programmes to improve students' academic and professional competencies.
- The members suggested improving feedback mechanisms, promoting ICT-enabled teaching practices, and encouraging greater participation of students and faculty in extension and community outreach activities to ensure continuous quality enhancement.

The meeting ended with a vote of thanks by Mrs. Rekha L R, Coordinator of IQAC. She concluded the session focusing the immediate actions to be completed by the all the faculty members at the earliest

Dr. Lakshmi S

Principal

NOTICE 2

Meeting of IQAC Members held on 10-07-2024

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 10.07.2024 at 10 am at Principal's chamber.

Agenda

1. To approve and confirmation of the minutes of the IQAC meeting held on 27-05-2024
2. Organization of National /International Seminar.
3. Review of NAAC Criteria-wise activities and documentation by the respective criterion coordinators.
4. Any other point with permission from the chair

Members Present

Dr. Lakshmi S, (Principal)
Dr. Meera Kumari G, (Academic Director)
Dr. Sunikumari P M (Vice Principal)
Mrs. Rekha L R, (IQAC Coordinator)
Mrs. Shiny Prathap (Assistant Professor in General Education)
Mr. Justin Thomas (Assistant professor in Commerce Education)
Mr. Rahul. C V (Assistant Professor in Malayalam Education)
Mrs. Nayana NV (Assistant Professor in English)
Dr. Reghunathan Nair R (Librarian)

Procedure of the Meeting

The meeting was held on 10-07-2024 at Principal's Chamber. Dr. Lakshmi S, Principal welcomed all the members and presented the action taken report of previous meeting held on 27-05-2024

Action taken report of the meeting held on 27-05-2024

As part of the quality initiative activities of the college, the following activities has been organized.

- A Blood Donation Camp was organized on 28-06-2024 by BNVCTE Service Squad in collaboration with PRS Hospital as a community service initiative. The programme promoted social responsibility and encouraged voluntary blood donation among students and staff.
- Environment day celebrations were conducted in collaboration with the environmental club of BNVCTE, Prakruthi. The students were divided into groups and instructed to

go to the neighbouring schools with the task of distributing seeds to school students emphasising on the importance of environmental conservation and protection.

- A Capacity Building Programme on Thinking Skills was conducted on 24-07-2025 by Dr. Anu Mukund, Lecturer in English at NISH Thiruvananthapuram to enhance students' critical thinking, problem-solving abilities, and decision-making skills.
- As part of the quality enhancement initiatives of the institution, a Theatre Practice Workshop was conducted on 23 July 2024 by Shri R. Kiran Bodhi a speaker and research scholar and it focused on developing students' creativity, communication skills, self-confidence, and stage performance abilities.

Minutes of the meeting

The following points were discussed in the meeting.

Agenda 1. To approve and confirmation of the minutes of the IQAC meeting held on 27-05-2024

The minutes of the IQAC meeting held on 27-05-2024 were presented before the members for review and discussion. After verifying that the proceedings and resolutions recorded in the minutes accurately reflected the discussions and decisions taken during the meeting, the members unanimously approved and confirmed the minutes without any modifications. The committee resolved to proceed with the implementation and follow-up of the decisions taken in the previous meeting.

Agenda 2. Organization of International Seminar.

The members discussed the organization of an International Seminar as part of the institution's quality enhancement initiatives. After detailed deliberations, it was decided to conduct an International Seminar in collaboration with CTEF on 6th and 7th September 2024. The theme of the seminar was finalized as "Teacher Education @ 2030: A Visionary Road Map for Progressive Education". The members resolved to initiate the necessary arrangements and constitute various committees for the successful conduct of the programme.

Agenda 3. Review of NAAC Criteria-wise activities and documentation by the respective criterion coordinators

The criterion coordinators presented the activities undertaken and the supporting documents prepared under their respective NAAC criteria. The members reviewed the progress, verified the documentation, and suggested necessary measures for strengthening quality indicators and ensuring NAAC compliance.

