

MINUTES

The IQAC Meeting was held via google meet at 10.30 AM. A prayer was led by Dr. Betty P.J. remembering those who had left the world due to COVID and God's protection on all was sought. The Principal then 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

2020-2021 most important AGENDA

1. Review of the Academic Year 2019-2020
2. New Ventures to enrich the curriculum in the wake of COVID
3. Revamping Strategic plan in the light of NEP 2020
4. Other Quality measures
5. Inclusion of Student representative in the IQAC committee.

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. Sicily A.A

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Sicily

8. Dr. Siji John
 9. Dr. Soya Mathew
 10. Dr. Smitha Jose
 11. Jessy MA
 12. Jincy Joseph
 13. Dr. Mary Joseph
 14. Lissy chakalakal
 15. Dr. Newly Joseph
 16. Dr. Josephine Joseph

Sir John

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Chellie

Stephen T. M.

AGENDA 1 : Review of Academic Year 2019-2020

The activities of academic year 2019-2020 was reviewed. Dr. Betty PJ was congratulated for being recognised as the Research Guide in Education of SPS Department in MG University and it was pointed out there has been delay in collecting the curriculum feedback as the students were still in college and has not left. Due to the COVID Pandemic situation the activities scheduled for the month of March, April & May could not be carried out. The college day, Staff tour, HOPE extension programme being some of them. The initiatives of the Women's cell of the college institution to keep the students engaged at home during the lock down by way of holding online competitions was lauded. The faculty was also praised for keeping in touch with the students and their family and boosting their spirits and hope.

AGENDA 2 : New Ventures to enrich the curriculum in the wake of COVID.

The following decisions were taken:

- i) An in house curriculum planning committee to be formed to plan the curriculum.
- ii) Faculty and students to be trained on online teaching learning methods. Staff meeting to be called for on deciding upon the online modes of teaching learning and assessment.
- iii) Students to be encouraged to gain for online courses outside the college hours.
- iv) Value Education classes, Classes on how to overcome depressions and fear to be arranged.
- v) Online counselling and mentoring facilities to be arranged.
- vi) Celebrities and commemorations of important days to be done online.
- vii) More Value Added Courses to be initiated

AGENDA 3 : Other Quality measures

The Audits - both external and internal to be made for Academic Administrative and Financial Matters. Faculty development programmes on CAS and UGC regulations would be appreciable was suggested. Organizing webinars and online conferences would also help a long way in improving quality. Faculty and students to be encouraged to participate in webinars on online workshops and conferences.

AGENDA 4: Inclusion of Student representative in the IQAC Committee.

It was decided to include a student representative in the IQAC from this year onwards. Sheha Mol KJ of physical science optional (B.Ed- Batch 2019-21) was suggested for the same.

The meeting concluded with the vote of thanks proposed by Dr. Josephine Joseph the IQAC Coordinator.

Sophie Iyer

IQAC Coordinator

Mia Taufiq

Principal



ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 06-06-2020

1. An in House Curriculum transaction Planning Committee was formed.
2. Decision was taken to organise the following webinars and online Workshops as part of faculty development and Student capacity enhancement programmes.
 - (i) An online International conference on the most relevant topic related to pandemic situation and education
 - (ii) an online orientation on UGC Regulations 2018 for faculty in the month of November 2020
 - (iii) Online Training in CAS for faculty in the month of March 2021
 - (iv) Online workshop series for faculty and students for enhancing their ICT skills to cope up with online mode of teaching and learning in the month of July, August September and October.
 - (v) a webinar series on talks based on value education for students @ one in each month.
 - (vi) online workshop on preparation of Audio tutorials to address student diversity.
 - vii) Celebrations and commemoration of important days were charted and student groups assigned to conduct the

same online.

viii) Faculty were assigned to design Value Added Courses.

3. Time table was set so as to help students join for self study courses in the afternoon hours.

4. Sneha Mol KJ was selected as student representative in IGCAC.



Miss Taik

Dr. Alice Joseph

MINUTES

The online meeting began with silent prayer at 2.30 PM. The Principal welcomed the members. The minutes of the previous meeting and the action taken report was presented by the coordinator followed by briefing on the agenda of the meeting.

