



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION VI

6.1.1 The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission

Documentary evidence in support of the claim

Submitted to

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



6.1.1 Documentary evidence in support of the claim

Sl. No.	Name of the committee	Documentary Evidence		Page No.
1	Curriculum Transaction Planning Committee	Notice	Minutes	1-4
2	Finance cum Purchase Committee	Notice	Minutes	5-9
3	Examination Committee	Notice	Minutes	10-13
4	Admission committee	Notice	Minutes	14-17
5	Discipline Committee	Notice	Minutes	18-22

Notice

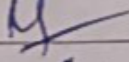


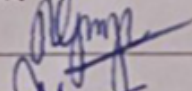

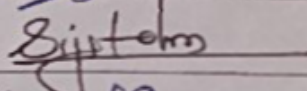
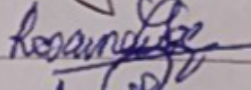

Date 21/11/2022

A meeting of the Committee for Planning the Curriculum Transaction will be held on 09/11/2022 in the conference hall at 2.00PM. All kindly make it convenient to participate.

Agenda

Mid-Course Correction in the planned academic calendar.

Members

- | | | |
|---|---------------------|--|
| 1 | Dr Betty PJ |  |
| 2 | Dr Maam Jose |  |
| 3 | Dr Josephine Joseph |  |
| 4 | Dr Rachel George M |  |
| 5 | Dr Bandu Joseph |  |
| 6 | Dr Siji John |  |
| 7 | Dr Rosamma Lukose |  |
| 8 | Ms Aswathy DV |  |



Aswathy

Minutes

The Curriculum transaction meeting held on 09/11/2022 at 2:00 PM in the Conference hall began with a silent prayer. The Principal Dr Alice Joseph welcomed the gathering and reminded the members the agenda of the meeting. Ms Aswathy DV presented the minutes of the previous meeting and its Action taken report.

Agenda

Mid-Course Correction in the planned academic calendar (ref. Academic Calendar from the University dtd. 28/08/2022 & Academic Calendar from the University dtd. 28/10/2022)

Members

1. Dr. Alice Joseph
2. Dr Betty PJ
3. Dr Mazon Jose
4. Dr Josephine Joseph
5. Dr Rachel George M
6. Dr Bandu Joseph
7. Dr Siji John
8. Dr Rosamma Lukose
9. Ms Aswathy DV

[Handwritten signatures of the members listed above]

Agenda: Mid-Course Correction in the planned academic calendar.

Based on the notification of the Mahatma Gandhi University of the Academic calendar for 2021-2023 B.Ed Batch dtd. 28/08/2022 & 2022-2024 B.Ed Batch dtd. 28/10/2022 the Academic calendar prepared by the institution needs a rescheduling in the following areas.

1. The activities scheduled for the First Semester and Second Semester of the B.Ed Batch 2022-2024 needs a rescheduling
2. The School Internship and Induction programme needs to be rescheduled as per the Notification of the UG Board of Studies of the University
3. The Discussion, Demonstration and Criticism classes therefore needs to be rescheduled
4. The various curricular activities which were planned in the subsequent Staff meetings needs to be incorporated.

5. Based on the University Notification the dates of exams needs to be incorporated. It was decided to entrust Dr Josephine Joseph & Ms Aswathy DV to reschedule the Academic Calendar by keeping all these in mind and submit it on 17/11/2022.

The meeting ended with Ms Aswathy DV thanking the members.



Ms. Aswathy DV
Secretary.



Dr Alice Joseph
Principal in Charge



Action taken report of the meeting held on 09/11/2022.

Dr Josephine Joseph & Ms. Aswathy DV rescheduled the Academic Calendar incorporating all the changes as was notified in the meeting held on 09/11/2022 and Submitted it on 17/11/2022



Alice Joseph

Dr Alice Joseph

Principal in Charge.

Notice

09/03/2023

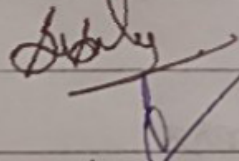
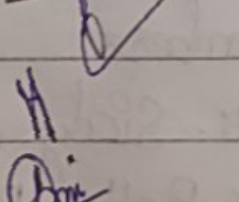

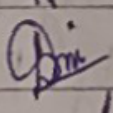
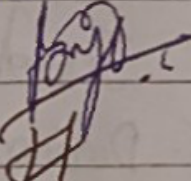
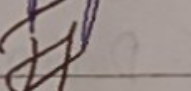
The finance and purchase Committee meeting will be held on 17/03/2023 at 3.00pm

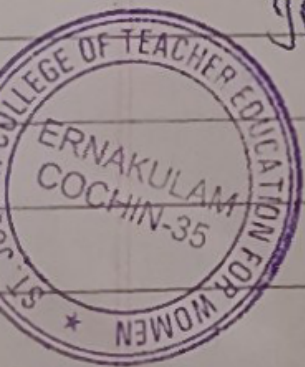
Venue - Conference hall

Agenda:

1. Arrangements for renovation of the principals room, administrative staff and multi purpose hall
2. Purchase of pending items and fresh purchase

Members:

Dr. Sicily A-A	-	
Dr. Betty P-J	-	
Dr. Josephine Joseph	-	
Dr. Dinnaof Jacob	-	
Siji Antony ✓	-	
Pony Joseph.	-	



Minutes.

