



# ST. THOMAS COLLEGE OF TEACHER EDUCATION

PALA - 686 575, KOTTAYAM (DT.) KERALA STATE

Re-accredited at A Grade by NAAC

E-mail: stcepala@gmail.com Website: http://stcte.ac.in www.stcstepala.org

## IQAC MINUTES (2021-2022)

Minutes of the Meeting held on 04/06/2021

11 am (Online mode)

- Agenda**
1. Commencement of the new academic year
  2. Discussion on strategic plans for the academic year 2021-2022

The meeting began with a silent prayer. The principal welcomed the members. This was followed by the presentation of the Action Taken Report by the IQAC coordinator. The members reviewed the status of the action taken on the decisions of the previous meeting.

### The Action Taken Report (ATR)


1. Faculty sharing programmes were conducted both at State and International levels. The following Faculty of Nigeria were the resource persons at the international level.  
May 27 – Prof. Patrick Eya (National Open University of Nigeria, Lagos Nigeria)  
May 29 – Prof. Aliyu Yaya (Federal College of Education, Kano, Nigeria)  
June 2 – Dr. Bernedette U Cornelius (University of Calabar, Nigeria)  
May 26- Faculty exchange programme at State level – Dr Alex George, faculty of the college was resource person at CPAS, CTE Erattupetta . Mrs. Rajini Alex (CPAS , CTE, Erattupetta) took a class for students of the college.
2. A training programme on LMS and MIS was conducted online for faculty and staff on 29 May. Prof. Sarju S. (Dept. Computer Science) of St. Joseph's College of Engineering and Technology, Choondacherry, was the resource person.
3. Dr. Pratheesh Abraham was assigned the task of enquiring about the expenses of installing LMS and MIS in college with St. Joseph's College of Engineering and Technology. It was found that an integrated LMS and MIS would cost Rs. 90000 and separate around 60000 to 70000. An annual fee of Rs 3000 has to be paid to SJ CET.

However, the decision to install LMS and MIS at college was deferred because the Govt. of Kerala has offered to start a digital platform for the higher education sector.

After the presentation of the ATR , the members discussed the agenda for the day. The committee discussed the plan of action for the new academic year.

The following strategic plans were chalked out:



  
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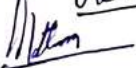







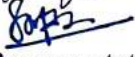
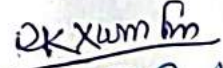



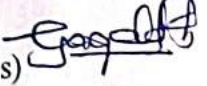
### Plan of Action

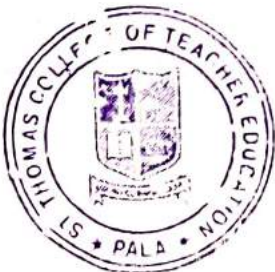
1. Maintain high academic standards
2. Sustaining existing MoUs with institutions and sign new MoUs
3. Implement proposals of NEP 2020
4. Collaboration with local school, community – social service
5. Encourage research culture among faculty and students
6. Apply for Research centre – research guideship for faculty
7. Coaching for teacher eligibility tests – TET, SET, NET
8. Augment infrastructure
9. Harness local, community ,alumni resources for the smooth functioning of the scholastic and co scholastic activities

Dr. Sunu Austin <sup>and Dr Pratheesh Abraham were</sup> was inducted as a member of the IQAG in the vacancy of Dr. Shajimon P. P. who retired in May 2021. <sup>Dr Sunu Austin was appointed</sup>

The meeting concluded with a prayer. The IQAC Coordinator proposed a vote of thanks.

### Members present

1. Chairperson: Dr. T.C. Thankachan (Principal) 
2. Dr. Sr. Beenamma Mathew (Vice Principal) 
3. Rev.Dr.Jose Kakkallil (Management Nominee) 
4. Prof. Jose P Mattam (Former Principal) 
5. Dr. Lavina Dominic (Co-ordinator) 
6. Dr. T.M Mollykutty (HOD, M.Ed.) 
7. Dr.Sr. Mary Thomas (Faculty, B.Ed.) 
8. Dr.Sunu Austin (Faculty, B.Ed.) 
9. Dr. Pratheesh Abraham (Dean Students' Welfare) 
10. Sr. Mini Thomas (Head Accountant- Representative of Administration Staff) 
11. Smt. Biji Jojo (Municipal Councilor) 
12. Mr. Sojo John (Representative of Students) 
13. Sri. Krishnakumar P. (President, Alumni - Representative of Alumni) 
14. Rev. Fr. Berchmans Kunnumparam (Secretary, Corporate Educational Agency, Pala- Representative Employers) 
15. Sri. Jose Mampambil (Entrepreneur) 
16. Sri. Jayakumar PV (PTA Vice-President) 
17. Sri. Georgekutty Jacob (H.M. Model School-Representative of Cooperating Schools) 