AGENDA

1. Conduct of an international webinar
2. Upgradation of internet facilities
3. Review of the AGAR

Members

1. Dr. Alice Joseph Alice Joseph
2. Dr. Rosamma Lukose Rosamma Lukose
3. Dr. Betty PJ Betty PJ
4. Dr. Marin Jose Marin Jose
5. Dr. Bindu Joseph Bindu Joseph
6. Dr. Joby Joy Kurian Joby Joy Kurian
7. Dr. Sicily AA Sicily AA
8. Dr. Siji John Siji John
9. Dr. Soya Mathew Soya Mathew
10. Dr. Smitha Jose Smitha Jose
11. Jessy MA Jessy MA
12. Jinay Joseph Jinay Joseph
13. Dr. Mary Joseph Mary Joseph
14. Dr. Josephine Joseph Josephine Joseph

AGENDA 1: Conduct of International webinar

The invitation by CTEF Kerala Chapter to conduct of an international Webinar was shared by the Principal. It was decided to accept the invitation and entrust a faculty in the staff meeting for making the arrangements for the same.

AGENDA 2 : Upgradation of Internet facilities.

As the teaching learning process has shifted to the online mode it was suggested to increase the speed of the internet and the wifi facility to be strengthened in the campus.

AGENDA 3 : Review of the AQAR

The AQAR being in the new format the difficulties in getting a few of the data was shared it was also opined to remind the committees to speed up their work and to send the details at the earliest. The faculty is to be encouraged to complete the work on time. The date for reviewing the newly prepared AQAR for the year 2015 - 2016 & 2016 - 2017 was fixed as 23 November 2020. The meeting concluded with vote of thanks proposed by the coordinator.

Jayline Jayas

IQAC Coordinator

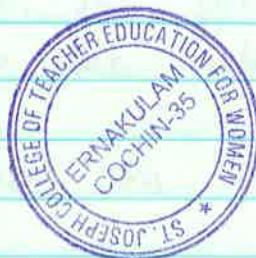


Muthapp
Principal

ACTION TAKEN REPORT OF IQAC MEETING HELD ON
09/10/2020.

1. International Webinar in association with ICTEF was conducted.
2. The internet facilities was upgraded and strengthened the Wifi of the campus

Review of the newly prepared AQAR for the year 2015 - 2016 & 2016 - 2017 was done on 23 November 2020.



Alise Joseph
Dr. Alice Joseph

MINUTES

Date: 16/10/2020

The Principal welcomed the members for the online meeting held on 16/10/2020 at 11.00 AM. The coordinator presented the minutes of the previous meeting and the action taken report followed by the agenda.

AGENDA

1. Review of the online mode of teaching and learning
2. Discussion on extension activity
3. Review of the feedback of student teachers and parents
4. Appointment of Teachers.

Members:

1. Dr. Rosamma Lukose
2. Dr. Alice Joseph
3. Dr. Bindu Joseph.
4. Dr. Joby Joy Kurian
5. Dr. Sicily AA
6. Dr. Siji John
7. Dr. Smitha Jose
8. Jerry MA
9. Jincy Joseph
10. Dr. Mary Joseph
11. Lissy Chakalakal
12. Sneha Mol KJ
13. Dr. Josephine Joseph















AGENDA 1: Review of the online mode of teaching and learning

The online mode of teaching and learning are continually monitored and the student teachers are been provided with all the inputs mentioned in the syllabus and beyond. The feedback received from the students showed that the students were satisfied with the online mode. The apprehension in the student teachers not getting proper practice of a face to face offline teaching practice was shared by the faculty members. and the fact that the students proficiency in the use of online tools is increased could not be ruled out. For those students who were facing financial difficulty in the online mode monetary help should be provided was opined. It was decided to ask the faculty to locate such students and to bring to the notice of the Principal.