Minutes of Finance cum purchase Committee meeting of St. Joseph College of Teacher Education for women, Ennakulam held on 23/09/2022 at 10. Am.

Venue - Conference hall.

Members.

Dr. Alice Joseph

Dr. Sialy A.A

Dr. Betty P.J

Dr. Josephine Joseph

Dr. Binimol Jacob

Siji Antony

Jincy Joseph.

Alice Joseph
Sialy
Betty
Josephine
Binimol
Siji
Jincy

Agenda of the meeting.

1. Approval of minutes of previous meeting
2. progression of renovation work.
3. Discussion and decision on pending purchase requests
4. purchase of plagiarism checker
5. Next meeting dates
6. Others.

The meeting was presided over by Dr. Alice Joseph, principle of the College. The Committee discussed the financial performance and expressed satisfaction with the progress.

Discussion on,

Agenda No 1 - Approval of previous meeting

The minutes of the previous finance cum purchase Committee meeting held on 15th June 2023 were reviewed and approved without any amendments.

Agenda No 2 - Progression of Renovation work.

The financial office gave a detailed explanation about the renovation work. The flooring work of the faculty rooms is continuing. Selection of furniture that suits the needs of the faculty members, including desks, chairs, storage units and collaborative workspaces are over. The finance officer's efforts to complete the work with utmost sincerity was appreciated by the Committee members. There was a mention of the finance officer continuously monitoring the costs and identifying any potential budget variances. Finance officer also presented the income and expenditure account till date.

Agenda No: 3 - Discussion and decision on pending purchase requests.

Firstly, the Committee assessed each pending purchase request. The necessity and urgency in purchasing the same was discussed. And it was decided that based on the availability of funds to prioritize the requests and to get things purchased.

Agenda No: 4 - purchase of plagiarism checker.

The principal explained the urgent need for purchasing a plagiarism checker for the library for ph.D course work students. Library Committee forwarded a request for purchasing plagiarism checker.

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In the library. The Committee assigned the duty of purchasing the plagiarism checker to librarian Jerry Joseph.

Agenda No: 5 - Next meeting dates.

The Committee agreed to schedule the next Finance cum purchase Committee meeting on 17th March 2023 in the College Conference hall.

Agenda No: 6 - Others.

A discussion was held on the number of teachers who could be given financial assistance for attending seminars this year. It was decided that all might be given financial support once every year of attending seminars, conferences and workshops. Twelve of the faculty had applied for financial assistance to attend an international conference and it was decided to give them all.

The need to repair and do maintenance work of the Rainwater harvesting Unit was brought to the notice of the committee. It was decided to approach the Saradya Unit for the same.

The meeting came to a close at 12pm.



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

Action taken report of the meeting held on 23.09.2022

1. The faculty room after renovation was opened for use in January
2. The total amount spend for for renovating the faculty room is
3. 14 faculty members were given financial assistance to attend International Conference and Workshop.
4. The auditorium lobby, prayer hall and Gymnasium work is nearing completion
5. Steps for maintenance of the rainwater harvesting Unit is in progress.



Alice Joseph

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

NOTICE

22/02/2023

The Examination Committee meeting will be held on 2nd March 2023 in the conference hall at 10:30am

Agenda

1. Conduct of I Semester M.Ed model and University exam
2. Conduct of III Semester M.Ed model exam

Members

1. Dr. Betty P.J
2. Dr. Soya Mathew
3. Dr. Bindu Joseph
4. Rosy Tintu M.P
5. Aswathy D.V
6. Sheeba A.S
7. Dr. Siji John
8. Ranimal O.V

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

MINUTES OF THE MEETING

The examination committee meeting began at 10:30 am on 02/03/2023 in the Conference hall. The meeting began with a silent prayer and Dr. Alice Joseph welcomed the gathering. Dr. Betty P.J read the action taken report of the previous meeting and presented the agenda.

