



# 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 the Meeting held on 26/05/2022

The meeting began with a prayer song led by Marin Jose. The Principal welcomed the gathering and 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

1. Preparation for NAAC
2. Measures for Quality enhancement
3. New student representative for IQAC

### Members

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



### *Agenda 1 : Preparation of NAAC*

It was decided to finalise the academic year 2022-2023 as the SSR Year. All the faculty to be encouraged to be actively involved in tis preparation. Criteria wise review meetings to be called for every month.

### *Agenda 2 :Measures for Quality enhancement*

It was decided to sign MoU's with about a dozen more institutions and to ask the staff council to chalk out programmes with the institutions with whom MoU are signed. It was opined that the programmes for faculty development, staff development, student exchange , competitions for school students at different levels, seminars webinars workshops and the like could be organized. It was opined that to enrich the curriculum we need to design activities in collaboration with institutions. It wouldbe good toorganize more number of programmesto familiarise student teachers with Diversities in School Curriculum as well as to increase the Capacity Enhancement programme for Student teachers and Faculty Development Programmes for teachers.

The documentation of the feedback of the student teachers and teacher educands regarding the Teacher educators to be reminded without fail.

The school college collaboration has to be strengthened to identify the needs of the time and chalk out curricular and cocurricular activities accordingly, was opined in the meeting. The following decisionswere taken:

- i. As every year the practice of seeking opinion of the school teachers about what more has to be given to student teachers would be good. It was decided toinvite the teachers from the schools to the college and have a face to face interaction with them.
- ii. Apart from the annual meet of the alumnae it would be good to have a faculty development programme for teachers of the various schools and our alumnae could be encouraged to participate in the same
- iii. This year we could organize school competitions for students from various levels in the college
- iv. To increase the number of programmes in schools for the students there
- v. to invite students from neighbouring schools for various fests and exhibitions held in the college



*Agenda 3: New student representative for the IQAC*

Arya Balachandran was thanked for her contribution to the IQAC and wished success in all her future endeavours. Merlyn Rodrigues of the English Optional was suggested to be the new student representative in IQAC Committee.

*Josephine Joseph*

Dr Josephine Joseph

IQAC Coordinator



*Alice Joseph*

Dr Alice Joseph

Principal in Charge

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

### Action taken Report of the Meeting held on 26/05/2022

1. Criteria wise review discussions are being held every on every third Wednesday of a month.
2. In the month of June, July and August the following faculty development programmes were organized by the IQAC :
  - i. Seminar on Emerging Trends in Social Science Research and Data Analysis on 24/06/2022
  - ii. Webinar on Exploring the Dimensions of NEP on 03/08/2022
  - iii. Online Faculty Development Programme on E-Resource Awareness 09/08/2022
  - iv. Faculty Development Programme on Praxis and Paradigms of Entrepreneurial Education on 10/08/2022

The following Faculty development Programmes for the remaining Months have been planned out in the Staff Meeting.

- i. on Extension Services as well as on Research in the month of September
  - ii. on Community Resources in Education in the month of October
  - iii. on Publication of research articles in the month of December
  - iv. a workshop on learning Management system
3. The following programmes to familiarise student teachers with Diversities in School Curriculum as well as to increase the Capacity Enhancement programme for Student teachers were chalked and executed
    - i. Seminar on NEP and School Education on 20/06/2022
    - ii. Twelve Value Added courses were designed for the year
    - iii. Interaction with Faculty from Bukeye School Arizona , United States on 01/07/2022
    - iv. Webinar on Diversity in School Curriculum in India and Abroad on 04/07/2022
    - v. Orientation Talk on CBSE curriculum (online, evening session) on 07/07/2022
    - vi. A talk on Entrepreneurial Paradigm Shift in the Context of Education to be organized on 23/08/2023
  4. Legal Awareness week to be organized in the month of August