  
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Minutes of the Meeting held on 01/10/2021

Venue - 2.30 pm Seminar Hall

## Agenda

1. Resumption of offline classes - Commencement of B.Ed. and M.Ed. programmes (2021- 2023) in adherence with COVID protocol
2. NAAC SSR preparation
3. Application for Research Centre and Guideship
4. Application for promotion of members of the faculty – Dr. Sr. Mary Thomas, Dr. Lavina Dominic, Dr. Bindu George and Dr. Alex George
5. Initiation of a staff welfare fund

The meeting began with a silent prayer. The principal welcomed the members. The members reviewed the status of the action taken on the decisions of the previous meeting. The Action Taken Report was presented by the IQAC coordinator.

## The Action Taken Report (ATR)

1. MoUs were signed with SNM Training College, Moothakunnam (23 July 2021) and Trinity College, Jalandhar, Punjab (21 August 2021)
2. Various activities were organized with institutions with which MoUs already exists
  - a. A workshop on OBS Studio , You Tube Management , 'Leading Edge', was conducted in collaboration with St. Joseph's College of Education, Mysuru, Karnataka on 30 July 2021
  - b. A Webinar – Network Resources and Services for Academic Fraternity – Reading Club of the college and Yuvakshetra Institute of Management Studies, Palakkad was conducted on 26 June 2021
3. A webinar series on 'Mathru Bhasha' was initiated on 24 July 2021- 'Shresht Malayalam' . this was a step towards promotion of mother tongue as envisaged in NEP 2020.
4. Jagratha 2021 – A yearlong National Webinar Series in collaboration with Archana Women's Centre , Ettumanoor started in January 2021 is progressing with webinars being held every week. The resource persons included student teachers and faculty of the college.



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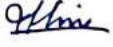


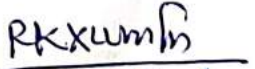


5. A Workshop series on educational research in collaboration with AIRIO was initiated – The first talk was held on 19 June 2021 (day 1)
6. The Alumni association of the college offered online KTET coaching from 7 August to 19 September 2021. Members of the alumni and faculty were the resource persons.

The meeting continued with the discussion of the agenda for the day. The following decisions were taken :

1. The B.Ed. and M.Ed. programmes (2021-2023) would commence, classes in offline mode would resume in strict adherence with COVID protocols dictated by the government
2. The Faculty and members of the staff have to make a studious effort towards preparation for NAAC accreditation.
3. The college should apply for research centre , members of the faculty should apply for guideship
4. A staff welfare fund has to be created. Financial support for faculty and staff for attending seminars, workshops and other training programmes can be met from the fund.
5. The application for promotion submitted by Dr. Sr. Mary Thomas, Dr. Lavina Dominic, Dr. Bindu David and Dr. Alex George have been scrutinized and accepted and are given approval for further procedures.

The meeting concluded with a prayer. The IQAC Coordinator proposed a vote of thanks.

**Members present**

1. Chairperson: Dr. T.C. Thankachan (Principal) 
2. Dr. Sr. Beenamma Mathew (Vice Principal) 
3. Prof. Jose P Mattam (Former Principal) 
4. Dr. Lavina Dominic (Co-ordinator) 
5. Dr. T.M Mollykutty (HOD, M.Ed.) 
6. Dr. Sr. Mary Thomas (Faculty, B.Ed.) 
7. Dr. Sunu Austin (Faculty, B.Ed.) 
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## Minutes of the Meeting held on 16/12/2021

Venue - 2.30 pm Seminar Hall

### Agenda

Discussion on RUSA funds – Hurdles in getting sanction for construction of building from the local body

The meeting began with a silent prayer. The principal welcomed the members. The members reviewed the status of the action taken on the decisions of the previous meeting. The Action Taken Report was presented by the IQAC coordinator.