AGENDA 2: Discussion on Extension activity

As the extension activity HOPE could not be conducted in June due to complete lock down it was opined that we need to think of new ways of extending our services to the inmates of Home. The Officials of Govt. Children's Home, Kakanad, was also not encouraging the physical presence of our faculty or students there in the wake of this pandemic. Suggestions were put forward for online modes of interaction and it was decided that the extension activity in charge Sicily AA should be entrusted with the study of the possibilities and feasibility of our service there.

AGENDA 3: Review of the student teachers and parents feedback.

The feedback of the outgoing student teachers and their parents were reviewed. The satisfaction of the student teachers and parents with the functioning of the college was heartening. In the light of the feedback received the following decisions were taken :-

1. Arrange for more hands on training in online tools.
2. Provision for online Library facility to be made available
3. Introduce more certificate and value added courses for the students.

AGENDA 4: Appointment of teachers.

The concurrence for the appointment of previous posts have not been received as yet and in the wake of a total of three vacancies it was decided to re-submit the request of the concurrence for the three posts namely - General Education, Physical science Education, and Physical Education. The need to have a desirable student teacher ratio of 13:1 was stressed upon.

Taylur Syam

IQAC Coordinator



Shia Jaff
Principal

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON
16/10/2020

1. Feedback on the effectiveness of the online mode of teaching learning was collected from the students.
2. Students were asked to upload the day's engagement in the Google classroom and faculty regularly monitored their progress.
3. alumnae was provided for tutoring the girls at Children's home Kakanad on a contract basis on demand.
4. Seven value added courses and online training in use of online tools were provided to students.
5. Steps were taken for appointing new teacher.



Muthayya
Dr. Alice Joseph

MINUTES

The IQAC meeting began with a prayer song led by Joby Jay at 10.30 AM on 5/12/2020 via google meet. The Principal welcomed the gathering. The minutes of the previous meeting and the action taken report followed by the agenda was presented by the IQAC coordinator.

AGENDA

1. Start of the B.Ed programme 2020-2022
2. Inauguration of the Year of St. Joseph

Members:

1. Dr. Alice Joseph
2. Dr. Rasamma 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. Mary Joseph
11. Lissy Chakalakal
12. Dr. Newly Joseph
13. Dr. Josephine Joseph

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AGENDA 1 : Start of B.Ed. Programme 2020-2022

Due to the prevailing pandemic situation it was recommended to have the inauguration of the new B.Ed Batch 2020-2022 in the online mode. Since the maximum number of participants allowed in a google meet platform was 100 it was decided that all the faculty would join for the google meet from a single point in the M.Ed. Seminar hall of the college. The staff meeting to decide upon the faculty to lead the prayer, give orientation to freshers, present the video on about the college.

AGENDA 2 : Inauguration of the Year of St. Joseph.

The college being under the patronage of St. Joseph it was decided to inaugurate the St. Joseph Year called for by the Holy See in January 2021. It was also decided to hold a holy Eucharistic celebration along with a talk by the Rev. Priest. The inaugural mass for the freshers could also be kept on the same day. Student teachers could be asked to be present for the same.

Taylor Taylor

IGAC Coordinator

Mia Taufik
Principal

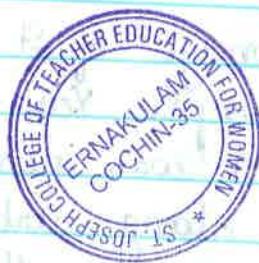


ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON
05/12/2020

1. cds planned the inauguration of the new B.Ed. Batch 2020-2022 was done in the online mode
2. The inauguration of the year of St. Joseph was done as planned in the month of January 2021.

Alia Joseph

Dr. Alia Joseph



Alia Joseph

MINUTES

The meeting began at 3.00 PM on 27/01/2021 via google meet. The prayer song was lead by Dr. Marin Jose and the Principal welcomed the gathering. The coordinator presented the minutes of the previous meeting and the action taken report followed by the agenda.