Agenda 4. Any other point with permission from the chair.

- The members discussed organizing intercollegiate competitions to provide a platform for students from various institutions to showcase their talents and skills. It was

decided to conduct academic, online competitions to promote collaboration, and institutional visibility.

- The committee reviewed the facilities provided for students requiring academic support, including human resource assistance, reader and scribe facilities, and copies of reading materials. The members appreciated these initiatives and resolved to further strengthen accessibility and inclusiveness in line with NAAC Binary Criteria – Attribute III.

The meeting ended with a vote of thanks by Mrs. Rekha L R, Coordinator of IQAC.

Dr. Lakshmi S

Principal

NOTICE 3

Meeting of IQAC Members held on 3-10-2024

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 3.10.2024 at 2.00 pm at Principal's chamber.

Agenda

1. To approve and confirmation of the minutes of the IQAC meeting held on 10-07-2024
2. To approve proposal to publish an edited book.
3. College Union election
4. Conduct of PTA meeting for batch 2024-2026
- 5 .Any other point with permission from the chair

Members Present

Dr. Lakshmi S, (Principal)
Dr. Meera Kumari G, (Academic Director)
Dr. Sunikumari P M (Vice Principal)
Mrs. Rekha L R, (IQAC Coordinator)
Mrs. Shiny Pratap (Assistant Professor in General Education)
Mr. Justin Thomas (Assistant professor in Commerce Education)
Mr. Rahul. C V (Assistant Professor in Malayalam Education)
Mrs. Nayana NV (Assistant Professor in English)
Dr. Reghunathan Nair R (Librarian)

Procedure of the Meeting

The meeting was held on 3-10-2024 at Principal's Chamber. Dr. Lakshmi S, principal welcomed all the members and presented the action taken report of previous meeting held on 10-07-2024

Action taken report of the meeting held on 10-07-2024

As part of the quality initiative activities of the college, the following activities has been organized

- As part of the quality enhancement initiatives of the institution, intercollegiate competitions were organized on 13th August 2024 to provide students with opportunities to showcase their academic, cultural, and creative talents
- Independence Day was celebrated on 15-8-2024 with patriotic fervour through flag hoisting, cultural programmes, and awareness activities.

- The formal inauguration of the 2024–2026 B.Ed. batch was conducted on 30-8-2024 to welcome the new students into the academic community
- A special assembly was organized in connection with Teachers' Day on 5-9-2024 to honour and appreciate the contributions of teachers
- The resolution of the IQAC, an International Seminar on "Teacher Education @ 2030: A Visionary Road Map for Progressive Education" was successfully conducted in collaboration with CTEF on 6th and 7th September 2024
- The IQAC decided to publish a college newsletter as part of its quality enhancement initiatives under NAAC Binary Criteria – Attribute III.

Minutes of the meeting

Agenda 1. To approve and confirmation of the minutes of the IQAC meeting held on 10-07-2024.

- The minutes of the previous meeting was read, discussed and after thorough examination was approved by the committee

Agenda 2. To approve proposal to publish an edited book.

- The members discussed and approved the proposal to publish an edited book in order to promote academic research, scholarly writing, and knowledge dissemination among faculty members and researchers. IQAC members suggested that the edited book be based on the theme of the International conference conducted in the month of September.

Agenda 3. College Union election

- The members discussed and approved the conduct of the College Union Election, and Mrs. Shiny Pratap, Assistant Professor, was entrusted with the responsibility of coordinating and overseeing the election process to be held on 18.10.2024

Agenda 4. PTA meeting

- The need to conduct a PTA meeting for Batch 2024-26 was discussed and all the IQAC members unanimously agreed that the meeting shall be conducted in the month of November. It was decided that the exact date of the meeting will be finalised later keeping in accordance with the academic schedules.

Agenda 5. Any other point with permission from the chair

- The organization of an educational visit to historical places as part of the academic activities to enhance students' understanding of history, culture, and heritage through experiential learning.

