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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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ATR

2019-2020

Action taken report — May 10, 2019

The suggestions gathered were uploaded in the NAAC website.

MINUTES

(1) 2019 - 2020

Date 07/6/2019 10.30. A.M.

Venue - Seminar Hall

Agenda : 1. Appraisal of the Plan of Action and Outcomes during the Academic Year (2018 - 2019)
2. Plan of Action for the Academic Year (2019-20)
3. Discussion of the academic schedule for the new academic year 2019 - 20

The meeting began with a prayer. The principal welcomed the members. The coordinator presented the minutes of the previous meeting. The members reviewed the activities of the completed academic year 2018 - 2019. The review threw light on the need to initiate more Value Added Courses to bridge gap between the B.Ed. Curriculum and the changing needs of the times. There was a discussion on the admission of the new batch, commencement

of the new academic year, allocation of duties to faculty and preparation of the academic calendar and handbook. The financial crunch experienced in publication of the college journal was also discussed. The members discussed that it was high time that the college applied for the next NAAC accreditation. ~~The mem~~ This was followed by a discussion of the 'Plan of Action' for the new Academic Year 2019 - 2020.

The following decisions were taken:

1. The AQAR for the year 2018 - 2019 must be finalised and uploaded
2. The work of the Self Study Report must start immediately. The members of the various criteria committees must

start immediately. The members of the various committees must start collecting the needed data.

3. The new Ph.D. awardees in the faculty have to be honoured.
4. The academic schedule for the academic year must be discussed and prepared, the college calendar and handbook have to be published at the earliest.
5. The tentative 'Plan of Action - 2019-20'
   1. Enhance E learning among students and faculty
   2. Sign MOUs with prestigious educational institutions
   3. Build linkage with society - contribute to empowerment of rural women
   4. Effective waste management in campus
   5. Foster social sensitivity and responsibility

among students
6. Promote a green culture in life - Go Green initiative
7. Linkage with society - service towards local farming community, the senior citizens
8. Encourage faculty and staff to update the knowledge and skills in the professional field
9. Encourage publications among faculty
10. Bring out newsletters
11. Initiate Value Added Courses
12. Counselling services for students of college and neighbouring schools
13. Conduct training programmes for faculty and students

The meeting concluded at 12.00 PM. The coordinator thanked all the members for the earnest participation.

Members present

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

Dr. Lavina Dominic
(Co-ordinator)

Dr. Sr. Celene Joseph
(Chairperson)

ST THOMAS COLLEGE OF TEACHER EDUCATION * PALA *

MINUTES 2019 - 2020

(2) 4/09/2019 11.00 AM

Venue Seminar Hall

Agenda: 1. Appraisal of preparation of AQAR (2018 - 2019)

2. Discussion of the academic schedule — Second Semester and Fourth Semester

3. Farewell programme on the occasion of the retirement of the Principal and Office Superintendent

The meeting began with a prayer. The Principal welcomed the members. The coordinator presented the minutes of the previous meeting and also briefed the members of the status of the action taken on the decisions taken in the previous meeting.

The Action Taken Report

1. Work on the preparation of the AQAR (2018-19) is in progress.

2. The financial crunch with regard to the publication of the college journal has been resolved with the faculty deciding to contribute an amount of Rs 1000 each towards the expenses of the publication.
3. The members of the faculty have been assigned charge of various committees to ensure smooth functioning of academic and coscholastic activities
4. A tentative schedule of the academic programme for the academic year 2019-2020 has been prepared
5. The college ~~an~~ calendar & Handbook has been published
6. The 'Go Green initiative' has started under the auspices of the Nature Club and Green Botocal Samithi.

*. The coordinator said the works

related to other actions are in progress and details regarding them would be updated as soon as it were accomplished.

The members discussed the academic schedule for the Second and Fourth semesters. This was followed by a discussion on the plans for the farewell programme in honour of the retirees.

The following decisions were taken:

1. The work of AQAR 2018 – 2019 must be speeded up.
2. Tentative dates of the induction programme for second semester students and educational camp and educational tour of the fourth semester students must be planned.
3. An official farewell must be conducted for the retirees
4. A staff tour must be organized
5. A farewell lunch has to be given in honour of the retirees.
6. Various committees have to be formed to plan and materialise the programmes.

The meeting concluded at 12.30 PM. The coordinator thanked the members.

Members present

1. Dr. Sr. Celene Joseph
2. Dr. Sr. Beenamma Mathew
3. Rev. Dr. Jose Kakkallil
4. Dr. Lavina Dominic
5. Dr. T. M. Mollykutty
6. Dr. T.C Thankachan
7. Dr. Sr. Mary Thomas
8. Mr. A.V. Sebastian
9. Rev. Fr. Berchman's Kunnumpuram

10. Mr. P. Krishnakumar
11. Mr. Joffy J. Njavallil

Dr. Sr. Celene Joseph
(Chairperson)

Dr. Lavina Dominic
(Coordinator)

ST THOMAS COLLEGE OF TEACHER EDUCATION ★ PALA ★

IQAC

MINUTES 2019 - 2020

(3) 10/12/2019 11. A.M.

