

Minutes

The IQAC meeting began with a silent prayer on 09/05/2018 in the College Conference hall at 10.30 am and the principal Dr. Mary Joseph welcomed the gathering. The minutes of the previous meeting and its action report was read by the IQAC Coordinator, Dr. Josephine Joseph and the agenda of the meeting was then presented.

Agenda:

1. Review of the Curriculum for the academic year 2017-2018
2. New ventures to enrich the Curriculum
3. Conduct of Audit.

The following members were present.

1. Dr. Mary Joseph
2. Dr. Rosamma T
3. Dr. Alice Joseph
4. Dr. Hemaletha P.K
5. Dr. Bindhu Joseph
6. Sr. Jerry M.A
7. Sr. Jincy Joseph
8. Sr. Little flower
9. Sr. Leena Manuel.
10. Dr. Neely Joseph
11. Dr. Josephine Joseph.

Mary Joseph

Rosamma T.

Alice Joseph

Hemaletha

Bindhu Joseph

Jerry M.A

Jincy Joseph

Little flower

Leena Manuel

Neely Joseph

Josephine Joseph

Sr. Leena Manuel

Agenda 1: Review of the Curriculum for the academic year 2017- 2018.

The Curriculum of the year 2017-2018 was reviewed on the basis of the feedback collected from the student teachers, faculty and parents and the following decisions ensued.

- Assigning the preparation of Academic Calenders to a team of teachers who would take care of distributing the work load uniformly and thus reduce overcrowding of the submission of the assignments and scheduling of test papers. This would help in reducing the burden of the student teachers as notified by them.
- To have the same resource person to take up classes on yoga, Drama and Art and disaster management sessions for the student teachers, as their classes were well appreciated by them.
- The dress Code of Students during Induction and Internship needs to be recognised in the staff meeting as students were facing issues with putting up their hair during induction and Internship programmes.

Agenda 2: New ventures to enrich the Curriculum.

- There was a discussion on how to enrich our student teachers more and it was decided to encourage them to join for short term Certificate Courses as well as to have a few Certificate Courses designed by the institution.

- b. more faculty development programmes for teachers to be organized this year.
- c. The fact that M.G. University was not providing guidance to the faculty of affiliated Teacher education institutions was shared and it was decided that the faculty be encouraged to apply for guidance in other University.
- d. This year more extension activities catering to the needs of school students to be planned and organized.

Agenda 3: Conduct of Audit.

It was decided to have both internal and external audits for the finance in the month of May and June and to have the academic administrative audit in the month of June.

Taylor Syls

IQCAC Coordinator

Margath
Principal



Action report Taken report of the meeting held
on 09/05/2018.

1. The academic Calender was prepared and due care was taken to see to it that the work was distributed uniformly
2. The decisions of the IQAC was intimated to the staff Council too and the necessary decisions to be taken there was reminded.
3. A Course on Spoken english is being designed as malayalam optional students have expressed their need for the same
4. A professional development programme entitled Workshop on designing Curriculum for enhancing the Teaching and professional Competency of College Teachers was held on 18/06/2018.
5. Dr. Bindu Joseph has volunteered to design an extension activity for school students.
6. Internal financial audit was on 30/05/2018 and the Government audit was on 30/06/2018.
7. The academic and administrative audit was conducted on 10/06/2018.



Mary Joseph
 Dr. Mary Joseph

Minutes

The IQAC meeting began with a prayer song by Dr. Hemaletha P.K on 14/09/2018 at 3.00 pm. in the Conference hall of the institution. The principal welcomed the gathering. The agenda of the meeting was presented by the Coordinators after presenting the minutes of the previous meeting and its action taken report.

Agenda:

1. Accreditation of the Institution by external body like NIRF- its feasibility
2. Inviting students from University of Australia to our institution
3. Preparation of AQAR.

Members:

1. Dr. Mary Joseph
2. Dr. Rosamma T.
3. Dr. Alice Joseph
4. Dr. Bindhu Joseph
5. Sr. Jessy M. A
6. Sr. Jeney Joseph
7. Sr. Little Flower
8. Sr. Leena Manuel
9. Dr. Newly Joseph
10. Dr. Josephine Joseph

✓
Rosamma T.

Alice J.
Jeney
Bindhu
Jessy M.A

Jeney
Rami G.

