



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION I

1.1.1 Details of the procedure adopted including periodicity, kinds of activities Communication of decisions to all concerned and Kinds of issues discussed

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



ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

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

Details of the procedure adopted including periodicity, kinds of activities Communication of decisions to all concerned and Kinds of issues discussed

Sl.No	Periodicity of Meeting	Kinds of Activities	Dates of meeting	Issues Discussed	Decisions communicated
1.	Twice a Year	Meetings of Curriculum Transaction Planning Committee	23/05/2022	Charting of the year plan and academic calendar preparation Scheduling of Syllabus Preparing the work load Preparation of Course Plans Preparation of Time table.	The year plan is charted and the academic calendar prepared and exhibited in the website, given in the handbook Syllabus is scheduled and made available to teachers. At the beginning of each Semester during orientation the students are familiarized with the courses they have to study and the faculty who would be taking up the course. Course plans are prepared. Time table is prepared and exhibited in the college notice board, and shared among faculty and students via what's app The master time table is prepared and placed in the Principal's Office.



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			09/11/2022	Reviewing and revising and preparing the modified academic calendar.	The modified academic calendar is prepared and communicated to the students and staff .
2	At least Four times a year	IQAC Meetings	26/05/2022	Quality Programmes for Students faculty and administrative staff.	The quality enhancement programmes organized by the IQAC is communicated and notified to the concerned via notices and brochures. the IQAC also Communicates the need for organizing Quality programmes to the staff council
			13/08/2022		
17/09/2022					
12/11/2022					
21/01/2023					
21/03/2023					
			20/05/2023	Evaluating the Academic Year.	Feedback is collected and analyzed and the report posted in the website and communicated to the those concerned
3	At least once in every month and as when required	Staff Council meetings	06/06/2022	Discussion on academic Activities, Club in charges, Monthly programmes commemoration of important days, college day.	Monthly Plan in exhibited in the Mini Conference Hall. The Various programs are communicated to the students and faculty via brochures and notices posted in the Whats app and website. The college coordinator also communicates it to the student during the morning assembly.
			04/07/2022		
			05/08/2022		
			12/09/2022		
			11/10/2022		
			14/11/2022		



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			05/12/2022 05/01/2023 02/02/2023 06/03/2023		
4.	Once in each Semester Examination of the B.Ed and M.Ed programme	Examination Committee meeting	22/06/2022 28/07/2022 01/09/2022 07/11/2022 22/12/2022 03/01/2023 13/02/2023 02/03/2023	Finalizing date for model Exam B.Ed and M.Ed Exams Practical and Theory Exams Arrangements for Univ. Examination Submission of Question papers and Internal Marks.	The time table is exhibited in the notice board and shared via whatsapp. Notifications regarding submissions and examinations are also put up in the notice board and the website and Whatsapp. The Exam invigilation schedule is put up in the notice board and shared in the Whatsapp group
5	Twice in a year	Research Committee meeting	25/07/2022 27/02/2023	M.Ed Thesis tool finalization, Inauguration of Research Center, Buying of Plagiarism Checker, Title Finalization of M.Ed's thesis, Eudofocus to be submitted for Recognition by the University,	Brochure on workshop on M.Ed Thesis tool finalization was circulated. Research center inauguration was communicated through brochure. Availability of Plagiarism checker was communicated through notice.



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				Conduct of Seminar on Research.	Circulated Brochures for Research Webinars.
6	Twice in a year	Extension Committee		Outreach Activities Fund mobilization.	Outreach activities are communicated to the students and faculty via notice shared in the Whats app and brochures. Funds for the Extension Service are collected from well-wishers and programmes organized for the society
7	Thrice in a year	Students Union meeting		Important day celebrations, Arts Day Sports Day, Union Inauguration, college day.	By word of mouth communicated to students and faculty announcements during college assembly, brochures and notices shared in the website and whats app group.
8.	Twice in a year	P.T.A meetings		Programmes for student welfare, seminars, talks	Notices exhibited in the notice board and Whats app messages, announcements in the college assembly.



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