



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

Minutes of Meeting on 06/06/2020

The IQAC Meeting was held via google meet at 10.30 A M . 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. And the coordinator presented the Agenda.

Agenda

1. Review of the Academic Year 2019-2020
2. New Ventures to enrich the curriculum in the wake of COVID
3. Inclusion of Student representative in the IQAC Committee

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Mrs. Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
7. Sicily A A
8. Siji John
9. Soya Mathew
10. Smitha Jose
11. Jessy M A
12. Jincy Joseph
13. Dr Mary Joseph
14. Lissy Chakalalal
15. Dr Newly Joseph
16. Dr Josephine Joseph



Alice Joseph

Dr. Alice Joseph
Principal in Charge
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Agenda 1: Review of the Academic Year 2019-2020

The activities of academic year 2019-2020 was reviewed. Dr Betty PJ was congratulated for being recognized as the Research guide in education of SPS Department in MG University and it was pointed out there has been delay in collecting the feed back as the students were still in college and had not left . Due to the COVID Pandemic situation the activities scheduled for the month of March, April and May could not be carried out. The college day, staff tour, HOPE extension programme being some of them.

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 join 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. Celebrations and commemorations of important days to be done online
- vii. Add on courses to be initiated

Agenda 3: Inclusion of Student representative in the IQAC Committee

It was decided to include a student representative in the IQAC from this year onwards. Sneha Mol K J the first year B.Ed Student of Physical Science optional was suggested for the same.

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



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Minutes of Meeting on 09/07/2020

The online meeting began with a silent prayer at 2.30 PM In the conference hall following the COVID Protocol. The Principal welcomed the members. The agenda of the meeting was reminded by the coordinator .

Agenda

1. Conduct of an International webinar
2. Up gradation of internet facilities
3. Review of the AQAR

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Mrs. Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
7. Sicily A A
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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 wi-fi 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 be speedup 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 a vote of thanks proposed by the coordinator.



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Minutes of the Meeting 16/10/2020

The Principal welcomed the members for the online meeting held on 16/10/2020 at 11.00 AM.

The agenda was presented.

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 their parents
4. Appointment of Teachers

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Bindhu Joseph
4. Dr Joby Joy Kurian
5. Sicily A A
6. Siji John
7. Smitha Jose
8. Jessy M A
9. Jincy Joseph
10. Dr Mary Joseph
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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 off line teaching practice was shared by the faculty members. The fact that the students proficiency in the use of online tools could not be ruled out. For those students who were facing financial difficulty in the online mode should be helped. Faculty to locate such students and do the needful..

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 the Home. The Officials of Govt. Childrens 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 odes of interaction and it was decided that the extension activity incharge Sicily A A should be entrusted with the study of the 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



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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 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



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Minutes of the Meeting 05/12/2020

The IQAC meeting began with a prayer song led by Joby Joy at 10.30 A M on 05/12/2020 via google meet . The Principal welcomed the gathering and the IQAC Coordinator presented the agenda

Agenda of the Meeting

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

Members present

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Mrs. Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
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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 to have the faculty present in the college to join from a single point in the M.Ed Seminar hall. The staff meeting to decide the faculty to lead the prayer, give orientation the 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.



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Minutes of the Meeting 27/01/2021

The meeting began at 3.00 PM on 27/01/2021 via google meet. The prayer song was led by Mrs. Marin Jose and the Principal welcomed the gathering. The coordinator briefed upon the agenda

Agenda

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

Members present

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Mrs. Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
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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 engaged for the same. Depending on the availability of the faculty and student teachers the programme could be finalised

Agenda 3 : College Day and Alumnae Awards day

Having 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 most would have been vaccinated by then and the fear of COVID would subside to a 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.



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Minutes of the Meeting 22/05/2021

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.

Agenda

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

Members present

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Mrs. Marin Jose
5. Dr Bindhu Joseph
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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 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 all opportunity to grow in technological knowledge and readily came out of the comfort zones. The review of the feed back showed that the student 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 SSR 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 courses.



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