The meeting ended with a vote of thanks by Mrs. Rekha L R, Coordinator of IQAC. She concluded the session focusing the immediate actions to be completed by the all the faculty members at the earliest

Dr. Lakshmi S

Principal

NOTICE 4

Meeting of IQAC Members held on 3-12-2024

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 3.12.2024 at 2.00 pm at Principal's chamber.

Agenda

1. To approve and confirmation of the minutes of the IQAC meeting held on 03-10-2024
2. Community Living Camp for the batch 2023-2025 to be conducted from
16-12-24 to 20 -12- 24
3. Workshop on stress management and leadership skill to be conducted in the month of January
4. Annual athletic meet 2025 held on 25-01-2025

Members Present

Dr. Lakshmi S, (Principal)
Dr. Meera Kumari G, (Academic Director)
Dr. Sunikumari P M (Vice Principal)
Mrs. Rekha L R, (IQAC Coordinator)
Mrs. Shiny Pratap (Assistant Professor in General Education)
Mr. Justin Thomas (Assistant professor in Commerce Education)
Mr. Rahul. C V (Assistant Professor in Malayalam Education)
Mrs. Nayana NV (Assistant Professor in English)
Dr. Reghunathan Nair R (Librarian)

Procedure of the Meeting

The meeting was held on 3-10-2024 at Principal's Chamber. Dr. Lakshmi S, principal welcomed all the members and presented the action taken report of previous meeting held on 3-10-2024

Action taken report of the meeting held on 03-10-2024

- The minutes of the previous IQAC meeting were presented before the members for review. After detailed discussion, the minutes were approved unanimously without any modifications.
- The proposal to publish an edited book was approved, and the preliminary work was initiated as decided by the IQAC. Dr. Sunikumari P.M. was entrusted with the responsibility of coordinating the preparation work.

- The College Union Election was conducted successfully on 18 October 2024 as decided by the IQAC. Shiny Pratap coordinated and supervised the election process, ensuring its smooth conduct. The swearing-in ceremony of the newly elected College Union members was held in the presence of Dr. Lakshmi S, Principal who administered the oath.
- The PTA meeting for the 2024–2026 batch was conducted online on 16-11- 2024 as per the academic schedule. Parents and teachers actively participated in the meeting, and various academic and student-related matters were discussed to strengthen parent–teacher collaboration.
- The visit to Kripatheeram Old Age Home was conducted successfully on 22 November 2024. Students and faculty members actively participated in the programme, interacting with the inmates and engaging in activities that promoted social responsibility and compassion.

Minutes of the meeting

Agenda 1. To approve and confirmation of the minutes of the IQAC meeting held on 03-10-2024

- The minutes of the IQAC meeting held on 3-10-2024 were presented before the members for review and confirmation. After discussion, the members unanimously approved and confirmed the minutes without any modifications.

Agenda 2. Community Living Camp for the batch 2023-2025 to be conducted from 16-12-24 to 20 -12- 24

- The IQAC discussed the conduct of the Community Living Camp for the 2023–2025 batch. It was decided to organize the camp from 16-12- 2024 to 20 -12- 2024 at Mitranikethan City Centre to provide student teachers with opportunities to develop leadership, teamwork, social responsibility, and community living skills.

Agenda 3 Workshop on stress management and leadership skill to be conducted in the month of January

- It was decided to organize a workshop in the month of January to enhance students' emotional well-being, self-confidence, decision-making, communication, and leadership skills through expert sessions and interactive activities.

Agenda 4. Annual athletic meet 2025 held on 25-01-2025

- Annual Athletic Meet on 25-01-2025, was decided by IQAC and the concerned committee was entrusted with the responsibility of making the necessary arrangements for the successful conduct of the event.

The meeting ended with a vote of thanks by Mrs. Rekha L R, Coordinator of IQAC.

Dr. Lakshmi S

Principal

NOTICE 5

Meeting of IQAC Members held on 17-01-2025

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 17-01-2025 at 2.00 pm at Principal's chamber.