5. The list of institutions with whom MoU's are to be signed was prepared. It is decided to sign more new 11 MOU's. This year and the heads of the institutions are being contacted for the same. An MoU with Aspire Greens to collect E waste from the institution was also signed on 04/08/2023.
6. In the Staff council the programmes to be organized in collaboration with the Institutions with whom MoU is signed was discussed and charted and included in the academic calendar.
7. Interaction with school teachers was planned out, Dr Bindu Joseph was put in charge for the conduct of the same and dates were finalized.
8. Faculty development programme for school teachers was decided and Dr Sicily A. A was given charge of organizing the same .
9. The feed back regarding the teacher educators at the exit of the student from a programme was documented
10. Dr Ceby George was put in charge for organizing sports activities in the college and organising competitions for the school children
11. Merlyn Rodrigues of English Optional (2021-2023) was taken into IQAC as student representative.



*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

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

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

## Minutes of the Meeting held on 13/08/2022

The meeting began at 10.00 AM on 13/08/2022 in the college conference hall with a silent prayer. The Principal welcomed the members and introduced Merlyn Rodrigues the new member. The 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

1. Bridging Gaps in SSR
2. Infrastructure Upgradation
3. Curriculum Mapping

### 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 Dinimol Jacob
8. Dr Sicily AA
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Pushpamma Antony
14. Lissy Chakalal
15. Alphonsa Kurian
16. Merlyn Rodrigues
17. Dr Josephine Joseph



***Agenda 1: Bridging gaps in the SSR***

The committee members opined that the gaps in SSR needs to be identified and programmes chalked out accordingly to make good the loss. It was decided to ask the faculty in charge of each criteria to list the activities which needed immediate attention and to come out with an action plan within three weeks.

***Agenda 2: Infrastructure Upgradation***

The committee members opined that certain modifications in the infrastructure facility was absolutely necessary and a committee to be formulated for the same.

***Agenda 3: Curriculum Mapping***

The committee opined that a faculty development programme on curriculum mapping is necessary. As it would be good to map the curriculum of the programme and to identify the gaps.

*Josephine Joseph*

Dr Josephine Joseph  
IQAC Coordinator



*Alice Joseph*  
Dr Alice Joseph

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

**Action Taken Report of the meeting held on 13/08/2022**

1. Criteria wise gaps identified and listed - action plan is formulated
2. The infrastructure committee was formulated with the following as the members –  
Principal ( Dr Alice Joseph) , Bursar ( Dr Sicily A A) , IQAC Coordinator( Dr Josephine Joseph ) , Office Superintendent (Sr Jessy M A) , 2 Faculty members (Dr Soya Mathew, Dr Ceby George ) and an Engineer (Miss. Katherine Chakiyath). The committee got together and submitted the request to the management to release funds for infrastructure upgradation.
3. A workshop on Curriculum Mapping is planned for in the month of November and Mr Deepak Babu, Assistant Professor, Dept. Business Administration, Rajagiri College of Social Sciences, Kakanad.



*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 - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

## Minutes of the meeting held on 17/09/2022

The meeting began with a prayer song by Dr Joby Joy Kurian. The principal welcomed the members and 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

1. Reviewing Works of SSR Preparation
2. Learning management system & e-governance

### 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 Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Pushpamma Antony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Merlyn Rodrigues
17. Dr Josephine Joseph



*Agenda 1: Reviewing Works of SSR Preparation*

It was decided to make arrangements in the time table for the staff to come together to review the SSR preparation. It was decided to have the review in the afternoon hours when the students would be engaged in self learning practices, library study, cultural activities etc

*Agenda 2: learning management system and e – governance*

It was suggested to have a learning Management system introduce e-governance in the institution this year and to find suitable software for the same. Some of them suggested ERP of Mastersoft Solutions and it was decided to enquire about other software options too and decide upon implementing one in the institution.

The meeting ended with the Coordinator proposing a vote of thanks to the members.

