



St. Joseph College of Teacher Education for Women Ernakulam



CRITERIA VI

**6.3.3 Professional Development / Administrative Training Programmes
Organized by the Institution for Teaching and Non-teaching Staff
Brochure/Reports along with photographs of each programme – 2020-2021**

Submitted to
**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN ERNAKULAM
KOCHI-682035, KERALA**

**6.3.3 Brochures/Reports along with Photographs of Professional Development/
Administrative Training Programmes Organized by the Institution for Teaching
and Non-teaching Staff**

2020-2021

Sl. No	Name of the programme	Page. No.
1.	Professional Development Programme: CAS Academic Research and Contribution	4-5
2	Professional Development Programme on Understanding UGC Regulations 2018	6-8
3	Faculty Development Programme: International Multidisciplinary Academic Conference on Redefining Education with a Futuristic Perspective in Covid Era	9-14
4	Administrative Training Programme: Effective Office Administration	15-16
5	Administrative Training Programme: Protocol and Safety Measures of COVID	17-18



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

KOVILVATTOM ROAD, ERNAKULAM, KOCHI, PIN - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

6.3.3 Brochures/Reports along with Photographs of Professional Development/ Administrative Training Programmes Organized by the Institution for Teaching and Non-teaching Staff

2020-2021

Sl. No	Name of the programme	Date	No. of beneficiaries
1	Professional Development Programme: CAS Academic Research and Contribution	27/3/2021 and 30/3/2021	15
2	Professional Development Programme on Understanding UGC Regulations 2018	20/11/2020 to 21/11/2020	26
3	Faculty Development Programme: International Multidisciplinary Academic Conference on Redefining Education with a Futuristic Perspective in Covid Era	5/8/2020 to 7/8/2020	58
4	Administrative Training Programme: Effective Office Administration	24/6/2020 to 25/6/2020	60
5	Administrative Training Programme: Protocol and Safety Measures of COVID	8/6/2020 to 9/6/2020	11



ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala
(Affiliated to Mahatma Gandhi University, Kottayam)

2020-2021

Professional Development Programme: CAS Academic Research and Contribution

Name of the Event	Professional Development Programme: CAS Academic Research and Contribution
Objectives	1. To create awareness about Career Advancement Scheme 2. To understand about service rules and promotion
Details of Chief Guest	Dr Cherian John, Vice Principal, Mar Ivanios College (Autonomous), Thiruvananthapuram
Date	27/03/2021 & 30/3/2021
Time	02:00 pm – 04:00 pm
Duration	2 Days
Beneficiaries	15
Event Venue	St. Joseph College of Teacher Education for Women, Ernakulam


PROGRAMME REPORT

Professional Development Programme: CAS Academic Research and Contribution was organized, hosted and conducted by St. Joseph College of Teacher Education for Women Ernakulam on *27/03/2021 and 30/03/2021*. Mrs. Marin Jose, Assistant Professor in English Education coordinated the programme.

Dr Cherian John, Vice Principal and Associate Professor, Department of English, Mar Ivanios College (Autonomous), Thiruvananthapuram was a Subject Expert/Resource Person for the Professional Development Programme, organized by the College.

The programme started with prayer at 2.00pm. Dr. Sr. Alice Joseph Principal in charge inaugurated and Dr. Sr. Betty P. J, Vice Principal welcomed the resource person.





Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



Dr Cherian John delivered an invited talk on “CAS: Academic Research and Contribution” in the Professional Development Programme on 27/03/2021 and 30/03/2021. All the teaching staff participated in the programme. The talk was followed by an interactive session with hands on practice and clarification of doubts regarding service rules and promotion.

Mrs. Marin Jose, Assistant Professor in English Education and Coordinator of the Professional Development Programme proposed vote of thanks. The programme ended at 4.00pm with National Anthem.


