

MINUTES - 19/06/2021

The meeting began with a silent prayer at 3.00 PM in the conference hall following the COVID Protocol. The Principal welcomed the members. The coordinator presented the minutes of the previous meeting and the action taken report. The agenda of the meeting was then briefed.

AGENDA

1. Quality enhancement facility
2. Education in Post COVID time
3. Audits to be conducted.
4. Change of management representative, faculty, alumnae representative and student representative in the IQAC

Members

1. Dr. Alice Joseph
2. Dr. Rosamma Lukose
3. Dr. Betty PJ
4. Dr. Marin Jose
5. Dr. Bindu Joseph
6. Dr. Joby Jay Kurian
7. Dr. Sicily A A
8. Dr. Siji John
9. Dr. Soya Mathew
10. Dr. Smitha Jose
11. Jerry MA
12. Jincy Joseph

Alice Joseph
Rosamma Lukose
Betty PJ
Marin Jose
Bindu Joseph
Joby Jay Kurian
Sicily A A
Siji John
Soya Mathew
Smitha Jose
Jerry MA
Jincy Joseph

13. Dr. Mary Joseph
14. Lissy chakalakal
15. Dr. Newly Joseph
16. Sheha mol KJ
17. Dr. Josephine Joseph.

~~Dr. Mary Joseph
Lissy chakalakal
Sheha mol KJ
Dr. Josephine Joseph.~~

Impressions

AGENDA 1 : Quality enhancement of faculty

It was opined that measures should be taken to implement programmes for the quality enhancement of the faculty. Updation on the latest service rules by the Government is also necessary was suggested. Organising International conference and workshops on preparation of SSR would be helpful was also suggested. It was opined that the staff council must be asked to chalk out programmes for the same.

AGENDA 2 : Education in a post covid time

The difficulties faced by the school students in concentrating in their studies during the online classes was discussed and the need to address this issue was stressed. The need to train our student teachers and alumnae to handle the school students who are undergoing the post covid symptoms was also said. It was suggested to organize training programmes at the earliest as this is a need of the time.

AGENDA 3 : Audits to be conducted

The academic administrative audit as well as the finance audit to be done in the beginning of the academic year itself. It was also suggested that having the

Energy, Environment and Green Audit every alternative year would be good. The IQAC Coordinator was entrusted with the duty to find the auditors for Energy and green audits.

AGENDA 4 : Change of Management, Faculty, Alumnae representative and student representative.

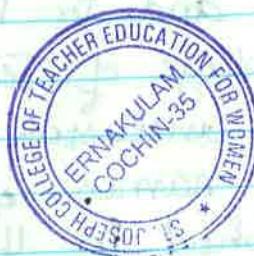
Dr. Mary Joseph, was thanked for her long standing support and guidance and was wished all success in her future endeavors. Sr. Pushpamma Antony was nominated as the new Management Representative. Dr. Newly Joseph was thanked for her long standing service as the Alumnae representative in the IQAC Committee and Smt Alphonsa Kurian, Assistant Professor, Department of Sociology, BCM college, Kottayam was decided to be included into the IQAC committee instead. Sneha Mol was thanked for her contributions to the IQAC and was wished success in her future life. It was decided to have Arya Balachandran of English optional of the 2020-2022 Batch as the new student representative. It was decided to have Dr. Dinimol Jacob as the IQAC member instead of Dr. Smitha Jose. Dr. Smitha Jose was thanked for her services.

Taylor Syl

Dr. Josephine Joseph
IQAC Coordinator

Alice Joseph

Dr. Alice Joseph
Principal



ACTION TAKEN REPORT OF THE MEETING HELD
ON 19/06/2021.