Agenda

1. To approve and confirmation of the minutes of the IQAC meeting held on 3-12-2024
2. Workshop on Theatre practice
3. Field trip to wonderla and craft village for 2024-2026 batch as part of curricular activities
4. Students attend the National seminar as part of International Energy festival
5. Hosting Lumina 20th Annual celebration of BNVCTE and 10th anniversary celebration of Pamphilos

Members Present

- Dr. Lakshmi S, (Principal)
- Dr. Meera Kumari G, (Academic Director)
- Dr. Sunikumari P M (Vice Principal)
- Mrs. Rekha L R, (IQAC Coordinator)
- Mrs. Shiny Pratap (Assistant Professor in General Education)
- Mr. Justin Thomas (Assistant professor in Commerce Education)
- Mr. Rahul. C V (Assistant Professor in Malayalam Education)
- Mrs. Nayana NV (Assistant Professor in English)
- Dr. Reghunathan Nair R (Librarian)

Procedure of the Meeting

The meeting was held on 17-01-2025 at Principal's Chamber. Dr. Lakshmi S, principal welcomed all the members and presented the action taken report of previous meeting held on 3-12-2024

Action taken report of the meeting held on 03-10-2024

- The minutes of the IQAC meeting held on 3-12-2024 were presented before the members for review and confirmation. After discussion, the members unanimously approved and confirmed the minutes without any modifications.
- The Community Living Camp for the B.Ed. batch 2023–2025 was successfully conducted from 16-12-2024 to 20-12-2024 at Mitraniketan City Centre,

Thiruvananthapuram, under the title "AYKYA 24." The camp included a variety of expert sessions on Malayalam cinema, AI for teachers, Kalari, First Aid and CPR, traffic awareness, emotional well-being, and counselling, conducted by distinguished resource persons.

- The workshop on Stress Management and Leadership Skill was successfully conducted on 22-01-2025. The session was led by Mrs. Mini Natarajan, Counselling Psychologist, Hypnotherapist, and NLP Practitioner, who provided practical strategies for stress management and leadership development.
- The Annual Athletic Meet 2025 was successfully conducted on 25-01-2025 at the BNV School Ground. The event was inaugurated by Shri Suresh Sir, Managing Director BNV Group of Educational Institutions and hoisted the sports flag to mark the commencement of the meet. Winners were presented with trophies and medals in recognition of their performances.

Minutes of the meeting

Agenda 1. To approve and confirmation of the minutes of the IQAC meeting held on 3-12-2024

- The minutes of the previous meeting were read by the IQAC co-ordinator and it was confirmed.

Agenda 2. Workshop on Theatre practice

- The IQAC decided to conduct Workshop on Theatre Practice to enhance the creativity, communication skills, and classroom performance of student teachers on 30-1-2025 as part of the institution's academic enrichment programme.

Agenda 3. Field trip to wonderland and craft village for 2024-2026 batch as part of curricular activities

- The IQAC decided to organize a field trip for the 2024–2026 batch as part of the curricular activities, including educational exposure, experiential learning, and cultural enrichment and decided the field trip to Wonderla Water Theme Park and Craft Village on 31-1- 2025, and the necessary arrangements were entrusted to the concerned faculty members, who were selected as programme in-charges.

Agenda4. Students attend the National seminar as part of International Energy festival

- It was decided to send students to attend the seminar on the International Energy Festival in Thiruvananthapuram on 7-2-2025 to enhance their knowledge of sustainable energy and environmental conservation.

Agenda 5. Hosting Lumina 20th Annual celebration of BNVCTE and 10th anniversary celebration of Pamphilos

- The IQAC decided to conduct Lumina, the 20th Annual Celebration of BNV College of Teacher Education, along with the 10th Anniversary Celebration of Pamphilos on 8-3- 2025, and the necessary arrangements were entrusted to the concerned committees for the successful organization of the programme.

The meeting ended with a vote of thanks by Mrs. Rekha L R, Coordinator of IQAC.

Dr. Lakshmi S

Principal