POSTER/BROCHURE

 **ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN, ERNAKULAM**


PROFESSIONAL DEVELOPMENT PROGRAMME:

CAS ACADEMIC RESEARCH AND CONTRIBUTION

RESOURCE PERSON
DR CHERIAN JOHN
VICE PRINCIPAL AND ASSOCIATE PROFESSOR,
DEPARTMENT OF ENGLISH,
MAR IVANIOS COLLEGE (AUTONOMOUS),
THIRUVANANTHAPURAM

 **27/03/2021 & 30/03/2021**




Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher Education for Women,
Ernakulam



ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala
(Affiliated to Mahatma Gandhi University, Kottayam)

Professional Development Programme on Understanding UGC Regulations, 2018

Name of the Event	Professional Development Programme on Understanding UGC Regulations, 2018
Objectives	1. To explore the key provisions of UGC Regulations, 2018 2. To provide a platform for continuous learning and professional growth
Details of Chief Guest	Dr. Mohamed Salim, Principal, Farook Training College, Calicut
Date	20/11/2020 to 21/11/2020
Time	07:00 pm – 09:30. pm
Duration	2 days
Beneficiaries	26
Event Venue	St. Joseph College of Teacher Education for Women, Ernakulam

PROGRAMME REPORT

A *Professional Development Programme on UGC Regulations, 2018* was organized and hosted by St. Joseph College of Teacher Education for Women Ernakulam for two days -20.11.202 and 21/11/2022. Dr. Sr. Josephine Joseph, Assistant Professor in Physical Science Education co-ordinated the programme.

Dr. Mohamed Salim, Principal, Farook Training College, Calicut was the Resource Person for the Professional Development Programme.

The programme started with prayer at 7.00pm. Dr. Sr. Alice Joseph Principal in charge inaugurated the programme and Dr. Sr. Betty P.J, Vice Principal welcomed the resource person.

Dr. Mohamed Salim delivered a talk on “UGC Regulations, 2018”. All the teaching staff from St. Joseph College of Teacher Education for Women and teaching staff from



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



other colleges participated in the class. The talk was followed by an interactive session and clarification of doubts regarding UGC regulations, 2018 and promotion.

Dr. Sr. Josephine Joseph, Assistant Professor in Physical Science Education, and Co-Coordinator of the programme proposed vote of thanks. The programme ended at 9.30pm.

POSTER/BROCHURE

The poster features a light blue background with a darker blue bottom section. It includes the college logo, the name of the institution, the title of the programme, the resource person's name and title, and the dates of the programme.

**ST. JOSEPH COLLEGE OF TEACHER EDUCATION
FOR WOMEN, ERNAKULAM**

Professional Development Programme
on
**Understanding UGC
regulations 2018**

Resource Person: Dr. Mohammed Salim
Principal, Farook Training College, Calicut

Date: 20/11/2020 -21/11/2020





PHOTO GALLERY

21:13

REC

	Academic/Research Activity	Sc, E, A & M / H, L, E, A, M, L, PE
1	Research Papers in Peer-Reviewed or UGC listed 08 per paper Journals	8 / 10
	a) Books International publishers	12
	National Publishers	10
	Chapter in Edited Book	5
2	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	8
	b) Translation works in Indian and Foreign Languages by qualified faculties	3
	Book	8

(27)

- Dinimol Jacob (You)
- Dr Mohamed Salim >
- Siji John >
- FTC Principal >

Others in the meeting (23)

- Dr Alice Joseph >

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Alice Joseph
 Dr. Alice Joseph
 / Principal in Charge
 St. Joseph College of Teacher
 Education for Women,
 Ernakulam



ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala
(Affiliated to Mahatma Gandhi University, Kottayam)

Faculty Development Programme: International Multidisciplinary Academic Conference on Redefining Education with a Futuristic Perspective in Covid Era

Name of the Event	Faculty Development Programme: International Multidisciplinary Academic Conference on Redefining Education with a Futuristic Perspective in Covid Era
Objectives	1. To provide an international virtual platform for dialogue on how COVID-19 could change the education of future. 2. To think on how we educate future generations.
Details of Resource Persons	Dr. Mohamedunni Alias Musthafa, Prof. and Dean, School of Education, Central University of Kerala and Prof. Dr V. Reghu, Former Dean and Controller of Examinations, RGNIYD, Sriperumbudur, Tamil Nadu National Consultant CEAM Dr. Shnaoli Chakraborty Acharya, Asst. Prof., Dept. of Education, West Bengal State University (Chairperson, CEAM West Bengal Chapter)
Date	05/08/20 - 07/08/20
Time	Day 1: 11:25am – 02:00pm Day 2: 10:00am – 12:00pm Day 3: 10:00am – 03:30pm
Duration	3 days
Beneficiaries	58
Event Venue	Online – Google Meet St. Joseph College of Teacher Education for Women, Ernakulam