1. The following Programmes were chalked for Faculty development in the staff council and days allotted in the academic calendar for the same.
 - (i) On 22/06/2021 a staff development programme by the name Recap the Service Benefits was organised for the faculty and the administrative staff of Higher Education Institutions.
 - (ii) An internation conference in the month of March.
2. The agency for carrying out the energy and green Audit is being sought.
3. A training Programme for the Alumnae to help the students of schools to cope up with the post COVID symptoms was planned and organized on 16/7/2022.
4. The newly nominated members Sr. Pushpamma Antony Management Representative, Smt. Alphonsa Kurian, Assistant Professor, Department of Sociology, BCM college Kottayam, the Alumnae Representative, Aya Balachandran of English Optional of the 2020-2022 Batch the student representative and Dr. Dinimol Jacob, Assistant Professor, St. Joseph college of Teacher education were intimated about their inclusion in the IQAC of the institution and the names of the IQAC committee members were published in the notice board.

and website of the college.



Dr. Alice Joseph

MINUTES

The meeting began with a prayer and the principal welcomed the gathering. Dr. Binimal Jacob the faculty member, Smt. Alphonsa Kurian the alumnae representative and Arya Balachandran the new student representative were accorded a warm welcome by the Principal. The Minutes of the previous meeting and the action taken report was presented by the coordinator, who then briefed upon the agenda too.

AGENDA

1. Value Oriented Education for students
2. Furthering Research
3. Enhancing cooperation among Educational Institutions

Members

1. Dr. Alice Joseph
2. Dr. Rosamma Lukose
3. Dr. Betty PJ
4. Dr. Marine Jose
5. Dr. Bindu Joseph
6. Dr. Joby Joy Kurian
7. Dr. Binimal Jacob
8. Dr. Sicily AA
9. Dr. Siji John
10. Dr. Soya Mathew
11. Jessy MA
12. Tiny Joseph

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3. Sr. Pushpamma Anthony
1. Lissy Chakalakal
3. Alphonsa Kurian
3. Aarya Balachandran
7. Dr. Josephine Joseph.

~~S. P. Ravi~~
~~DR. RAVI~~
~~Alphonsa Kurian~~
~~Aarya~~
~~Josephine Joseph~~

AGENDA 1: Value Oriented Education

As students were spending most of the time online and were lacking opportunity for socializing there is a need to orient them and parents in the safe use of internet hence programmes to be initiated to help students teachers and school students to grow in moral values. It would be good if we could engage the students community in some healthy activity. The staff council to materialize programmes that would boost the moral of the student community.

AGENDA 2 : Furthering Research.

Research being indispensable for faculty improvement and development must gain momentum. Faculty must be encouraged to take up projects, contribute articles for publications, guide thesis and participate in research based webinars and workshops. Research committee to work on it and monitor it.

AGENDA 3 : Enhancing cooperation among Educational Institutions.

It was opined that as the COVID had prevented people from coming together and meeting each other on various occasions it would be good to enhance the cooperation among the educational institutions by arranging venues for their coming together.

Arranging and international inter-institutional competition at the college and school level would be commendable.

Josephine Joseph

Dr. Josephine Joseph
ISAC Coordinator

Alice Joseph

Dr. Alice Joseph
Principal



ACTION TAKEN REPORT OF THE MEETING HELD ON
25/07/2021

1. The programmes for boosting the morale of the student community in schools was not finalized.
2. Faculty are working in preparing articles and papers for publication.

Dr. Soya Mathew was entrusted with the duty of organizing an intercollegiate and inter school competition programme.



Atta Joseph
Dr. Atta Joseph

MINUTES

The IQAC Meeting on 18/09/2021 began with silent prayer. The Principal welcomed the gathering and the IQAC coordinators read the minutes of the previous meeting, the action taken report and the agenda of the day's meeting.

AGENDA

- Orientation to NAAC preparation
- Enhancing Placement
- Appointment of guest lecturer for Physical Education
- Other matters

Members:

- Dr. Alice Joseph
- Dr. Rosamma Lukose
- Dr. Betty PJ
- Dr. Marin Jose
- Dr. Bindu Joseph
- Dr. Joly Joy Kurian
- Dr. Unniyal Jacob
- Dr. Sicily AA
- Dr. Siji John
- Dr. Soya Mathew
- Jerry MA
- Sincy Joseph












13. Sr. Pushpamma Antony.
14. Lucy chakalakal
15. Alphonsa Kurian.
16. Surya Balachandran
17. Dr. Josephine Joseph.

~~Salma~~
~~TM~~
~~Alphonsakurian~~
~~SS~~
Irene Iyer

AGENDA 1: Orientation of NAAC Preparation.

