

MINUTES

The meeting began at 10.00 AM on 13/08/2022 in the college conference hall with a silent prayer. The Principal welcomed the members and introduced Merlin Rodrigues the new member. The 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. Bridging Gaps in SSR
 2. Infrastructure Upgradation

3. Curriculum Mapping

Members

1. Dr. Alice Joseph
 2. Dr. Rosamma Lukos
 3. Dr. Betty P J
 4. Dr. Marin Jose
 5. Dr. Bindu Joseph
 6. Dr. Joby Joy Kurian
 7. Dr. Unniyal Jacob
 8. Dr. Sicily A A
 9. Dr. Siji John
 10. Dr. Soya Mathew
 11. Jessy M.A.
 12. Jincy Joseph
 13. Pushpamma Antony

- 1. Lissy chakalakal
- 2. Alphonsa Kurian
- 3. Merlin Rodrigues
- 4. Dr. Josephine Joseph

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Alphonsa Kurian~~

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Ignine Ig.

AGENDA 1: Bridging gaps in the SSR

The committee members opined that the gaps in SSR needs to be identified and programmes chalked out accordingly to make good the loss. It was decided to ask the faculty in charge of each criteria to list the activities which needed immediate attention and to come out with action plan within three weeks.

AGENDA 2 : Infrastructure updation

The Principal brought to the notice of the committee members that the finance and purchase committee are planning for the modification of Principal's room, Administrative office, faculty rooms and the lobbies. The committee members opined that the library and gymnasium also needed an upgradation.

AGENDA 3 : Curriculum Mapping

The committee opined that a faculty development programme on curriculum mapping is necessary. As it would be good to map the curriculum of the programme and to identify the gaps.

Ignine Ig.

Dr. Josephine Joseph
IGAC Coordinator



Alia Joseph

Dr. Alice Joseph
Principal

ACTION TAKEN REPORT OF THE MEETING HELD ON
13/08/2022

- Criteria wise gaps identified and listed - action plan is formulated
- The need to upgrade the Library and Gymnasium was communicated to the finance and Purchase Committee.
- A workshop on curriculum Mapping is planning for in the month of November and Mr. Deepak Babu, Assistant Professor, Dept. Business Administration, Rajagiri College of Social Science, Kakanad.



Dr. Alice Joseph

MINUTES

The meeting began with a prayer song by Dr. Joby Jay Kurian. The principal welcomed the members and the ICAC 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. Reviewing Works of SSR preparation
2. Learning management system and e-governance.

Members

1. Dr. Alice Joseph
2. Dr. Rosamma Lukose
3. Dr. Betty P.J.
4. Dr. Marin Jose
5. Dr. Bindu Joseph
6. Dr. Joby Jay Kurian
7. Dr. Dinimed Jacob
8. Dr. Sicily A.A
9. Dr. Soya Mathew
10. Jessy MA
11. Jincy Joseph
12. Dr. Siji John
13. Pushpamma Anthony
14. Lissy chakalakal
15. Alphonsa Kurian
16. Merlin Rodrigues.
17. Dr. Josephine Joseph

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AGENDA 1 : Reviewing works of SSR Preparation

It was decided to make arrangements in the time table for the staff to come together to review the SSR preparation. It was decided to have the afternoon hours when the students would be engaged in self learning practices, library study, cultural activities etc.

AGENDA 2 : learning management systems and egovernance

It was suggested to have a learning Management System introduce e-governance in the institution this year and to find suitable software for the same. Some of them suggested ERP of Mastersoft Solutions and it was decided to enquire about other software options too and decide upon implementing on in the institution. It was also suggested to organize a training programme for the faculty in the use of same.

The meeting ended with the coordinators proposing a vote of thanks to the members.

Josephine Joseph

Dr. Josephine Joseph
IGAC Coordinator

Alia Joseph

Dr. Alia Joseph
Principal



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ACTION TAKEN REPORT OF THE MEETING HELD ON
17/09/2022

1. Review meetings of SSR work was held on.
2. ERP of Mastersoft was decided to be implemented in the institution and to have a faculty development programme on using the same.



Ma. Taifh
Dr. Alice Joseph

MINUTES

NO CLASS MEETING HELD ON THIS DAY AT MTA

The IQAC members came together in the conference hall on 12/11/2022 at 2.00 PM. After the silent prayer the Principal welcomed the gathering. The coordinator presented the action taken report and minutes of the previous meeting. The members were briefed on the agenda.

