



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

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

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

Minutes of Meeting on 19/06/2021

The meeting began with a silent prayer at 3.00 PM in the conference hall following the COVID Protocol. The Principal 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

1. Quality upgradation of faculty
2. Education in a Post COVID time
3. Change of Management representative Faculty, Alumnae Representative and Student Representative

Members

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



Alice Joseph

Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
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Agenda1: Quality upgradation of Faculty

It was opined that measures should be taken to implement programmes for the quality enhancement and updating the Faculty on the latest Service rules by the Government . The staff council must be asked to chalk out programmes for the same.

Agenda 2: Education in a Post COVID time

The difficulties faced by the school students in concentrating in their studies while online need to be addressed. Our Student teachers and Alumnae need to be trained to handle the school students who are undergoing the post COVID symptoms. Training programmes to be chalked out in this direction at the earliest as this is a need of the time.

Agenda 3: 3. Change of Management , Faculty, Alumnae Representative and Student Representative

Dr Mary Joseph was thanked for he long standing support and guidance and was wished all success in her ne endeavour. Sr Puspamma Antony was nominated as the new Mangement Representative. Dr Newly Joseph was thanked for her long standing service as the Alumnae representative in the IQAC Committee and Smt Alphonsa Kurian, Assistant Professor, Department of Socialogy, BCM College , Kottayam was decided to be included into the IQAC Committeee instead. Snehamol was thanked for her contributions to the IQAC and was wished success in her future life. It was decided to have Arya Balachandran of English optional of the 2020-2022 Batch as the new student representative.It was decided to have Dr Dinmol Jacob as the new the IQAC Committee member instead of Dr Smitha Jose . Dr Smitha Jose was thanked for her services.

Dr Josephine Joseph
IQAC Coordinator

Dr Alice Joseph
Principal in Charge



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Action taken Report

1. Programmes were chalked for Faculty development in the staff council and days allotted in the academic calendar for the same . On 22/06/2022 A staff development programme by the name Reap the Service Benefits was organized for the Faculty and the administrative staff of Higher Education Institutions.
2. A training Programme for the Alumnae to help the students of schools to cope up with the post COVID symptoms was planned and organized on 16/7/2022
3. The newly nominated members Sr Pushpamma Antony Management Representative, Smt Alphonsa Kurian, Assistant Professor, Department of Sociology, BCM College , Kottayam, the Alumnae Representative, Arya Balachandran of English optional of the 2020-2022 Batch the student representative and Dr Dinmol Jacob, Assistant Professor , St Joseph College of Teacher Education were intimated about their inclusion in the IQAC of the institution and the names of the IQAC Committee members were published in the notice board and website of the college .



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Minutes of the Meeting on 25/07/2021

The meeting began with a prayer and the Principal welcomed the gathering. Dr Dinimol Jacob the faculty member, Smt. Alphonsa Kurian the Alumnae representative and Arya Balachandran the new Student representative were accorded a warm welcome by the Principal. The Minutes of the previous meeting and the action taken report was presented by the Coordinator, who then briefed upon the agenda too.

Agenda for Meeting

1. Value Oriented Education for students
2. Furthering Research
3. Enhancing cooperation among Educational Institutions

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Dr Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
7. Dr Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Sr Puhpamma Antony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Arya Balachandran
17. Dr Josephine Joseph



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Agenda 1: Value Oriented Education

As students were spending most of the time online and were lacking opportunity for socializing there is a need to orient hem and parents in the safe use of internet hence programmes to be initiated to help student teachers and school students to grow in moral values. It would be good if we could engage the student community in some healthy activity. The Staff council to materialize programmes that would boost the moral of the student commuity.

Agenda 2: Furthering Research

Research being indispensable for faculty improvement and development must gain momentum. Faculty must be encourage to take up projects, contribute articles for publications, guide thesis, participate in research based webinars ad workshops. Research committee to work on it and monitor it.

Agenda 3 : Enhancing Cooperation among Educational Institutions

It was opined that as the COVID had prevented people from coming together and meeting each other on various occasions it would be good to enhance the cooperation among the educational institutions by arranging venues for their coming together. Arranging an inter institutional competition at the College and School level would be commendable.