PROGRAMME REPORT

The novel corona virus pandemic is set to change the world sooner than we know. Online has become the default style of education during this long lockdown period in the wake of the pandemic. With this scenario in the forefront we have come to join in this virtual platform to illuminate our talk about education in Post-Covid era. Thus, as a part of the online academic venture, St. Joseph College of Teacher Education for Women, Ernakulam, and The Council for Educational Administration and Management (CEAM) Kerala Chapter, in collaboration with The Kerala State Higher Education Council (KSHEC) and The Council for Teacher Education Foundation (CTEF) Kerala, organized a three day – online International multidisciplinary academic conference on *'Redefining Education with a Futuristic Perspective in Covid Era' from 5th to 7th of August 2020*, at St. Joseph College of Teacher Education for Women, Ernakulam. Delegates and academicians from different parts of the world, teaching faculty, non-teaching staff, research scholars, student teachers and Alumni of the college participated in the conference. The Theme, *Redefining Education With A Futuristic Perspective In Covid Era* attempted to provide an international virtual platform for dialogue on how COVID-19 could change, how we educate future generations.

Day 1 (05/08/20)

Programmes of the Day 1 started with the official meeting at 10 am with the registration and reception followed by the official inaugural function with a prayer song by Mrs. Marin Jose, Assistant Professor of St Joseph College and the coordinator of the conference. The resource persons were introduced formally to the online platform by Mrs. Marin Jose (coordinator). Sr. Dr. Alice Joseph, Principal of the college delivered the welcome speech followed by the blessing speech by Sr. Dr. Mary Joseph, Educational Agency, St Joseph College Ernakulam. The presidential address was given by Dr. Grace Annie Mathews, Chairperson, of CEAM and CTEF, Kerala chapter. Dr Rajan Varghese, member secretary, KSHEC delivered the inaugural address. Dr Deki Gyntso, Paro College, Royal Kingdom of Bhutan delivered the keynote address under the main theme of the conference pointing measures to bridge the digital divide currently faced by students across the globe. The inaugural session was concluded by Dr V M Sasikumar, national president, CEAM and Prof. Jacob Mathew, programme coordinator, CEAM, Kerala chapter and Vice





Chairman CTEF, Kerala by extending their gratitude to the organizers of the conference and the distinguished guests.

After the official inaugural session of the international online conference 2020, the thematic session of Day 1 Commenced at 11.25am. The session included two eminent panels of resource persons: Dr. Mohamedunni Alias Musthafa, Prof. and Dean, school of education, Central Uni. of Kerala and Dr Neelu Gautham Ghosh, principal, DD Choksi College of secondary education, Palanpur, Gujarat and chairperson, CEAM Gujarat. The themes of their dialog spirited the conference's multidisciplinary aim to put on facts about redefining and reconstructing curriculum of Indian education system and the role of economy, society and environment in sustainable development.

The thematic session was followed by panel discussion of DAY 1 from 12.25pm to 1.20pm. It was moderated by Dr. Kiran Arora, principal, PMSD Women's College Jalandhar, Punjab and the panelists include: - Prof. Dr Bindu C M, Dept of Education, University of Calicut, Kerala, Dr Meenakshi Ramachandran, Principal, Christ College, Trivandrum, Dr M Omana Seelan, Asst. Prof GBCTE, Thalasseri, Kerala.

Day 1 ended with the paper presentation session from 1.20 pm to 2 pm and was chaired by Dr. Malini P.M. Former Principal, NSS Training College, Pandalam, Kerala (Treasurer, CEAM, Kerala Chapter) and Dr. Regi P. Mathew, Principal, CMI Public School, Cherthala.. The papers reflected on the impact of COVID-19 pandemic in education and societal values.