It was suggested that an orientation to NAAC preparation would add momentum to the process and would update the faculty on the benchmarks to be achieved. Hence arranging a faculty development programme on NAAC Accreditation would be commendable. The IQAC Coordinator was entrusted with the duty of organizing one.

AGENDA 2: Enhancing placement

The apprehension of the outgoing students of being late in completing the course was shared and considered the difficulty in being placed was voiced. Measures to get our students placed need to be considered and plans to be chalked out for the same.

AGENDA 3: Appointing a guest lecture for physical Education

The difficulty of Dr. Rosamma T to continue her service as a physical education teacher after retirement was presented to the committee. The IQAC committee remembered with gratitude the generous service of Dr. Rosamma T and decided to appoint a guest lecture for the time being as the concurrence for the fresh appointment was already send to

the education Secretariat. The Jr. Superintendent Jessy TA was entrusted with the work of finding the possibilities of appointing a guest lecture.

AGENDA 4 : Other Matters

It was reminded that the PTA meeting is to be called for without delay. If offline meet was not possible then google meet could be planned for. It was suggested that it would be good if the speed of the internet could be increased. The Green Audit, Environment and Energy Audit to be done this year. Dr. Josephine was entrusted to look into the matter and make the necessary arrangements for the same.

Jasmine Joseph

Dr. Josephine Joseph
IGAC Coordinator

Alice Joseph

Dr. Alice Joseph
Principal



ACTION TAKEN REPORT OF MEETING HELD ON
18/09/2021

1. One day seminar of NAAC Accreditation was planned out for in the month of November. It is decided to have the IQAC coordinator Dr. Kala M.S. Associate Professor, Department of physics, St. Teresa's college, Ernakulam and Dr. Usha Nair, Associate Professor, Department of Hindi, St. Teresa's College Ernakulam as the Resource Person's for the same.
2. Applications for the physical Education Guest lecture has been notified in the office of the D.D, Ernakulam and steps for appointing a guest lecture to the said post has begun.
3. Measures to increase the speed of the internet has been taken up by the Bursar of the college.
4. An online meet for the General Body meeting of the P.T.A has been planned in two batches for the month of November.
5. Agencies were contacted to carry out Energy Environment and Green Audits.



Dr. Alice Joseph
Dr. Alice Joseph

MINUTES

The ICAC Meeting scheduled for 20/11/2021 began in the conference hall at 10.30 AM. The Principal welcomed the members and the action taken report of the previous meeting. The agenda was then briefed upon.

AGENDA

- 1. International Web conference
- 2. Progress of the Research centre Procedure
- 3. Value added courses

Members

- 1. Dr. Alice Joseph
- 2. Dr. Rosamma Lukase.
- 3. Dr. Betty P J,
- 4. Dr. Marin Jose
- 5. Dr. Bindu Joseph
- 6. Dr. Joby Joy Kurian
- 7. Dr. Dinimol Jacob
- 8. Dr. Sicily A A
- 9. Dr. Siji John
- 10. Dr. Soya Mathew
- 11. Jessy MA
- 12. Tincy Joseph
- 13. Dr. Pushpamma Antony
- 14. Lissy chakalakal
- 15. Alphonsa Kurian
- 16. Arya Balachandran

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~~Arya~~

17. Dr. Josephine Joseph *Invited*

AGENDA 1 : International Web conference

Organising an International Web conference every year would be fruitful for keeping the faculty and students updated with the latest trends in education. Possibilities of arranging one needs to be explored and materialized.

AGENDA 2 : Progress of the Research Centre Procedures

The progress of the application with regard to being a research centre needs to be followed was opined. The members of the research cell, Dr. Sicily AA and Dr. Joby Joy Kurian said that they were enquiring about the developments in this regard.

