



St. Joseph College of Teacher Education for Women Ernakulam



CRITERIA II

2.1.1 Average enrolment percentage of students during the last five years

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



**2.1.1 AVERAGE ENROLLMENT PERCENTAGE OF STUDENTS DURING THE
LAST FIVE YEARS**

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St Joseph College of Teacher Education for Women, Ernakulam

Notice of Meeting held on 15/06/2022

The meeting of Admission Committee will be held on 15/06/2022 at 10 am 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 Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A




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



St Joseph College of Teacher Education for Women, Ernakulam

Minutes of the Meeting held on 15/06/2022

The meeting began on 15/06/2022 at 10 AM with a silent prayer. Dr. Joby Joy Kurian 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.Joby Joy 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. admission 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 institution 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.



Alice Joseph
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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 their 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 12.00 PM with a vote of thanks by Dr. Betty P.J.

Action Taken Report of the meeting held 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

Admission was closed as per the orders from the University



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

Notice of Meeting held on 18/07/2022

The meeting of Admission Committee will be held on 18/07/2022 at 2.00 pm 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 Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A



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

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.Joby Joy 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. admission 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 institution 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.



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Dr. Alice Joseph
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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 their 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. Joby Joy Kurian.

Action Taken Report of the meeting held 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
- Admission was closed as per the orders from the University



Alice Joseph
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St Joseph College of Teacher Education for Women, Ernakulam

Notice of Meeting held on 03/09/2021

The meeting of Admission Committee will be held on 03/09/2021 at 10 am 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 Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A



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, Ernakulam

Minutes of the Meeting held on 03/09/2021

The meeting on 03/09/2021 began at 10 AM with a silent prayer. Dr. Joby Joy Kurian 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.Joby Joy 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. admission 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. .

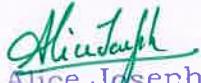
Agenda 2: Decisions related to admission of students into the management seats

The admission policy of the institution 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.




Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
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Ernakulam

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 their 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 12.00 PM with a vote of thanks by Dr. Betty P.J.

Action Taken Report of the meeting held on 03/09/2021

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

Admission was closed as per the orders from the University



Alice Joseph
Dr. Alice Joseph
Principal in Charge
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Notice of Meeting held on 04/10/2021

The meeting of Admission Committee will be held on 04/10/2021 at 2.00 pm 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 Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A




Dr. Alice Joseph
Principal in Charge
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Ernakulam



St Joseph College of Teacher Education for Women, Ernakulam

Minutes of the Meeting held on 04/10/2021

The meeting began 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.Joby Joy 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. admission 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 institution 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.



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Dr. Alice Joseph
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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 their 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. Joby Joy Kurian.

Action Taken Report of the meeting held on 04/10/2021

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
- Admission was closed as per the orders from the University




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

Notice of Meeting held on 05/08/2020

The meeting of Admission Committee will be held on 05/08/2020 at 10 am through online mode 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 Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A



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St Joseph College of Teacher Education for Women, Ernakulam

Minutes of the Meeting held on 05/08/2020

The meeting on 05/08/2020 began at 10 AM via google meet, with a silent prayer. Dr. Joby Joy Kurian 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. Joby Joy 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. admission 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 institution 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.



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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 their 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 Covid Protocol should be strictly adhered to .

The meeting ended at 11.00 AM with a vote of thanks by Dr.Betty P.J.

Action Taken Report of the meeting held on 05/08/2020

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




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

Notice of Meeting held on 30/09/2020

The meeting of Admission Committee will be held on 30/09/2020 at 2.00 pm via google meet 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 Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A



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Dr. Alice Joseph
Principal in Charge
St. Joseph College of T
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Ernakulam.



St Joseph College of Teacher Education for Women, Ernakulam

Minutes of the Meeting held on 30/09/2020

The meeting began on 30/09/2020 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.Joby Joy 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. admission 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 institution 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.



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Dr. Alice Joseph
Principal in Charge
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Education for Women,
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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 their 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 Covid Protocol should be strictly adhered to .

The meeting ended at 3.00 PM with a vote of thanks by Dr. Joby Joy Kurian.

Action Taken Report of the meeting held on 30/09/2020

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




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

Notice of Meeting held on 26/06/2019

The meeting of Admission Committee will be held on 26/06/2019 at 10 am 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 Joy Kurian
3. Dr. Betty P.J
4. Siji Antony
5. Jessy M.A




Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
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Minutes of the Meeting held on 26/06/2019

The meeting began at 10 AM with a silent prayer. Dr. Joby Joy Kurian 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. Joby Joy 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. admission 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 institution 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.