AGENDA

1. Criteria wise progress report
2. Inter school, inter college competitions

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. Dini Mal Jacob
8. Dr. Sicily AA
9. Dr. Siji John
10. Dr. Soya Mathew
11. Jerry MA
12. Jinay Joseph
13. Pushpamma Anthony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Merlyn Rodrigues

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17. Dr. Josephine Joseph Joseph

AGENDA 1 : Criteria wise progress report

The coordinator reminded that until and unless deadlines are stated it would be difficult to complete the SSR. It was brought to the notice of the committee members that the report preparation was progressing in a slow rate as faculty was engaged in many tasks at the same time. Hence it would be good to fix time for the criteria wise. It was decided to have the review meetings by taking up one criterion after other.

The meeting concluded with the coordinator thanking the members.

AGENDA 2 : Interschool and Intercollegiate competitions

It was decided to collaborate with the management and conduct an inter school inter collegiate competition for the institutions under the same management on 26 November 2022.

The meeting concluded with the coordinator thanking the members.

Josephine Joseph

Dr. Josephine Joseph
IGAC Coordinator

Alice Joseph

Dr. Alice Joseph
Principal



ACTION TAKEN REPORT OF THE MEETING HELD ON 12/11/2022

- Though the dates were scheduled for the criteria wise meetings yet in the month of December and January the faculty could not come together for the same.
- The interschool and Inter collegiate competitions were successfully conducted on 26th November 2022. The programme was well appreciated and served to enhance the organizing skills of our student teachers too.



Mrs. Taith

Dr. dice Joseph

MINUTES

The IQAC Meeting scheduled for 21/01/2023 was held in the conference hall at 10.00 AM. After the prayer and the welcome by the Principal the coordinator presented the action taken report of the previous meeting and the agenda of the meeting.

AGENDA

1. Campus Placement
2. Staff and student welfare measures
3. Reviewing the progress of Value Added Courses

MEMBERS

1. Dr. Alice Joseph
2. Dr. Rosamma Lukose
3. Dr. Betty P.J
4. Dr. Marin Jose
5. Dr. Bindu Joseph
6. Dr. Joby Joy Kurian
7. Dr. Dinirol Jacob
8. Dr. Sicily A.A
9. Dr. Siji John
10. Dr. Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Pushpamma Antony
14. Lissy Chakalakal
15. Alphonosa Kurian

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Alphonosa

16. Merlyn Rodrigues Mod
 17. Dr. Josephine Joseph. #

AGENDA 1 : Campus Placement

The fact that the B.Ed. second year would be completing their course study only in the month of August would have a negative effect on the campus placements of our students was brought to the notice of the committee members. It was decided to intimate those who would be approaching our institution seeking candidates for interview this year about the reality and help our student gets absorbed by the month of August.

AGENDA 2: Staff and student welfare measures

The committee members spoke of the need to have more staff and student welfare measures by way of loans, housing facilities, creche, health insurance policies, bank loans, providing free lodging outside the campus etc. Dr. Sicily AA and Dr. Smitha Jose were appointed to study about the feasibility of such measures. It was also reminded that the workshop on implementation of Microsoft Cloud ERP was scheduled for the month of March.

AGENDA 3: Reviewing the progress of the value Added Courses.

It was noticed that out of 12 newly designed Value Added courses this year eleven were already provided and the remaining one was designed for the research scholars which was to be given in

the month of June. Eight of the courses were already delivered and the remaining three to be delivered in the coming months.

Josephine Joseph

Dr. Josephine Joseph
IQAC Coordinator

Alice Joseph

Dr. Alice Joseph
Principal



ACTION TAKEN REPORT OF THE MEETING HELD ON
21/01/2023

1. The schools were told about the fact that the student teachers would be able to join for employment only in the month of August. Campus placements were few this year only 3 schools came for recruiting our students. The schools of our management has been intimated to absorb our graduating teachers in the month of August.
2. Dr. Sicily A. and Dr. Smitha Jose are studying the possibilities and a plan to open a creche for the babies of our students in the coming academic year has been presented before the management.
3. The three value added courses were initiated in the month of February.



Alia Joseph
Dr. Alia Joseph.

MINUTES

The meeting began with a silent prayer on 11/03/2023 at 10.30 AM in the conference hall of the college. The Principal welcomed the members and the coordinators read the minutes and action taken report of the previous meeting and presented the agenda.

AGENDA

1. Action plan for completing the work of SSR this summer vacation
2. Faculty development programme during summer vacation.