Day 2 (06/08/20)

Day 2 commenced at 10 am with a prayer followed by, the thematic session of 3 distinguished academicians:- Prof. Dr V. Reghu, Former Dean and Controller of Examinations, RGNIYD, Sriperumbudur, Tamil Nadu (National Consultant CEAM) on the theme- *Lifelong Learning and Skill Development* and Dr. M.S. Geetha, Former Dean, Faculty of Education, Uni. of Kerala,(National Vice President, CEAM) and Dr. Nimmi Maria Oommen, Asst. Prof. Titus II Teachers College, Tiruvalla, Pathanamthitta, (National Secretary, CEAM) on the theme- *Responding to Benchmarks in International Higher Education Amid Global Emergencies.*

The theme paper session was followed by panel discussion from 11am to 12pm, moderated by, Dr. Theresa Susan A, Former Head, Dept. of Education and Former Dean,

Faculty of Education, University of Kerala and the panelists include:- Dr. Bindu K.J.,





Senior Lecturer in Educational Technology, DIET, Alappuzha, Kerala, Dr. M. Jesa, Associate Prof., Farook Training College, Kozhikode, Kerala, Dr. Sindhya V. Asst. Prof., Department of Education University of Kerala, Dr. Pramod D, Asst. Prof., Chinmaya Vishwavidyapeeth (Deemed to be University), Ernakulam, Kerala.

Day 2 concluded with the paper presentation session chaired by Dr Sr Josephine Asst prof, St Joseph College and Dr. B.C. Sobha, Principal, NVKSD College of Education Attoor, Kanyakumari District, Tamil Nadu, (CEAM Chairperson, Tamil Nadu). The papers were enlightening and exclusive with the presentations of three young school children that made highlight of the conference.

Day 3 (07/08/20)

The third day commenced at 10 am as usual with a prayer, followed by the thematic session. The session included 3 distinguished resource persons: Dr. Shnaoli Chakraborty Acharya, Asst. Prof., Dept. of Education, West Bengal State University (Chairperson, CEAM West Bengal Chapter) on the theme- *Quality education for all: Dealing with Digital Divide and Equal Digital Accessibility*, Dr. Geetha Gopinath, Asst. Prof., School of Education Technology, Hyderabad Central University, Telangana, on the theme- *Role of various Stakeholders in ensuring Peace and Mental Health*, Dr. Madhubala Jayachandran, Former Principal, KUCTE, Karyavattom (National Liaison Officer, CEAM), on the theme- *Professional Development of Teachers with a Futuristic Perspective*.

The 2nd session of Day 3 was the panel discussion from 11am- 1pm, moderated by, Dr. K. Rajeswari, Principal, Govt. College of Teacher Education, Kozhikode, Kerala (National Treasurer, CEAM), on the theme- *Financial Crisis, Risk Management and Disasters* and the panelists include:- Dr. Giby Geevarughese, Associate Prof., Mar Theophilus Training College, Thiruvananthapuram (Executive Member, CEAM, Kerala), Dr Nisha Chandran, Asst. Prof., St. Thomas Training College, Muckolackal, Thiruvananthapuram, Dr. Shyamlal G.S Asst. Prof., Mahatma Gandhi College, Thiruvananthapuram, Kerala and Prof. Hiten Muchala, SP Jain School of Global Management, Mumbai.





The day concluded with the valedictory session at 3.25pm. Ms. Sara Stephen, Chairperson, St. Joseph College, presented the conference resume. Dr K Y Benedict, Principal, Mar Theophilus Training College, Thiruvananthapuram (National General Secretary, CEAM) delivered valedictory address followed by a feedback session and vote of thanks by Mrs. Marin Jose (coordinator).


The International Online Academic Conference was a first-ever virtual conference hosted in the Google Meet platform with around 200 participants for 3 continuous days, made an attempt for international collaboration for continuous professional development of educators and contributors in building up a more peaceful, tolerant, inclusive, secure and sustainable world.

POSTER/BROCHURE

REDEFINING EDUCATION WITH A FUTURISTIC PERSPECTIVE IN COVID ERA

Sub-Themes :

- * Quality education for all : Dealing with digital divide and equal digital accessibility
- * Family and home schooling: Catalyzing alternatives from grass root level
- * Collaborating with experts in various fields of entrepreneurship
- * Accelerating Arts and Sports in the post Covid era
- * Inclusion: Caring the differentially abled persons
- * Fighting with poverty and financial crisis, risk management, and disasters
- * Vocational training and Life Long Education for Adaptability and flexibility in the changing society
- * Eco friendly solutions for sustainable development and wellbeing of the society
- * Equipping the professional practitioners / teachers for the changing demands: Training and research perspectives in education
- * Peace education for mental health and social harmony
- * Changing bench marks in International Higher Education
- * Travel and Tourism for Economic stability and International Relationship