Dr Josephine Joseph
IQAC Coordinator

Dr Alice Joseph
Principal in Charge



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Action taken Report

1. The programmes for boosting the morale of the student community in schools was not finalized
2. Faculty are working in preparing articles and Papers for Publication .
3. Dr Soya Mathew was entrusted with the duty of organizing an inter collegiate and inter school competition programme .



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Minutes of the meeting on 18/09/2021

The IQAC Meeting on 18/09/2021 began with a silent prayer . The Principal welcomed the gathering and the IQAC Coordinator read the minutes of the previous meeting, the action taken report and the agenda of the days meeting.

Agenda

1. Orientation to NAAC Preparation
2. Enhancing Placement
3. Appointing a guest lecturer for Physical Education
4. Other matters

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Dr Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
7. Dr Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Sr Pushpamma Antony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Arya Balachandran
17. Dr Josephine Joseph



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Agenda 1: Orientation to NAAC Preparation

It was suggested that an orientation to NAAC Preparation would add momentum to the process and would update the faculty on the benchmarks to be achieved . Hence arranging a faculty development programme on NAAC Accreditation would be commendable. The IQAC Coordinator was entrusted with the duty of organizing one.

Agenda 2 : Enhancing Placement

The apprehension of the outgoing students of being late in completing the course was shared and the difficulty in being placed was voiced . Measures to get our students placed need to be considered and plans to be chalked out for the same.

Agenda 3 : Appointinting a guest Lecture for Physical Education

The difficulty of Dr Rosaama T to continue her service as a Physical Education teacher after retirement was presented to the committee. The IQAC Committee remembered with gratitude the generous service of Dr Rosamma T and decided to appoint a guest lecture for the time being as the Concurrence for the fresh appointment was already send to the Education Secretariat . The Jr Superintendent Jessy M A was entrusted with the work of finding the possibilities of appointing a guest lecture.

Agenda 4: Other Matters

It was reminded that the PTA meeting is to be called for without delay. If off line meet was not possible then a google meet could be planned for. It was suggested that it would be good if the speed of the internet could be increased.

Dr Josephine Joseph
IQAC Coordinator

Dr Alice Joseph
Principal in Charge



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Action taken Report

1. A one day seminar of NAAC Accreditation was planned out for in the month of November. It is decided to have the IQAC Coordinator Dr Kala M.S Associate Professor, Department of Physics , St Teresa's College, Ernakulam and Dr Usha Nair, Associate Professor, Department of Hindi , St Teresa's College Ernakulam as the Resource Person's for the same.
2. Applications for the Physical Education Guest Lecture has been notified in the office of the D.D, Ernakulam and steps for appointing a guest lecture to the said post has begun.
3. Measures to increase the speed of the internet has been taken up by the Bursar of the college
4. An online meet for the General body meeting of the P.T.A has been planned in two batches for the month of November .



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Minutes of the meeting on 20/11/2021

The IQAC Meeting scheduled for 20/11/2021 began in the Conference Hall at 10.30 AM. The Principal welcomed the members and the coordinator presented the minutes and the action taken report of the previous meeting. The agenda was then briefed upon

Agenda

1. International Web conference
2. Progress of the Research Center Procedures
3. Value added Courses

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Dr Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
7. Dr Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Dr Pushpamma Antony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Arya Balachandran
17. Dr Josephine Joseph



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Agenda 1 : International Web conference

Organising an international Web conference every year would be fruitful for keeping the faculty and students updated with the latest trends in education. Possibilities of arranging one needs to be explored and materialized

Agenda 2: Progress of the Research Center Procedures

The progress of the application with regard to being a research center needs to be followed was opined . The members of the research cell , Dr Sicily A A and Dr Joby Joy Kurian said that they were enquiring about the developments in this regard .

Agenda 3 : Value Added Courses

It was opined that the institution had to provide more value added courses and Dr Siji John and Dr Smitha Jose were entrusted to study about the requirements for designing value added courses. It was decided to provide valued added courses for the student teachers this academic year itself.

Dr Josephine Joseph
IQAC Coordinator

Dr Alice Joseph
Principal in Charge



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Action taken Report

1. An online conference in the month of March in collaboration with Higher Education Council of Kerala and CTEF General Chapter has been planned out for the month in March.
2. The File for the approval of the Research Center is under consideration in the University.
3. A course with minimum 30 hours duration is considered as a value added course and faculty have already started preparing Syllabus for the same .