Leena
Newly
Josephine
Joseph

Agenda 1. Accreditation of the Institute by external body.

As there is no signs for accreditation by QCI in the near future and the NCTE PAR was not responding, the Committee suggested of making a joint effort by teaming with other Teacher Education Institutions to recover the fees of Rs : 1,7500/- paid for QCI. Since NCTE and NAAC has terminated their MoU the need for being accredited by a recognized agency was discussed. It was decided to ask the faculty to study the accreditation format of the other Government approved agencies and consider the feasibility of having the institution sanctioned by NIRF.

Agenda 2: Inviting students from University of Australia to our institution.

The offer made by Rajguru school of Social Sciences to send 10 students of University of Australia to get familiarized with our teaching methodology was shared by the Principal. Understanding the benefits of this kind of interaction would bring about, the Committee unanimously agreed to accept this invitation and have the students in the campus for two days without charging them anything. It was also opined that the matter be discussed in the staff meeting and a faculty assigned the duty to organize this programme.

Agenda 3: preparation of AQAR

The Committee decided to prepare the AQAR and present it in the Committee in the next meeting. The meeting concluded with a vote of thanks by the NAAC.

Coordinator Dr. Josephine Joseph

Josephine Joseph

IQAC Coordinator

Josephine Joseph
Principal



Coordinator Dr. Josephine Joseph

Josephine Joseph

IQAC Coordinator

Josephine Joseph
Principal



Action Taken report of the meeting held on 14/09/2018.

1. The Bench marks and the questions of NIRF were not designed for Teachers Education institution and hence the possibility of going for NIRF ranking was ruled out.
2. Dr. Maxim Jose Coordinated programme Samjo Cultural Fest - Learning across Cultures : pedology Par Excellence in which Teacher education students from the University of Australia were here for two days.
3. The AQAR in the hard Copy is being prepared.




Dr Mary Joseph

Minutes

The IQAC meeting began with a silent prayer on 24/04/2019 at 3:00 pm in the Conference hall of the institution. The principal welcomed the gathering. The agenda of the meeting was presented by the Coordinator after presenting the minutes of the previous meeting and its action taken report.

Agenda.

1. Review of the measures taken to raise the institution as a research center.
2. Reconstituting the IQAC
3. AQAR presentation
4. Other matters.

Members:

1. Dr. Mary Joseph
2. Dr. Rosamma T
3. Dr. Alice Joseph
4. Dr. Hemaletha P. K
5. Dr. Bindhu Joseph
6. Sr. Jerry M. A
7. Sr. Jenny Joseph
8. Sr. Little Flower
9. Sr. Leena Manuel
10. Dr. Neely Joseph
11. Dr. Josephine Joseph.

Mary Joseph

Rosamma T.

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Bindhu

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J

Lami T.G

Mary Leena

Josephine

Agenda 1: Review of the measures taken to raise the institution as a research center.

The measures taken to raise the institution as Research Center in education was briefed upon. The research Committee was monitoring the developments in this matter. The faculty need to be encouraged to publish articles in VGC approved journals as well as to apply for projects.

Agenda 2: Reconstituting the IQAC.

- a) The principal Dr. Mary Joseph was specially appreciated for her long standing years of membership in the IQAC and was congratulated for being elected as the Councilor. She was also wished a fruitful retirement life.
2. Sr. Little flower was also thanked for serving the IQAC as the management representative for the past 3 years.
3. The need to reconstitute the IQAC in the wake of retirement was mentioned and it was suggested to incorporate more of the faculty members in IQAC. The following members were suggested for the IQAC.

1. Dr. Alice Joseph ✓
2. Dr. Betty P.J ✓
3. Mrs. Martin Jose ✓
4. Dr. Hemalatha P.K ✓
5. Dr. Rachel George M ✓
6. Dr. Bindhu Joseph ✓
7. Joby Joy Kurian ✎

8. Sreely A. A
9. Siji John
10. So. Jessy M. A
11. So. Jeney Joseph
12. Dr. Mary Joseph
13. Dr. Newly Joseph
14. Sr. Pushpamma Antony
15. Sr. Keena Manuel
16. Sr. Gracy Jacob
17. Dr. Josephine Joseph.