Agenda

1. Conduct of I Semester M.Ed model and University Exam
2. Conduct of III Semester M.Ed Model Exam

Members

1. Dr. Alice Joseph
2. Dr. Betty P.J
3. Dr. Soya Mathew
4. Dr. Bindu Joseph
5. Rosy Tintu M.P
6. Aswathy D.V
7. Sheeba A.S
8. Siji John
9. Ranimol O.V



 The block contains handwritten signatures corresponding to the list of members. From top to bottom, the signatures are: a checkmark, a checkmark, a circular mark, a signature, a signature, a signature, the name 'Sheeba' followed by a signature, and a signature.

Agend 1: Conduct of I Semester M.Ed Model and University Exam

The I semester Model exam was decided to be held from 10/03/2023. Questionpapers to be submitted by the 18/03/2023.

Ms. Aswathy DV was assigned to prepare the invigilation Duty schedule. It was also decided that the internal exam would be submitted by 20/03/2023. The University exam was to be from 24/03/2023 to 31/03/2023. The multipurpose hall would be used for the conduct of the exams.

Agenda 2: Conduct of III Semester M.Ed Model Exam

The III Semester Model Exam to be held from 20/03/2023 to 23/03/2023. The Question paper to be submitted by 18/03/2023. It was suggested to provide them with two days of study leave for the same. Internal marks to be submitted by 28/03/2023. The III Semester University Examination notification had not yet come.

Betty P.J.

College Coordinator



Alice Joseph

Principal in charge

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

Action Taken Report

The action taken report of the examination Committee meeting held on 02/03/2023

1. The I Semester M.Ed model exam and I Semester M.Ed University exam was conducted as per the schedule from 10/03/2023 to 13/03/2023 and 24/03/23 to 31/03/2023.
2. The III Semester M.Ed Model was held as decided from 20/03/2023 to 22/03/23
3. The internal marks were submitted on time



Alice Joseph
Principal in charge

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

NOTICE

11/07/2022

The meeting of Admission will be held on 18/07/2022 at 2:00pm in the Principal's Room to discuss the following agenda.

Agenda for the Meeting.

1. Discussion of government / University norms related to M.Ed admission and eligibility.
2. Decisions related to admission of students into the management / seats.
3. Discussion related to collection of fees.
4. Miscellaneous.

Members:

1. Dr. Alice Joseph.
2. Dr. Joby Jay Kurian
3. Dr. Betty P-J
4. Siji Antony
5. Jeessy M. A.

[Signature]

MINUTES OF ADMISSION COMMITTEE





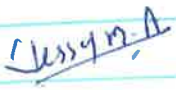
Minutes of the Meeting held on 18/07/2022.

The meeting began on 18/07/2022 at 2 pm with a silent prayer. Dr. Betty P-J welcomed the members of the meeting.

Agenda for the Meeting:

1. Discussion of government / University norms related to M.Ed admission and eligibility.
2. Decisions related to admission of students into the management seats.
3. Discussion related to collection of fees.
4. Miscellaneous.

Members

1. Dr. Alice Joseph. 
2. Dr. Jiby Jay Kurian. 
3. Dr. Betty P-J 
4. Siji Antony 
5. Jessy M A. 

Agenda 1: Discussion of government / University norms related to B.Ed. admission and eligibility.
The Principal briefed upon the government/

University norms related to B.Ed. admissions and eligibility and the set reservation policy of the government and care to be taken to follow the admission norms and eligibility criteria for the management quota too -

Agenda 2: Decisions related to admission of students into the management seats. The admission policy of the institutions to be followed for admitting students to management seats.

Agenda 3: Discussion on collection of fees. The committee decided to continue the same fees structure as that of previous year. It was decided to collect the fees as early as possible. The committee also decided to collect fees on installment as students were finding it difficult to pay the fees in full.

Agenda 4: Miscellaneous

It was decided to provide helpline numbers for the admission process so that the candidates can seek clarifications regarding the admission procedures. It was decided in the meeting that during admission, either of the parents (father or mother) or the guardian should definitely accompany the candidate for the admission. The principal reminded the committee members that during admission, the code-of-conduct for the students should be clearly communicated to the parents and the candidate.

The meeting ended at 4:00 pm with a vote of thanks by Dr. P. Jay Kumar.

Action taken Report of the meeting on, 15/06/2022

1. The admission procedures were followed adhering to the University and Government norms.
 2. As per the Admission policy of the Institution the Management seats were filled.
 3. The University Fees was collected and paid to the University.
- the Admission was closed as per the orders from the University.



Alice Joseph

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

NOTICE

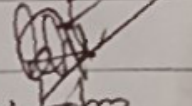
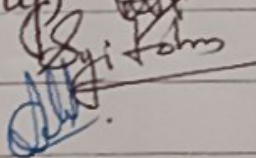
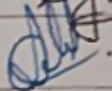
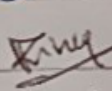
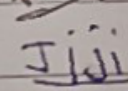
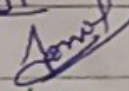
13/07/2022

The meeting of the Discipline Committee is scheduled for 22/07/2022 at 3.00PM in the mini Conference Hall of the Institution. kindly make it convenient to be present for the same.