AGENDA 3 : Value added courses

There was a discussion on the basic requirements of certifying a course as a value added course and Dr. Siji John and Dr. Smitha Jose were entrusted to study about the requirements for designing value added courses. The courses given so far was of 30 hours duration was pointed out. It was decided to provide more value added courses for the student teachers this academic year itself.

Invited

Dr. Josephine Joseph
IQAC Coordinator



Invited
Dr. Alice Joseph
Principal

ACTION TAKEN REPORTS OF THE MEETING HELD ON
20/11/2021

1. An online conference in the month of March in collaboration with Higher Education Council of Kerala and CTEF General Chapter has been planned out for the month in March.
2. The file for the approval of the Research centre is under consideration in the University.
3. Faculty is designing courses to be given to the students in the months of March and April.



Dr. Alice Joseph

MINUTES

The meeting began at 2.00 PM in conference hall with a prayer led by the Principal followed by the welcome. The coordinator then presented the minutes and action taken report of the previous meeting followed by a briefing on the agenda.

AGENDA

1. Organizing exposure programmes for student teachers
2. Augmenting the library to meet the standards of a research centre
3. Student teacher ratio to be ensured
4. Extension Service during vacation.

Members

1. Dr. Alice Joseph
2. Dr. Rosamma Lukose
3. Dr. Betty PJ
4. Dr. Marin Jose
5. Dr. Bindu Joseph
6. Dr. Joby Joy Kurian
7. Dr. Dinimal Jacob
8. Dr. Sicily AA
9. Dr. Siji John
10. Dr. Soya Mathew
11. Jessy MA
12. Jincy Joseph

13. Sr. Pushpamma Antony
14. Lissy chakalakal
15. Alphonsa Kurian
16. Aarya Balachandran
17. Dr. Josephine Joseph.

~~Scholar~~
~~DRS~~
~~Alphonsa~~
~~Aarya~~
~~Josephine~~

AGENDA 1 : Organising exposure programmes for student teachers

One to pandemic situations in the previous months the student teachers were not given much of exposure to the community services so it would be good if we could plan out an exposure programme for the student teachers for a day. It was decided to take them out on a field trip optional wise so as to prevent overcrowding in place of visit.

AGENDA 2 : Augmenting the library to meet the standards of the research centre.

The lack of the appropriate number of journals and Ph.D. thesis and other research work for the reference for Research Scholars was brought to the notice of the Principal. It was decided to ask the library committee and the purchase committee to immediately rectify the same.

AGENDA 3 : Student teacher ratio to be ensured.

The vacancy in the three teaching posts should be filled immediately and it was decided to approach the Principal Secretariat to enquire about the delay in obtaining the concurrence for the same. The Principal

was told to take immediate steps in this regard and to see to it that the post got filled before the start of the next academic year.

AGENDA 4 : Extension Service during Vacation.

HOPE extension service in Govt. Children's Home Kakanad in the month of April or May and Tagaran the anti-narcotic drive could be planned for the summer vacation. It was suggested that as HOPE could not be materialized last two years, this year all measures are to be taken to make it feasible even online if not offline.

Josephine Joseph

Dr. Josephine Joseph
IGAC Coordinator

Alice Joseph

Dr. Alice Joseph
Principal.



ACTION TAKEN REPORT OF THE MEETING HELD
ON: 03/02/2022

1. The first year B.Ed. Students Teachers were taken on field trip on 25/02/2022.
2. Books and Journals worth Rs. 2 Lakhs was purchased in the Library.
3. Applications have been called for the post of Assistant Professor in General Education, Physical Science Education and Physical Education.
4. HOPE extension Service was conducted in the Govt. Children's Home Kakanad from 14/4/2022. and JAGARAN was conducted on 13/05/2022.



Dr. Alice Joseph
Dr. Alice Joseph

MINUTES

The meeting began at 10.30 AM on 21/04/2022 in the conference hall with a prayer song sung by Dr. Marin Jose. The principal welcomed the members and the coordinator presented the minutes, action taken Report of the previous meeting and briefed the members with the agenda of the present meeting.