*Josephine Joseph*  
Dr Josephine Joseph  
IQAC Coordinator



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

**Action Taken Report of the meeting held on 17/09/2022**

1. Review meetings of SSR work was held on 22/10/2022
2. ERP of Mastersoft was decided to be implemented in the institution



*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 - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

## Minutes of the Meeting held on 12/11/2022

The IQAC Members came together in the conference hall on 12/11/2022 at 2.00 PM. After the silent prayer the Principal welcomed the gathering. The Coordinator presented the action taken report and minutes of the previous meeting. The members were briefed on the agenda

### Agenda

1. Criteria wise progress report
2. Inter school inter college competitions

### 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 Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Pushpamma Antony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Merlyn Rodrigues
17. Dr Josephine Joseph



*Agenda 1: Criteria wise progress report*

The coordinator reminded that until and unless deadlines are stated it would be difficult to complete the SSR. It was brought to the notice of the committee members that the report preparation was progressing in a slow rate as faculty was engaged in many tasks at the same time. Hence it would be good to fix time for the reviews criteria wise. It was decided to have the review meetings by taking up one criteria after the other.

*Agenda 2 : Interschool and Intercollegiate competitions*

It was decided to collaborate with the management and conduct an inter school intercollegiate completion for the institutions under the same management on 26<sup>th</sup> November 2022.

The meeting concluded with the coordinator thanking the members.

*Josephine Joseph*

Dr Josephine Joseph  
IQAC Coordinator



*Alice Joseph*

Dr Alice Joseph

Principal in Charge

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

**Action Taken Report of the meeting held on 12/11/2022**

1. Though the dates were scheduled for the criteria wise meetings yet in the month of December and January the Faculty could not come together for the same.
2. The Interschool and Inter collegiate competitions were successfully conducted on 26<sup>th</sup> November 2022. The programme was well appreciated and served to enhance the organizing skills of our student teachers too.



*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

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

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

## Minutes of the Meeting held on 21/01/2023

The IQAC Meeting scheduled for 21/01/2023 was held in the conference hall at 10.00 AM. After the prayer and the welcome by the Principal the Coordinator presented the action taken report of the previous meeting and the agenda of the meeting.

### Agenda for the meeting

1. Campus Placement
2. Staff and student welfare measures
3. Reviewing the Progress of Value Added Courses

### 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 Dinimol Jacob
8. Dr Sicily A A
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Pushpamma Antony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Merlyn Rodrigues
17. Dr Josephine Joseph



***Agenda 1: Campus Placement***

The fact that the B.Ed second Years would be completing their course only in the month of August would have a negative effect on the campus placements of our students was brought to the notice of the committee members. It was decided to intimate those who would be approaching our institution seeking candidates for interview this year about the reality and help our student get absorbed by the month of August .

***Agenda 2 : Staff and student welfare measures***

The committee members spoke of the need to have more staff and student welfare measures by way of loans, housing facilities, crèche, health insurance policies, bank loans , providing free lodging outside the campus etc. Dr Sicily A A and Dr Smitha Jose were appointed to study about the feasibility of such measures .

***Agenda 3: Reviewing the Progress of the Value Added Courses***

It was notified that out of the 12 newly designed Value Added Courses this year eleven were already provided and the remaining one was designed for the research scholars which was to be given in the month of June.

*Josephine Joseph*

Dr Josephine Joseph

IQAC Coordinator



*Alice Joseph*

Dr Alice Joseph

Principal in Charge

Dr. Alice Joseph

Principal in Charge

St. Joseph College of Teacher  
Education for Women,  
Ernakulam



### Action taken Report of the meeting held on 21/01/2023

1. The schools were told about the fact that the Student teachers would be able to join for employment only in the month of August. Campus placements were few this year only 3 schools came for recruiting our student teachers. The Schools of our management has been intimated to absorb are graduating teachers in the month of August.
2. Dr Sicily A A and Dr Smitha Jose are studying the possibilities and a plan to open a crèche for the babies of our students in the coming academic year has been presented before the management.
3. The Value added course for the research scholars was decided to be given in the month of May .