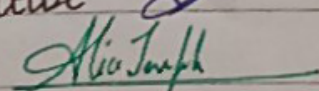
Agenda :

1. Discussion on the revised draft form of Code of Conduct of students.
2. Programmes to be chalked for Code of Conduct and Ethics for Faculty and Administrative staff.
3. Means and ways to be adopted for disseminating the rules and regulations of the college.

Members :

1. Dr. Geby George : Faculty Member (Secretary) 
2. Dr. Siji John : Faculty Member 
3. Anu Cleetus : Faculty Member 
4. Rincy V D : Non Teaching Faculty 
5. Giji K A : Menial staff 
6. Jomal Babu : Student Representative 




 Dr. Alice Joseph
 Principal in Charge
 St. Joseph College of Teacher
 Education for Women, 18

MINUTES OF DISCIPLINE COMMITTEE

MINUTES

The meeting of the Discipline Committee began at 3.00PM in the mini-conference hall of the institution on 22/07/2022 with a prayer. The Principal welcomed the members and Secretary presented the Minutes and Action Taken Report of the previous meeting. The members were briefed on the agenda.

Agenda:

1. Discussion on the revised draft form of Code of Conduct of Students.
2. Programmes to be chalked for Code of Conduct and Ethics for students, Faculty and Administrative staff.
3. Means and ways to be adopted for disseminating the rules and regulations of the college.

Members:

1. Dr. Alice Joseph
2. Dr. Coby George
3. Dr. Siji John
4. Anu Dethus
5. Rency VD
6. Giji KA
7. Jomal Babu

Alice Joseph

Coby George

Siji John

Anu Dethus

Rency VD

Giji KA

Jomal Babu

Agenda 1: Discussion on the revised draft form of Code of Conduct of students.

The members discussed on the need of revising the code of Conduct. Asking the students not to use mobile on the Campus was insignificant as all had turned to mobile searching, hence the code 'may use electrical and electronic devices in the college only after seeking permission from the Principal' needs to be reworded as

'Apart from academic purpose the students must seek the permission of the Principal for using Electrical and Electronic devices in the Campus'.

Agenda 2: Programmes to be chalked for Code of Conduct and Ethics for Faculty, Students and Administrative staff.

It was decided to have the orientation to the Code of Conduct for the fresh batch of B.Ed Batch (2022-2024) on 14/09/2022 by Dr. Soya Mathew. The orientation to the Code of Conduct for the fresh batch of M.Ed to be given in the month of November by Ms. Anuathy D.V.

Dr. Josephine Joseph agreed to orient the administrative staff on the code of conduct. It was opined that the student teachers going for internship should be oriented with the Code of Conduct to be followed as a teacher trainee in school and it would be good to ask teachers from the different schools who would be coming here for the intercession to brief them with the expected behaviour apart from the usual orientation by the Principal and the orientation by Optional teacher.

It was also opined to conduct value and ethic based programmes, the legal awareness week to be organized in the month of August, Value added courses on Gender sensitivity and research ethics for student teachers and teacher Educands would be appreciable, the programmes of anti-narcotic clubs against drug abuse to be organized for students and Public. Classes on Cyber Hygiene would also be helpful.

Agenda 3 : Means and Ways to be adopted for disseminating the ~~results~~ rules and regulations of the College.

In the discussion that ensued it was decided to have sign boards in strategic points to remind the students of the expected behaviour, the teachers also to communicate it to the student teachers during lessons about etiquettes and behaviour.

The meeting came to an end with the secretary proposing the vote of thanks.

Let's

Alice Joseph

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




ACTION TAKEN REPORT

The following actions were taken based on the minutes of the meeting of the Discipline Committee held on 22/07/2022

1. Dr. Soiya Mathew conscientised the BEd student teachers (2022-2024) on Code of Conduct on 14/09/2022.
2. The class on Code of Conduct for the administrative staff was taken by Dr. Josephine Joseph on 22/10/2022.
3. M.S. Aswathy DV took the code of Conduct for the M.Ed teacher educators (2022-2024)
4. The legal awareness week for the student teachers were conducted from 16/08/2022 to 19/08/2022.
5. A Value added Course on Gender Sensitivity was designed by Dr. Smitha Jose and was given to the student teachers of Social Science Optional Class (2022-2024) from the month of February 2023 to May 2023.
6. A Value Added Course on Research Ethics under the title Academic writing and Ethics in Research Publication was delivered for the teacher educators (2022-2024 MEd batch), from 10/01/2023 to 28/02/2023.
7. A Class on Cyber Hygiene was organized for the student teachers (2022-2024 BEd) on 22/10/2022.




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