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Minutes of the Meeting on 03/02/2022

The meeting began at 2.00 PM in the conference hall with a prayer led by the Principal followed by the welcome. The Coordinator then presented the minutes and action taken report of the previous meeting followed by a briefing on the agenda

Agenda for the Meeting on 03/02/2022

1. Organizing exposure programmes for student teachers
2. Augmenting the Library to meet the standards of a research center
3. Student teacher ratio to be ensured
4. Extension Service during Vacation

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Dr Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
7. Dr Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Sr Pushamma Anotny
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Arya Balachandran
17. Dr Josephine Josep



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Agenda1: Organizing exposure programmes for Student teachers.

Due to the pandemic situations in the previous months the student teachers were not given much of exposure with the society so it would be good if we could plan out an exposure programme for the student teachers for a day. It was decided to take them out on a field trip optional wise so as to prevent overcrowding in place of visit.

Agenda 2: Augmenting the library to meet the standards of the research center

The lack of the appropriate number of journals and Ph.D thesis and other research books for reference by Research Scholars was brought to the notice of the Principal. It was decided to ask the Library committee and the Purchase committee to immediately rectify the same .

Agenda3: Student teacher ratio to be ensured

The vacancy in the three teaching posts should be filled immediately and it was decided to approach the Principal Secretariat to enquire about the delay in obtaining the concurrence for the same . the Principal was told to take immediate steps in this regard and to see to it that the post got filled before the start of the next academic year.

Agenda 4: Extension Service during Vacation

HOPE extension Service in Govt. Children's Home Kakanad in the month of April or May and Jagaran the anti narcotic drive could be planned for the summer vacation. It was suggested that as HOPE could not be materialized last two years , this year all measures are to be taken to make it feasible even online if not offline.

Dr Josephine Joseph
IQAC Coordinator

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Principal in Charge



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Action Taken Report

1. The First Year B.Ed. Student teachers were taken on a field trip on 25/02/2022.
2. Books and journals worth Rs.2 Lakhs was purchased in the library .
3. Applications have been called for the post of Assistant Professor in General Education, Physical Science Education and Physical Education.
4. HOPE Extension Service was conducted in the Govt.Children's Home Kakanad from 14/04/2022 and JAGARAN was conducted on 13/05/2022



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Minutes of the Meeting held on 21/04/2022

The meeting began at 10.30 on 21/04/2022 in the conference hall with a prayer song sung by Dr Marin Jose. The Principal welcomed the members and the coordinator presented the minutes, action taken Report of the previous meeting and briefed the members with the agenda of the present meeting .

Agenda

1. Orientation to be arranged for the newly Appointed Teachers
2. Review of the previous years functioning
3. New Ventures

Members

1. Dr Alice Joseph
2. Dr Rosamma Lukose
3. Dr Betty P J
4. Dr Marin Jose
5. Dr Bindhu Joseph
6. Dr Joby Joy Kurian
7. Dr Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Sr PushammaAntony
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16. Arya Balachandran
17. Dr Josephine Joseph



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Agenda 1: Orientation to be arranged for the newly appointed teachers

It was reminded that the orientation is to be arranged for the newly appointed teachers in the first week of June itself.

Agenda 2: Review of the previous year's functioning:

The year 2020-2021 though a pandemic year yet saw a surge in the number of activities that were conducted online. The curriculum was enriched with a number of classes based on IT skills, Communication skills, value education, awareness classes against social evils. The major setback was that student teachers did not get a hands on training in live classroom situation, their internship was an online one and this failed to develop in them classroom management skill of maintaining discipline though it had an additional advantage of equipping the students in online teaching learning process. It was pointed out that more efforts are to be put in the following matters - obtaining feedback of parents and enhancing the involvement of the alumnae .

Agenda 3: New Ventures

The following decisions were made

- i. New extension services to be chalked out
- ii. A target of total 20 MoU's to be signed by this year
- iii. Infrastructure upgradation of the college
- iv. More faculty and staff development programmes to be chalked out

Dr Josephine Joseph
IQAC Coordinator

Dr Alice Joseph
Principal in Charge



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Action Taken report

1. Orientation was given to the newly appointed faculty on 04/06/2022
2. The new ventures were put for discussion in the staff council and programmes chalked out for the decisions taken here



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