AGENDA

1. Follow up of AQAR
2. Extension Services for Summer Vacation
3. College Day and Alumnus Awards Day
4. Other Matters.

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. Sicily A A
8. Dr. Sigi John
9. Dr. Soya Mathew
10. Dr. Smitha Jose
11. Jessy M A
12. Junicy Joseph
13. Dr. Mary Joseph

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Jiki
J
27/1/2021

14. Dr. Josephine Joseph.

Josephine Joseph

AGENDA 1 : Follow up of AQAR

The prepared AQAR were presented and the work of the rest was briefed upon. It was decided to have the student details collected by google form and the optional teachers to take the initiative of collecting the same for getting quick responses.

AGENDA 2 : Extension services for Summer Vacation.

With the COVID vaccines being popularized the chances to have face to face interactions were increasing hence it was decided to have the HOPE Extension Service during this summer in the offline mode. It was opined that the faculty who were interested for the same could be gaged for the same. Depending on the availability of the faculty who were and student teachers the programme could be finalized.

AGENDA 3 : College Day and Alumnae awards Day.

Holding an offline college day celebration and Alumnae awards day celebration was thought upon and it was decided to have it in the month of March as would have been vaccinated by then and the fear of covid would subside to greater extent. COVID protocol should be strictly followed for the same and it was suggested that the number of participants could be limited.

AGENDA 4: Other Matters

The necessity to update the website and redesign it was suggested space for the website also has to be increased was pointed out by the IQAC Coordinator as AQAR and SSR files need to be uploaded. The matter to be discussed in the staff meeting and faculty to be appointed for the same.

Jayne Sept
IQAC Coordinator

Nicole
Principal



ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON
ON 27/01/2021

1. Students details for the student satisfaction survey and the progression and placement was collected via google form
2. Dr.Sicily AA faculty in charge of extension service had spoken to the authorities of Govt. Childrens home and the HOPE is planned in the month of May if conditions are favourable
3. College Day and Alumnae awards day is planned for 31st March 2021
4. The website updation work was entrusted to Dr. Marin Jose.




Dr. Alice Joseph

MINUTES

The IQAC meeting began with a prayer song at 11.00 AM in the conference Hall at 22/05/2021. The Principal welcomed the gathering and the IQAC Coordinator read the agenda after presenting the minutes of the previous meeting and its Action taken report.

AGENDA

1. Follow up of AQAR
 2. Review of the academic year 2020-2021
 3. New ventures in 2021-2022

Members

1. Dr. Alice Joseph
 2. Dr. Rosamma Lukos
 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. Soga Mathew
 10. Dr. Smitha Jose
 11. Jessy M.A.
 12. Jincy Joseph
 13. Dr. Mary Joseph
 14. Dr. Newly Joseph
 15. Lissy Chakalakal

16. Sneha Mol KJ

17. Dr. Josephine Joseph

Smt.
Implementation

AGENDA 1 : Follow up of the AQAR

The AQAR of the year 2015-2016, 2016-2017, and 2017-2018 in the new format was completed. The AQAR of the year 2018-2019 needed a few more details to be entered and hence the review of the AQAR was fixed for the first week of June and it was decided to present the prepared AQAR's before the staff council.

AGENDA - 2 : Review of the academic year 2020-2021

Though 2020-2021 was a pandemic year witnessing the shift from offline to online mode but the Principal opined that there was no dearth in the activities of the college. The shift was a natural process and all the programs were planned and executed online. The online had removed barriers of time and distance and the working hours got extended beyond the normal college time. The faculty and staff also availed the opportunity to grow in technological knowledge and readily came out of the comfort zones. The review of the feedback showed that the students teachers felt that the teachers were more available and approachable than before. The time table of the online classes was very much comfortable for the student teachers. It was decided that this year too a blended mode of teaching learning will be adopted. The time table would be student friendly.

AGENDA 3 : New ventures in 2021 - 2022

The following decisions were made

1. More number of MOU's to be signed
2. Arranging a class on GSEB preparation by seeking help from St. Teresa's autonomous college, Ernakulam.
3. Arrange programmes for faculty development and staff development
4. Extend our services to the society by way of JAGARAN (anti narcotic activity) and HOPE via online.
5. Student teachers to be encouraged to take more certificate courses and enroll in the value added course.

Jayne Syl

Dr Josephine Joseph
IQAC Coordinator

Mia Lath
Principal