### The Action Taken Report (ATR)







1. Classes have resumed abiding strictly with the Covid protocols.
2. Internship was conducted both offline and online mode.
3. A Staff welfare fund was created from the contributions of the faculty.
4. An orientation to SSR preparation was conducted for the faculty and staff. Dr. Sony Kuriakose, Nirmala College, Muvattupuzha, delivered a talk on various aspects of SSR preparation.
5. The college and the faculty are getting ready to apply for research centre and guideship under Mahatma Gandhi university.

The meeting continued with the discussion of the agenda for the day. The following decisions were taken :


- It was decided to monitor the hurdles in getting the sanction for construction of building under RUSA funds.

The meeting concluded with a prayer. The IQAC Coordinator proposed a vote of thanks.

### Members present

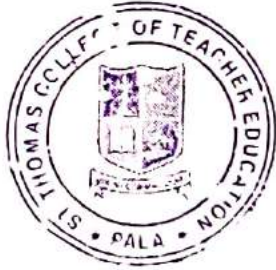
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- Dr. T.M Mollykutty (HOD, M.Ed.) 
- Dr. Sr. Mary Thomas (Faculty, B.Ed.) 



  
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8. Dr. Sunu Austin (Faculty, B.Ed.) *St*
9. Dr. Pratheesh Abraham (Dean Students' Welfare) *P*
10. Sr. Mini Thomas (Head Accountant- Representative of Administration Staff) *Mini*
11. Mr. Sojo John (Representative of Students) *Sojo*
12. Sri. Jayakumar PV (PTA Vice-President) *Jayakumar*
13. Sri. Krishnakumar P. (President, Alumni – Representative of Alumni) *RKXumbr*
14. Rev. Fr. Berchmans Kunnumpuram (Secretary, Corporate Educational Agency, Pala- Representative Employers) *F. Berch.*
15. Sri. Georgekutty Jacob (H.M. Model School-Representative of Cooperating Schools) *Georgekutty*



*Principal*  
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## Minutes of the Meeting held on 24/02/2022

Venue - 2.30 pm Seminar Hall

### Agenda

1. Review of activities of the academic year 2021-2022
2. Appraisal of status of the preparation of AQAR 2020-2021

The meeting began with a silent prayer. The principal welcomed the members. The members reviewed the status of the action taken on the decisions of the previous meeting. The Action Taken Report was presented by the IQAC coordinator.

### The Action Taken Report (ATR)

1. The sanction for construction of the building under RUSA funds was received by the concerned authorities.
2. The work has commenced with the blessing of the Manager and Auxiliary Bishop Mar Jacob Muriken.
3. Sri Dennis Joseph, library assistant was assigned the duty of monitoring the construction process.

The meeting continued with the discussion of the agenda for the day. The members reviewed the activities of the year. They were of the view that the college must extend its activities to the community. The student teachers also need to inculcate a sense of social responsibility and accountability. They observed that the extension service wing of the college, 'Shekinah' has made remarkable contributions earlier, during the COVID period. As time is a matter of concern such activities can be organized during the vacation time. The AQAR for the year 2020-2021 must be completed. The faculty must make use of the vacation time (April, May) to complete the report.

### The following decisions were taken:











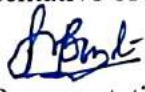
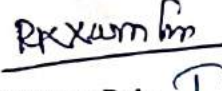



1. Faculty need to publish research papers in UGC Care and peer reviewed journals.
2. The college can think of extension activities in relation with local schools as the college is an institution which moulds future teachers.
3. The college must expediate the procedure for applying for research centre.
4. The faculty must complete the work of AQAR 2020-2021 during the vacation (April, May).

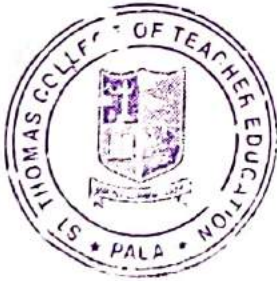
The meeting concluded with a prayer. The IQAC Coordinator proposed a vote of thanks.




  
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## Members present

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