Dr. Alice Joseph
Principal in Charge
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Agenda 4: Miscellaneous

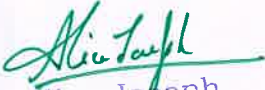
It was decided to provide helpline numbers for the admission process so that the candidates can seek clarifications regarding the admission procedures. It was decided in the meeting that during admission, either of the parents (Father or Mother) or the guardian should definitely accompany the candidate for their 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 12.00 PM with a vote of thanks by Dr. Betty P.J.

Action Taken Report of the meeting held on 26/06/2019

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




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

Notice of Meeting held on 31/07/2019

The meeting of Admission Committee will be held on 31/07/2019 at 2.00 pm 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 Joy Kurian
3. Dr. Betty P.J
4. Siji Antony
5. Jessy M.A




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

Minutes of the Meeting held on 31/07/2019

The meeting on 31/07/2019 began 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.Joby Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A

Agenda 1: Discussion of government/ university norms related to M.Ed. admission and eligibility.

The Principal briefed upon the government/ university norms related to B.Ed. admission 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. .

Decisions related to admission of students into the management seats

The admission policy of the institution to be followed for admitting students to management seats.

Agenda 3: Discussion related to collection of fees

The Committee decided to collect the fees on the admission day itself. The committee also decided to collect fees on installment as students were finding it difficult to pay the fees in full.



Alice Joseph
Dr. Alice Joseph
Principal in Charge
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Education for Women,
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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 their 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. Joby Joy Kurian.

Action Taken Report of the meeting held on on 31/07/2019

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
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St Joseph College of Teacher Education for Women, Ernakulam

Notice of Meeting held on 11/06/2018

05/06/2018

The meeting of Admission Committee will be held on 11/06/2018 at 10 am in the Principal's Room to discuss the following agenda.

Agenda for the Meeting

1. Discussion of government/ university norms related to B.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 Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A

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





St Joseph College of Teacher Education for Women, Ernakulam

Minutes of the Meeting held on 11/06/2018

The meeting on 11/06/2018 began at 10 AM with a silent prayer. Dr. Joby Joy Kurian welcomed the members of the meeting.

Agenda for the Meeting

1. Discussion of government/ university norms related to B.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 Joy 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 admission norms and eligibility criteria of Mahatma Gandhi University was presented by the Principal and strict adherence to it was reminded.

Agenda 2: Decisions related to admission of students to management seat

The committee decided to adhere to the Admission Policy of the institution with regards to the management seat.

Agenda 3: Discussion on revision of fees

The Committee decided to have a hike in the fee structure from the previous years and to collect the fees on the admission day itself. The committee also decided to collect fees on installment as students were finding it difficult to pay the fees in full.



Alice Joseph
Dr. Alice
Principal
St. Joseph College of Teacher
Education for Women,
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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 guardian should definitely accompany the candidate for their 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 12.00 PM with a vote of thanks by Dr. Betty P.J.

Action Taken Report of the meeting held on 11/06/2018

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
4. the Admission was closed as per the orders from the University.



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

Notice of Meeting held on 01/08/2018

The meeting of Admission Committee will be held on 01/08/2018 at 2.00 pm 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 Joy Kurian
3. Dr. Betty P.J
4. Siji Antony
5. Jessy M.A



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

Minutes of the Meeting held on 01/08/2018

The meeting on 01/08/2018 began 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.Joby Joy Kurian
3. Dr.Betty P.J
4. Siji Antony
5. Jessy M.A

Agenda 1: Discussion of government/ university norms related to M.Ed. admission and eligibility.

The principal communicated to the members the norms and eligibility criteria of Mahatma Gandhi University and strict adherence to it was reminded .


Agenda 2: Decisions related to admission of students to management seat

The committee decided to adhere to the Admission Policy of the institution with regards to the management seat

Agenda 3: Discussion related to collection of fees

The Committee decided to collect the fees from the students at the earliest. The committee also decided to collect fees on installment as students were finding it difficult to pay the fees in full.




Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
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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) should definitely accompany the candidate for their 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. Joby Joy Kurian.

Action Taken Report of the meeting held on 01/08/2018

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
4. the Admission was closed as per the orders from the University.




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