St. Joseph College of Teacher Education for Women, Ernakulam dedicated to St. Joseph is established in 1957, owned and run by the Vinala Province of the Congregation of the Mother of Carmel (CMC)

"CMC is a religious and charitable association of a religious minority group within the purview of the constitution of India (U/MC Con.No 002) " CMC is the first indigenous congregation for women in the Syro-Malabar Church founded on February 13th 1866

"Let light be the Source of Enlightenment". The college has kept the torch of light ever burning with full of enthusiasm and empowered many young women who have passed out the portals of this institution. The College has ever tried to nurture its passion to grow into a Centre of Excellence addressing the manifold challenges in the educational field.

Registration Fee:
Participants: Rs. 100/-
Paper Presenters: Rs. 250/-




FOR DETAILS:

Ph: 9746251034
internationalonlineconference@gmail.com

Redefining Education with a futuristic Perspective in Covid Era

MULTIDISCIPLINARY INTERNATIONAL ONLINE ACADEMIC CONFERENCE

5th -7th August 2020

ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN, ERNAKULAM & COUNCIL FOR EDUCATIONAL ADMINISTRATION AND MANAGEMENT (CEAM), India

In Collaboration with THE KERALA STATE HIGHER EDUCATION COUNCIL (KSHSEC) COUNCIL FOR TEACHER EDUCATION FOUNDATION (CTEF) KERALA



Alice Joseph
 Dr. Alice Joseph
 Principal in Charge
 St. Joseph College of Teacher
 Education for Women,
 Ernakulam



**REDEFINING EDUCATION WITH A
Educate to fight FUTURISTIC PERSPECTIVE IN
COVID ERA**

***General Convener:**

Sr. Dr. Alice Joseph, Principal - 9495793298

***Conference Director:**

Dr. Grace Annie Mathews, Chairperson,
CEAM & CTEF :9447304002

***Conference Coordinator:**

Marin Jose, Assistant Professor:9746251034

***Organizing Committee:**

- Sr. Dr. Alice Joseph
- Dr. Grace Annie Mathews
- Mrs. Marin Jose
- Sr. Siji John
- Sr. Soya Mathew
- Dr. V.M. Sasikumar
- Dr. M.S. Geetha
- Dr. K.Y. Benedict
- Dr. Nimmi Maria Oommen
- Dr. K. Rajeswari
- Prof. K. Jacob Mathew
- Dr. M. Vijayakumari Anuma
- Dr. Malini P.M.
- Dr. K. Anvar

*** Advisory Committee**

- Dr. Sr. Mary Joseph
- Dr. Sr. Josephine Joseph
- Dr. C.P. Sreekantan Nair
- Dr. V. Reghu
- Dr. G. Valsala
- Dr. Madhubala J
- Dr. T.K. Mathew

The Council For Educational Administration And Management (CEAM) is a Registered Non-Governmental National Professional Organisation founded in the year 2019 with Headquarters in Thiruvananthapuram, Kerala for prioritizing the areas and actions of Educational Administration and Management Education across the nation and beyond. The cardinal mission and vision of the organisation is to foster collective development through multifarious academic initiatives pertaining to the educational realm. The organisation's policy is to combine human and material resources to supervise, plan, strategise and realize programmes and structure pertaining to Educational Management and Administration.

Council for Teacher Education Foundation (CTEF) is a leading professional organization in India with an International status received in 2009. Founding President of CTEF late Dr. Gulab Chaurasia, in 1985 at Bhopal. CTEF with likeminded handful of Teachers and Teacher educators is at present with four overseas CTEF Chapters and twenty four National Chapters. CTEF with registration No. Nagpur/000403/2019, registered under Societies Registration Act 1860 (XXI/01 1860).

Kerala State Higher Education Council (KSHEC) is an advisory body to the Government of Kerala, in higher education. It also acts as a state level coordinating agency for higher educational activities. It came into existence in 2007 by Kerala State Higher Education Council Act (No.22) passed by the State Legislature to bring together and expand the rich array of teaching, research and human resources development. Kerala State Higher Education Council Act 2007 was subsequently amended through an ordinance by the Government of Kerala on 8 July 2017.

