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ST.THOMAS COLLEGE OF TEACHER EDUCATION
PALA - 686 575, KOTTAYAM (DT.) KERALA STATE
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IQAC MINUTES

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2018-2019

MINUTES 2018 - 2019

1. IQAC Meeting held on 09/06/2018

Time : 10.00 a.m.

The first meeting of the IQAC for the academic year 2018 - 2019 was held in the college under the leadership of the Chairperson.

Agenda : Preparation of Plan of Action for the academic year 2018 - 2019

Plan of Action

1. Initiate Certificate Courses
2. Start Value Added Courses
3. Update the digital teaching and learning of faculty and students
4. Submit AQAR for 2017 - 2018

5. Prepare for the 4th NAAC cycle - Prepare SSR
6. Conduct extension activities linking the college and the society
7. Create environmental sensitivity among staff and students
8. Ensure all round development of students
9. Ensure welfare of staff and students
10. Target for paper less office - E - Governance
11. Ensure greater involvement of the P.T.A
12. Register the Alumni Association
13. Create awareness and ensure good health practices

Members present

1.	Dr. Sr. Celene Joseph	Chairperson & 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	"
7.	Dr. T.C. Thankachan	
8.	Dr. Sr. Mary Thomas	
9.	Dr. P.P. Shajimon	
10.	Mr. A.V. Sebastian	

Signature

ST THOMAS COLLEGE OF TEACHER EDUCATION PALA

04/9/18

Action taken Report of IQAC Meeting on 9/06/2018

The following actions were taken:

1. Three certificate courses were initiated

	started on
— Adolescent Counselling	2/07/18
Yogic Practices	2/07/18
Aerobics	3/09/18

2. Value education classes have started from 1/08/2018. One period each week is allotted for the same.
3. Classes on the following were taken:
   - E Content preparation & Uploading of e content online.
   - Blog preparation
   - Students prepared their own personal blogs

4. The nodal officer of SWAYAM – Dr. Sunu Austin oriented the students towards MOOC courses and SWAYAM platform
   All students were encouraged to enroll in courses – A few students enrolled in courses
5. Initiated Zero Waste Management in the college
6. Started preparation of AQAR 2017-18 ~~in~~

Minutes -(2) (2018-2019)

Date : 04/9/2018 3.00 p.m.

Agenda : Discussion on preparation of the 4th cycle of NAAC visit

The meeting began with a silent prayer. The Chairperson welcomed the newly constituted IQAC team — ~~the~~ Four new members were included as per the UGC order.

The following decisions were taken:

1. Preparation has to start for the 4th cycle of NAAC
2. Members of the faculty and staff have to be oriented towards the newly revised accreditation and assessment process
3. Faculty can be allotted the criteria so as to prepare for SSR.

Members present

1. Dr. Sr. Celene Joseph
2. Dr. Jose P. Mattam
3. Dr. Sr. Beenamma Mathew
4. Dr. T.C. Thankachan
5. Dr. Sr. Mary Thomas
6. Dr. Shajimon P.P.
7. Dr. Lavina Dominic
8. Shri. A.V. Sebastian
9. Smt. Leena Sunny
10. Shri. Joffy K. Njavallil
11. Shri. P. Krishnakumar
12. Rev. Fr. Berchmans Kunnumpurayidathil

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14/02/19

Action taken report of the meeting on 04/9/2018

The following actions were taken:

1. A staff meeting was called
2. The coordinator of the IQAC made a presentation on the revised accreditation process —
3. The 7 criteria was distributed and assigned among the faculty of B.Ed. and M.Ed.
4. Started Value Added Course on Pro-Active Gender Equality.

Criterion I : Dr. T.M. Mollykutty
Dr. Sr. Beenamma Mathew

C II : Dr. T.C. Thankachan
Dr. Manju Joseph.