AGENDA

- Orientation to be arranged for the newly appointed teachers.
- Review of Curriculum delivery.
- New ventures.

Members

- Dr. Alice Joseph
- Dr. Rosamma Lukose
- Dr. Betty PJ
- Dr. Marin Jose
- Dr. Bindhu Joseph
- Dr. Joby Joy Kurian
- Dr. Dinimal Jacob
- Dr. Sicily AA
- Dr. Sigi John
- Dr. Soya Mathew
- Jerry MA
- Jincy Joseph
- Sr. Pusphamma Antony

Alice Joseph
Rosamma Lukose
Betty PJ
Bindhu Joseph
Joby Joy Kurian
Dinimal Jacob
Sicily AA
Sigi John
Soya Mathew
Jerry MA
Jincy Joseph
Pusphamma Antony

4. Lissy chakalakal
5. Alphonsa Kurian
6. Daya Balachandran
7. Dr. Josephine Joseph

~~NRGJ~~
~~Alphonse Kurian~~
~~Daya~~
~~Josphine Joseph~~

AGENDA 1 : Orientation to be arranged for the newly appointed teachers

It was reminded that the orientation is to be arranged for the newly appointed teachers in the first week of June itself.

AGENDA 2 : Review of curriculum delivery

The year 2021-2022 through a pandemic year yet saw a surge in the number of activities that were conducted online. The curriculum was enriched with a value added courses, webinars, online international conferences and a blended mode of learning was adopted. It was pointed out that more efforts are to be put in the following matters - more programmes to be chalked out in collaboration with other institutions, increasing the number of exposure programmes, enhancing the involvement of the alumnae and measures for furthering research to be undertaken.

AGENDA 3 : New Ventures

The following decisions were made.

- (i) New extension services to be chalked out.
- (ii) A target of total 20 MOU's to be signed by this year

- iii) Infrastructure upgradation of the college
 iv) More faculty and staff development programmes to be chalked out.

Josephine Joseph

Dr. Josephine Joseph
 TPGC Coordinator

Alice Joseph

Dr. Alice Joseph
 Principal.



ACTION TAKEN REPORT OF MEETING HELD ON
21/04/2022

- Two MOU's were signed in the month of May.
- Orientation was given to the newly appointed faculty on 4/06/2022.
- The new ventures were put for discussion in the staff council and programmes chalked out for the decisions taken here.



Alia Joseph
Dr. Alia Joseph

MINUTES

The meeting began with a prayer song led by Dr. Marin Jose. The Principal welcomed the gathering and the IQAC coordinator presented the minutes and action taken report of the previous meeting. The Agenda of the meeting was read and the floor was open for discussion.

AGENDA

1. Preparation for NAAC
2. Measures for Quality assessment
3. New student representative for IQAC

Members

1. Dr. Alice Joseph
2. Dr. Rosamma Lukose
3. Dr. Betty PJ
4. Dr. Marin Jose
5. Dr. Bindu Joseph
6. Dr. Joby Joy Kurian
7. Dr. Sicily AA
8. Dr. Siji John
9. Dr. Soya Mathew
10. Dr. Smitha Jose
11. Jessy MA
12. Tincy Joseph
13. Pushpamma Antony
14. Lissy Chakkalakal
15. Alphonsa Kunian

16. Arya Balachandran
 17. Dr. Josephine Joseph

~~IPM~~
IPM Syd.

AGENDA 1: Preparation of NAAC

It was decided to finalize the academic year 2022-2023 as the SSR year. All the faculty to be encouraged to be actively involved in the preparation. Criteria wise review meetings to be called for every month.

AGENDA 2: Measures for quality enhancement

It was decided to sign MoU's with about a dozen more institutions and to ask the staff council to chalk out programmes with the institutions with whom MoU are signed. It was opined that the programmes for faculty development, staff development, student exchange, competitions for school students at different level, seminars, webinars, workshops and the like could be organized. It was opined that to enrich the curriculum we need to design activities in collaboration with institutions. It would be good to organise more number of programmes to familiarise student teachers with diversities in school curriculum as well as to increase the capacity enhancement programme for student teachers and faculty development programmes for teachers.