*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 - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

## Minutes of the Meeting held on 11/03/2023

The meeting began with a silent prayer on 11/03/2023 at 10.30 AM in the conference hall of the college. The Principal welcomed the members and the Coordinator read the minutes and action taken report of the previous meeting and presented the Agenda.

### Agenda

1. Action Plan for completing the work of SSR this Summer vacation.

#### 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 Dinimol Jacob
8. Dr Sicily AA
9. Dr Siji John
10. Dr Soya Mathew
11. Jessy M A
12. Jincy Joseph
13. Pushpamma Antony
14. Lissy Chakalakal
15. Alphonsa Kurian
16. Merlyn Rodrigues
17. Dr Josephine Joseph



*Agenda: 1 Action Plan for completing the work of SSR this Summer vacation*

It was brought to the knowledge of the members the need for completing the SSR work this vacation. All of them voiced their whole hearted support for the same. An Action Plan for the same need to be chalked out and Dr Josephine Joseph and DrJoby Joy Kurian were entrusted with the job of scheduling the dates of completion.

The meeting concluded with a vote of thanks proposed by the coordinator.

*Josephine Joseph*

Dr Josephine Joseph  
IQAC Coordinator



*Alice Joseph*

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

**Action Taken Report of the meeting held on 11/03/2023**

1. The action plan of completing the works of the SS was chalked out by Dr Josephine Joseph and Dr. Joby Joy Kurian and submitted to the Principal for approval. The approved Action plan was then shared with the faculty members via Whats App.



*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 - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

## Minutes of the Meeting 20/05/2023

The Meeting began with a prayer on 20/5/2023 at 2.30 P M in Seminar Hall Heritage Block of the Institution. The Vice Principal welcomed the members and the Coordinator read the minutes and action taken report of the previous meeting and briefed the members on the agenda .

### Agenda

1. Reviewing the activities of the previous Academic Year.
2. Criteria Wise Progress report
3. Redesigning Website

### Members:

1. Dr RosammaLukose
2. Dr Betty P J
3. Dr Marin Jose
4. Dr Bindu Joseph
5. Dr Joby Joy Kurian
6. Dr Dinimol Jacob
7. Dr Sicily A A
8. Dr Siji John
9. Dr Soya Mathew
10. Jessy M A
11. Jincy Joseph
12. Pushamma Antony
13. Lissy Chakalakal
14. Alphonsa Kurian
15. Merlyn Rodrigues
16. Dr Josephine Joseph



*Agenda 1 : Reviewing the activities of the previous Academic Year*

The activities of the previous meeting was briefed upon and the Vice Principal appreciated the hard work of the faculty in running the programmes smoothly. The feedback obtained from the students and the stake holders regarding the curriculum was shared and it was decided to have new value added courses and chalk more engaging and interesting programmes for the coming year.

*Agenda 2 : Criteria Wise Progress report*

The SSR Criteria wise progress report was presented and the Vice Principal appreciated the hard work and dedication of the teachers and the committee members. The members suggested to have the academic and administrative audit in the month of July this year.

*Agenda 3: . Redesigning Website*

Decision was taken to redesign website and make it user friendly . It was decided to put Ms.Anu Cleetus in charge for the same.

The meeting concluded with the coordinator proposing a vote of thanks to all.

*Josephine Joseph*

Dr Josephine Joseph  
IQAC Coordinator



for. *Betty P.J.*  
Principal in Charge

**Action Taken Report of the meeting held on 20/05/2022**

1. A value added course based on ICT resources is designed for the first semester B.Ed Students
2. Student teachers were given an orientation on the significance of enrolling in self study courses and were also helped to choose and get enrolled in the courses of their choice.
3. A primary school in the locality has been adopted and extension activities will be conducted keeping the needs of the school in focus.
4. Website modification is under progress.



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