Members

1. Dr. Alice Joseph
2. Dr. Rosamma Lukose
3. Dr. Betty P.J.
4. Dr. Marin Jose
5. Dr. Bindu Joseph
6. Dr. Taly Joy Kurian
7. Dr. Dinumel Jacob
8. Dr. Sicily A A
9. Dr. Siji John
10. Dr. Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Pushpamma Anthony
14. Lissy Chakalackal
15. Alphonsa Kurian

16 Merlyn Rodrigues
17. Dr. Josephine Joseph

Not
Present

AGENDA 1 : Action Plan for completing the work of SSR this summer vacation.

It was brought to the knowledge of the members the need for completing the SSR work this vacation. All of them voiced their whole hearted support for the same. An action plan for the same need to be chalked out and Dr. Josephine Joseph and Dr. Taby Joy Kurian were entrusted with the job of scheduling the dates of completion.

AGENDA 2 : Faculty development programme during summer vacation.

It was suggested to organise a faculty development programme in the month of April or May for the faculty. Dr. Bindu volunteered to be the coordinator of the programmes and aspired to conduct a research based faculty development programme. The Principal suggested to have one more programme in association with CTEF and Dr. Taby Joy Kurian was made the coordinator.

The meeting concluded with a vote of thanks proposed by the coordinator

• Sophie Joseph
Dr. Josephine Joseph
IQAC Coordinator

Alice Joseph
Dr. Alice Joseph
Principal



ACTION TAKEN REPORT OF THE MEETING HELD ON
11/03/2023

1. The action plan of completing the works of the SSR was chalked out by the Dr. Josephine Joseph and Dr. Joby Joy Kurian and submitted to the Principal for approval. The approved action plan was then shared with the faculty members via whatsapp.
2. A Faculty development Programme - International Virtual Conference on Nuances in Social Science Research Methodology, Academic writing, and references management: An Exploration was held from 17 April to 19th April 2023 and a National level panel discussion on New Trends in Teacher Education in collaboration with CTEF was held on 6 May 2023.

Josephine Joseph

Dr. Josephine Joseph.

Ellice Joseph

Dr. Ellice Joseph



MINUTES

The meeting began with a prayer on 20/5/2023 at 2.30 PM in Seminar hall Heritage Block of the Institution. The Vice Principal welcomed the members and the coordinator read the minutes and action taken report of the previous meeting and briefed the members on the agenda.

AGENDA

1. Reviewing the activities of the previous Academic Year.
2. Criteria Wise progress Report
3. Redesigning Website.

Members

1. Dr. Rosamma Lukose
2. Dr. Betty PJ
3. Dr. Marin Jose
4. Dr. Bindu Joseph
5. Dr. Joby Joy Kurian
6. Dr. Dimal Jacob
7. Dr. Sicily AA
8. Dr. Siji John
9. Dr. Saya Mathew
10. Tessy M A
11. Tinu Joseph
12. Pushpamma Antony
13. Lissy Chakalakal

Dr.
 Betty
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 Joby
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 Sicily
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 Tessy
 Tinu
 Pushpamma
 Lissy

14. Alphonsa Kurian
 15. Merlin Rodrigues
 16. Dr. Josephine Joseph

Alphonsa Kurian

Merlin

Josephine Joseph

AGENDA 1 : Reviewing the activities of the previous Academic Year.

The activities of the previous meeting was briefed upon and the Vice Principal appreciated the hard work of the faculty in running the programmes smoothly. The feedback obtained from the students and the stakeholders regarding the curriculum was shared and it was decided to have new value added courses and chalk more engaging and interesting programmes for the coming year.

AGENDA 2 : Criteria wise Progress Report

The SSR criteria wise progress report was presented and the Vice Principal appreciated the hard work and dedication of the teachers and the committee members. The members suggested to have the academic and administrative audit in the month of July this year.

AGENDA 3 : Redesigning website

Decision was taken to redesign website and make it user friendly. It was decided to put Ms. Shu Cleetus in charge for the same.

The meeting concluded with the coordinator proposing a vote of thanks to all.

Tajline Joseph

Dr. Josephine Joseph



Shu Cleetus

Principal in charge

ACTION TAKEN REPORT OF THE MEETING HELD ON

20/05/2023

1. A Value Added course based on ICT resources is designed for the first semester B.Ed. students.
2. Student teachers were given an orientation on the significance of enrolling in the self study courses and were also helped to choose and get enrolled in the courses of their choice.
3. A primary school in the locality has been adopted and extension activities will be conducted keeping the needs of the school in focus.