The documentation of the feedback of the student teachers and teacher educators regarding the teacher educators to be reminded without fail.

The school college collaboration has to be strengthened to identify the needs of the time and chalk out the curriculum and co-curricular activities accordingly, was opined in the meeting. The following decisions were taken:

- i. As every year the practice of seeking opinion of the school teachers about what more has to be given to student teachers would be good. It was decided to invite the teachers from the schools to the college and have a face to face interaction with them.
- ii Apart from the annual meet of the alumnae it would be good to have a faculty development programme for teachers of the various schools and our alumnae could be encouraged to participate in the same
- iii This year we could organise school competitions for students from various levels in the college
- iv To increase the number of programmes in schools for the students there
- v To invite students from neighbouring schools for various feasts and exhibitions held in the college
- vi Academic administrative and finance audit to be done.

AGENDA 3 : New student representative for the ICAC

Dryya Balachandran was thanked for her contribution to the ICAC and wished success in all her future endeavours. Merlin Rodrigues of the English

Optional was suggested to be the new student representative in ICAC committee.

Influence Topic

Dr. Josephine Joseph
ICAC Coordinator

Alice Joseph
Dr. Alice Joseph
Principal



ACTION TAKEN REPORT OF THE MEETING HELD ON
26/05/2022

1. Criteria wise review discussions are being held on every third wednesday of a month.
2. In the month of June, July and August the following faculty development programmes were organised by the IQAC:
 - i) Seminar on Emerging Trends in Social Science Research and Data analysis on 24/06/2022
 - ii) Webinar on Exploring the dimensions of NEP on 03/08/2022
 - iii) Online Faculty development Programme on E-Resource awareness on 09/08/2022.
 - iv) Faculty Development Programme on Praxis and Paradigms of Entrepreneurial Education on 10/08/2022.

The following Faculty development Programmes for the remaining months have been planned out in the staff Meeting.

- i) On extension Services as well as on Research in the month of September.
- ii) on community resources in Education in the month of October.
- iii) on publication of research articles in the month of December.

v. a workshop on learning Management System

The following programmes to familiarise student teachers with diversities in school curriculum as well as to increase the capacity enhancement programme for student teachers were chalked and executed.

i) Seminar on NEP and School Education on 20/6/2022

ii) Twelve Value added courses were designed for the year

iii) Interaction with faculty from Buckeye School Arizona, United States on 01/07/2022

iv) Webinar on Diversity in school curriculum in India and Abroad on 04/07/2022

v) Orientation Talk on CBSE curriculum (online, evening session) on 07/07/2022

vi) Talk on Entrepreneurial Paradigm Shift in the context of Education is to be organised on 23/08/2022

4. Legal Awareness week to be organised in the month of August

5. The list of institutions with whom MoU's are to be signed was prepared. It is decided to sign more new MoUs. This year and the heads of the institutions are being contacted for the same. An MoU with Aspire Greens to collect E waste from the institution was also signed on 04/08/2022

- In the staff council the programmes to be organised in collaboration with the Institutions with whom MoU is signed was discussed and charted and included in the academic calendar.
- 1. Interaction with school teachers was planned out, Dr. Bindu Joseph was put in charge for the conduct of the same and dates were finalised.
- 2. Faculty development programme for school teachers was decided and Dr. Sicily A A was given charge of organising the same.
- 3. The feedback regarding the teacher educators at the exit of the student from a programme was documented.
- 4. The academic Administrative Audit and Finance Audit was scheduled for the month of May and arrangements been done for the same.
- 5. Dr. Cebu George was put in charge for organising sport activities in the college and organising competitions for the school children.
- 6. Merlin Rodrigues of English optional (2021-2023) was taken into IQAC as student representative.

Dr. Alice Joseph