C III – Dr. Sr. Mary Thomas
Mrs. Anju K. Paul

C IV – Mrs. Gilu G. Ettaniciyil
Shri. A.V. Sebastian
Mrs. Sily Thomas
Sr. Mini Thomas

C V – Dr. P.P. Shajimon
Mr. Prathees Abraham

C VI – Dr. Sunu Anselm
Mr. Alen George

C VII – Dr. Bindu David
Mr. Sunil Thomas

Minutes (3) 2018 - 2019

Date : 14/02/2019 2.00 p.m.

Agenda : Discussion on preparation of SSR

The meeting began with a silent prayer. The members revised and reviewed the progress of the preparation of the report for the 4th cycle of NAAC visit.

The following decisions / suggestions were discussed :

1. Documentation of each Criteria to be given importance
2. collect the necessary documents to support all the activities of the college

Members present

1. Dr. Sr. Celene Joseph
2. Dr. Sr. Beenamma Mathew
3. Rev. Dr. Jose Kakkallil
4. Prof. Jose P. Mattam
5. Dr. Lavina Dominic
6. Dr. T.M. Mollykutty
7. Dr. T.C Thankachan
8. Dr. Sr. Mary Thomas
9. Dr. P.P. Shajimon
10. Mr. A.V. Sebastian
11. Mr. Joffy K. Njavallil
12. Mr. P. Krishnakumar
13. Rev. Fr. Berchman's Kunnumpurayidam

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Action taken report — 27/03/2018

1. The members of the various criteria collected the needed documents for each criteria
2. Some of the documents have to be organised in a better way for easy inspection.
3. Feedback forms have to be modified
4. Feedback of students have to be analysed and actions taken
5. Invited the IQAC Coordinator of Alphonsa College, Pala to deliver a talk on A&A process.

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Minutes (4) — 2018 – 2019

Date 16/04/2019 2.15 p.m.

Agenda: Discussion on preparation of S.S.R — Talk by Dr. Siminole IQAC Coordinator, Alphonsa College, Pala

The meeting began with a silent prayer. The Coordinator of the IQAC welcomed the members and the chief guest, resource person for the day

Dr. Siminole, IQAC Coordinator of Alphonsa College, Pala conducted an orientation class on the revised NAAC, accreditation and assessment process. The resource person presented the highlights of the A&A process. She also suggested some useful

tips to improve the documentation task. The meeting ended with a vote of thanks by Sri. Alex George, faculty.

Members present

1. Dr. Sr. Celene Joseph
2. Dr. Sr. Beenamma Mathew
3. Rev. Dr. Jose Kakkallil
4. Prof. Jose P. Mattam
5. Dr. Lavina Dominic
6. Dr. T. M. Molykutty
7. Dr. T.C. Thankachan
8. Dr. Sr. Mary Thomas
9. Dr. P.P. Thajimon
10. Mr. A.V. Sebastian
11. Mr. Joffy K. Njavallil
12. Mr. P. Krishnakumar

Action Taken Report — May 2, 2019

1. The preparation of the S.S.R was re oriented according to the guidelines of Dr. Siminole Sebastian.
2. Members of the faculty met together to discuss the preparation of the SSR.

Date May 10, 2019 — 2.00 p.m

Agenda : Discussion on the new manual of NAAC for TEI (Teacher Education Institute)

The meeting began with a silent prayer.

The IQAC members were informed that NAAC had invited suggestions of all Teacher Education Institutes to modify the S.S.R manual for Teacher Education Institutes.

NAAC is planning for preparing a new Manual for Teacher Education Institutes

Members present

1. Dr. Sr. Celene Joseph
2. Dr. Sr. Beenamma Mathew
3. Dr. Lavina Dominic
4. Dr. T.M. Mollykutty
5. Dr. T.C Thankachan
6. Dr. Sr. Mary Thomas
7. Dr. P.P. Shajimon
8. Ms. A.V. Sebastian
9. Mr. Joffy K. Njavallil

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