Sreely
 Sijohn
 So. Jessy
 Dr. Mary
 Newly Joseph
 Sr. Pushpamma Antony
 Sr. Keena Manuel
 Sr. Gracy Jacob
 Dr. Josephine Joseph.
 Implement

Agenda 3 : AQAR presentation .

The Coordinators thanked all for helping in the preparation of the AQAR and presented a copy of it in the meeting which was made available for the kind perusal of all.

Agenda 4 : Other Matters .

- A) The feedback from the student teachers, parents and other stakeholders need to be collected , assigning a faculty for the same was suggested .
 - B) It was suggested that it would be good to have experienced teachers in the M.Ed faculty and hence retired hands could be appointed for the same .
- The meeting concluded with a vote of thanks proposed by the Coordinators

Josephine Joseph
 IQAC Coordinator



Muathaf
 Principal

Action taken report of the meeting held on 24/04/2019.

1. The reconstitution of the IQAC Committee was put up in the notice board and the newly appointed members were intimated.
2. The retired hands from the College were approached to seek their consent in continuing as the M.Ed faculty and were incorporated in the faculty list of M.Ed.
3. The feed back from the student teachers and other stakeholders were collected and analyzed.



Meera Joseph
Dr. Mary Joseph

Minutes

The meeting began with a prayer at 10:30 AM on 10/05/2019 in the conference hall. The new Principal Dr. Alice Joseph welcomed the gathering. 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 for Meeting

1. Review the curriculum for the academic year 2018-2019
2. New venues to enrich the curriculum.
3. Miscellaneous.

Members

1. Dr. Alice Joseph
2. Dr. Betty P.J.
3. Dr. Marin Jose
4. Dr. Hemaletha P.K.
5. Dr. Rachel George M
6. Dr. Bindu Joseph
7. Dr. Joly Joy Kurian
8. Dr. Sicily A.A.
9. Dr. Siji John
10. Sr. Jessy M.A.
11. Sr. Jincy Joseph
12. Dr. Mary Joseph
13. Dr. Newly Joseph

14. Sr. Pushpamma Antony
15. Sr. Leena Manuel
16. Sr. Gracy Jacob
17. Dr. Josephine Joseph.

S. Leena
B.S. Leena T.S.
Sr. Mrs.
Impress Sys

Agenda 1 : Review of the curriculum for the Academic Year 2018 - 2019.

The following points were shared regarding the feedback received about the curriculum.

- > Effective curriculum delivery is ensured in the institution.
- > The B.Ed curriculum has the necessary input for making teachers professional.
- > Value integration and technological skills upgradation is given due importance.
- > The B.Ed curriculum is good for imparting basic skills of teaching.

The feedback of students regarding the programmes of the institution revealed.

- > The students were satisfied with the curriculum of the B.Ed programme, they appreciated the efforts of the faculty to minimize their burden by distributing the work uniformly during the academic year.

- > Certain programmes like drama and art workshop, yoga were well appreciated.
- > Students found the extension activity HOPE and JAGIARAN very fruitful.
- > Students wanted a change in dress code of the B.Ed internship programme.

The committee decided to ask the staff council to discuss and decide on the programmes of the year 2021 - 2022.

Agenda 2 : New ventures to enrich curriculum.

The IQAC committee suggested enriching the curriculum with special thrust on.

- (i) Green initiatives
- (ii) Disaster management
- (iii) Personality development programmes.
- (iv) Organising seminars and conferences.
- (v) Certificate courses for the student teachers.

Agenda 3 : Miscellaneous

The efforts to raise the institution as a research center must gain momentum. The committee also suggested upgradation of the infrastructure by modifying the stage of auditorium and replacing the old rusted tin chairs with plastic chairs as well as furnishing research block. The meeting concluded with a vote of thanks.

proposed by the coordinator. It was also reminded that the Finance and Academic Audits to be done in time this year.

Jasmine Joseph

IQAC Coordinator

Micatouf

Principal



Action Taken Report of the meeting held on 10/05/2019

1. The decision taken was communicated to the staff council and they were asked to chalk out programmes for the year 2019 - 2020 with a special thrust on
 - Green initiatives
 - Disaster management
 - Personality development programmes
 - Organising Seminars and conferences
2. The need to modify the stage of the Auditorium and furnishing of the Research Block was communicated to the Finance and Purchase committee. Research committee was asked to follow up the files submitted to the university.



M. Joseph
Dr Alice Joseph