Registration fee can be paid online in favour of :
The PROFF. ST. JOSEPH COLLEGE OF TEACHER
EDUCATION FOR WOMEN, ERNAKULAM.
Ac No:9024053000007032. IFSC No:SBIL0000024

KSHEC brings together scholars and stakeholders in State's Education to materialize its vision to revitalize Kerala Higher Education and to foster academic inquiry and research. The Council consists of three bodies namely Advisory Body, Governing Body and Executive Body as per the KSHEC (Amendment) Ordinance 2017.

Guidelines for Paper Submission

An abstract of your paper on any of the sub-themes (around 300 words) can be sent to the email address: internationalonlineconference@gmail.com on or before 23rd July 2020.

On intimation of the acceptance of the abstract, the full paper can be submitted on or before 30th July 2020.

The full paper should be in between 3000 to 3500 words, and should be in MS Word with the font, Time New Roman, 12 pt, 1.5 Spacing and Reference should follow APA format.

Selected Papers will be published in the Seminar Proceedings with ISBN. Delegates who wish to collect a personal copy of their Seminar Proceedings should pay an additional amount towards publication fee.

Registration link:

<https://forms.gle/vxHw1JprGNTqEORVA>

Contact

- Dr. Sr. Alice Joseph : 9495793298
- Mrs. Marin Jose : 9746251034
- Dr. V.M. Sasikumar : 9447246190
- Dr. M.S. Geetha : 9447108758

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Administrative Training Programme on Effective Office Administration

Name of the Event	Administrative Training Programme on Effective Office Administration
Objectives	1.To get a clear understanding about office administration 2.To understand about general service rules
Details of Chief Guest	Sri. P.S.Najeeb, Senior Superintendent, Panampilly Memorial Government College, Chalakudy Mr. V.S Muhammad Ibrahim, Former Director, Backward Classes Development Department
Date	24/06/20 - 25/06/2020
Time	Day 1: 10:00am – 12:00pm Day 2: 02:00pm – 04:00pm
Duration	2 days
Beneficiaries	Non-teaching Staff-60
Event Venue	St. Joseph College of Teacher Education for Women, Ernakulam

PROGRAMME REPORT


Two-day Administrative Training Programme on *Effective Office Administration* was organised by St. Joseph College of Teacher Education for Women, Ernakulam, *on 24th and 25th of June 2020*. The Resource persons for the programme were Sri. P.S.Najeeb, Senior Superintendent, Panampilly Memorial Government College, Chalakudy and Mr. V.S Muhammad Ibrahim ,Former Director, Backward Classes Development Department. The class was conducted in two sessions on each day. The first session started at 10.00 am and end at 12.00 pm. Sri. P.S.Najeeb handled the session on the topic “*Office Administration*”. The second session was from 2.00 pm to 4.00 pm. The session was handled by Mr. V.S Muhammad Ibrahim on the topic “*General Service Rules*”. All the non-teaching staff attended the sessions. The administrative staff of other colleges also attended the sessions. The sessions were very effective.



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Principal in Charge
St. Joseph College of Teacher
Education for Women,
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POSTER/BROCHURE



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN, ERNAKULAM

EFFECTIVE
OFFICE
ADMINISTRATION

On
24th and 25th June 2020



RESOURCE PERSONS

Sri. P.S.Najeeb

*Senior Superintendent
Panampilly Memorial
Government College, Chatalabudy*

Time: 10.00 am - 12.00 pm

Topic : Office Administration

Mr. V.S Muhammad Ibrahim

*Formal Director Backward Classes
Development department*

Time: 02.00 pm - 04.00 pm

Topic : General Service Rules

Contact us: St. Joseph College of Teacher Education for Women, Kovilvattom Road, Ernakulam, Kerala-682035.
Mob: 9496712041, 0484-2351695
Email: stjosephtrainingcollegeekm@gmail.com

Webinar Link:

Organising Committee


Webinar Convener/ Suprendintent:
Sr. Jessy M.A

IQAC CO ORDINATOR
Sr. Dr. Josephine Joseph Sr.

PRINCIPAL INCHARGE
Dr. Alice Joseph

Technical Support / Librarian
Sr. Jincy Joseph




 Dr. Alice Joseph
 Principal in Charge
 St. Joseph College of Teacher
 Education for Women,
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(Affiliated to Mahatma Gandhi University, Kottayam)

Administrative Training Programme: Protocol and Safety Measures of COVID 19

Name of the Event	Administrative Training Programme: Protocol and Safety Measures of COVID 19
Objectives	<ol style="list-style-type: none">1. Educates and trains the non-teaching staff in understanding and implementing COVID-19 safety protocols effectively2. Educates on how to deal with the after effects of COVID3. Advices on safety measures during COVID
Details of Chief Guest	Dr. Shiji Francis M.B.B. S, M. D Lisie Hospital, Kochi
Date	08/06/20 to 09/06/2020
Time	10.00 am – 03:30pm
Duration	2 days
Beneficiaries	Non – Teaching Staff-11
Event Venue	St. Joseph College of Teacher Education for Women, Ernakulam

Programme Report

The Administrative Training Program on *Protocol and Safety Measures of COVID* at St. Joseph College of Teacher Education for Women, Ernakulam conducted *on 8/06/2020 and 09/06/2020*. The program aimed to educate and train non-teaching staff in understanding and implementing COVID-19 safety protocols effectively. The resource Person was Dr. Shiji Francis M.B.B. S, M. D, Lisie Hospital, Kochi. The programme started at 10.00 am.

Objectives of the Program:

- Awareness: To raise awareness among non-teaching staff about COVID-19, its transmission, and preventive measures.
- Safety Protocols: To train staff in the implementation of COVID-19 safety protocols, including mask-wearing, social distancing, hand hygiene, and sanitization procedures.
- Emergency Response: To educate staff on emergency response procedures in case of a COVID-19 outbreak on campus.



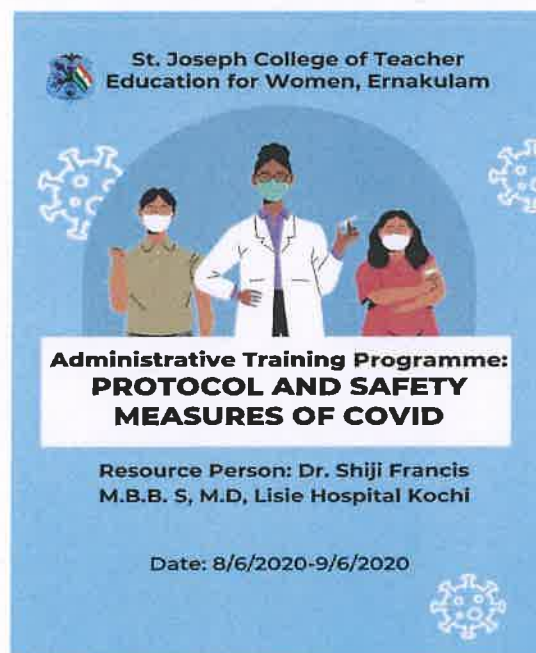


- **Mental Health Support:** To provide resources and support for the mental health and well-being of staff during the pandemic.

COVID - 19 was the time where humans were threatened and united to exterminate the pandemic. The coronavirus, also known as covid-19, is an infectious disease that caused a pandemic in 2019. It is a contagious disease that has spread rapidly all over the world. The deadly virus was discovered in 2019 in Wuhan, China, where it first appeared before spreading worldwide. In March 2019, the World Health Organization (WHO) declared Covid-19 a global pandemic.

The programme was started with the welcome speech of Jessy M.A, Junior Superintendent of the college. The sessions mainly focused on safety protocols of COVID 19. The programme also focused on detailed aspects of how to give mental health support to students and family members. It also dealt with how to identify the COVID-19 symptoms which included fatigue, severe headaches, the common cold, breathing difficulties, loss of appetite, taste and smell, and many more. In order to avoid the exposure to COVID -19 was to be vigilant, stay indoors, and immediately report to hospitals if they experience any of the symptoms listed above. The resource person explained the details of mental health support techniques. The Programme ended at 3.30 pm with vote of thanks.

POSTER/BROCHURE



Alice Joseph
Dr. Alice Joseph
/ Principal in Charge
St. Joseph College of Teacher
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