Venue - Seminar Hall

Agenda :

1. Appraisal of the AQAR preparation for 2018 - 2019
2. Discussion of the academic schedule for the latter half of the academic year
3. Planning of college day and the official farewell programme on the occasion of the retirement of the Principal and Office Superintendent

The meeting began with a prayer. The principal welcomed the members and the IQAC coordinator briefed the members about the status of the action taken on the decisions in the previous meeting.

Action Taken Report

1. The work of AQAR (2018-19) is systematically carried out. The last date of submission of AQAR is 15 March 2020.
2. The induction programme is tentatively scheduled to the second week of January. The schedule will depend on the date of the first Semester University exam. More discussions are needed on the same.
3. Various Committees of the faculty and staff have been formed for the smooth conduct of the farewell prog. in honour of the retirees.
4. The official farewell is tentatively scheduled to be organised in March.

The members discussed the progress of the AQAR preparation. The dates and manner of conduct of the scholastic and co-scholastic events of the final semester were also discussed.

The following decisions were taken:

1. The ~~tentative~~ schedule of the fourth Semester activities was to be fixed.
2. As the fourth semester university exam are scheduled towards the end of the month of March, all works related to the final year students are to be completed by the end of the first week of March.
3. Enter into MOU with Marian College Kuttikanam

The meeting concluded at 12.30 P.M. with a vote of thanks by the coordinator

Members present

1. Dr. Sr. Celene Joseph
2. Dr. Sr. Beeramma 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. Mr. A.V. Sebastian
9. Mr. Joffy Njavallil

Dr. Sr. Celene Joseph - [Chairperson]
Dr. Lavina Dominic - [Coordinator]

THOMAS COLLEGE OF TEACHER EDUCATION * PALA *

MINUTES 2019 - 2020

(4) 19/02/2020 11.A.M.

Venue - Seminar Hall

Agenda : 1. Submission of AQAR (2018-2019)
2. Review of the Plan of Action and its Outcomes of the Academic Year (2019-2020)

The meeting began with a short prayer. The principal welcomed the members. This was followed by the presentation of the minutes and a briefing about the status of the action taken on the decisions of the previous meeting.

Action taken Report

1. The draft of AQAR (2018-2019) is ready. The members of each criterion have presented their work.
2. The induction programme was successfully carried out in the month of January.

3. The plans for the smooth conduct of the official farewell programme is underway.
The coordinator expressed the need for a final perusal of the AQAR (2018-2019)
The members discussed the outcomes of the following plan of action chalked out in the beginning of the academic year. Based on the review of the plan of action and outcomes the following decisions were taken:

1. A meeting of all criteria committees have to be called to finalise the AQAR (2018 - 2019)
2. Training programmes for faculty and staff need to be organised by the college
3. The college needs to have a digitalised Management Information System (MIS) for the smooth administrative and academic conduct.
4. The college needs to have a Learning Management System (LMS).
5. Faculty and students to engage in more social outreach programmes
6. The 'Go Green' initiative has to reach out to the local community.
7. Commencement of Value Added Course on 'Online Assessment Tools' during the Summer vacation
8. Sign MOU with Marian College Kuttikanam Autonomous

The meeting concluded at 12 PM. The coordinator thanked the members for their presence.

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. Mr. A. V. Sebastian
8. Mr. P. Krishnakumar

Dr. Lavina Dominic
[Co-ordinator]

Dr. Sr. Celene Joseph
[Chairperson]

MINUTES 2019 - 2020

(5) 06/05/2020 11.A.M. [Online Meeting]

Agenda ::

1. Conduct of one week national
2. Planning of social outreach programmes in the wake of COVID outbreak

The meeting began with a short prayer. The principal welcomed the members. This was followed by the presentation of the minutes and a briefing about the status of the action taken on the decisions of the previous meeting.

Action taken Report

1. A training programme — an orientation on Pay Revision (UGC) and Pay Fixation, UGC arrears, was conducted for faculty by

Dr. Jogy Alex, Asst. Prof. St. Thomas College, Palai on 12 March, 2020

2. As part of the social committment, the students under the able guidance of Sri. Sunil Thomas prepared 5000 masks and distributed them among the various COVID frontline warriors, hospitals, police station, etc.

3. The Value Added Course in 'Online Assessment Tools' was conducted in April.

4. MOU with Marian College Kuttikanam signed

The members discussed the conduct of online national workshop on digital learning. This was the first ever online event to be hosted by the college. The members discussed the challenges to be expected in the conduct of the workshop during lockdown days.

Decisions taken :

1. Committees to be formed for the smooth conduct of the worshop
2. The registration fee – Students / Outside to be decided
3. Remuneration of the resource person to be decided.

Members present

1. Dr. Sr. Beenamma Mathew
2. Dr. T.C. Thankachan
3. Dr. Lavina Dominic
4. Dr. T.M. Mollykutty
5. Dr. Sr. Mary Thomas
6. Mr. P. Krishnakumar
7. Dr. P.P. Shajimon
8. Mr. Joffy Njavallil

Dr. Lavina Dominic
[Coordinator]

Dr. Sr. Beenamma Mathew
[Chairperson]

ST THOMAS COLLEGE OF TEACHER EDUCATION PALA

MINUTES 2019 - 2020

(6) Date : 27/05/20 Online Meeting
Time : 11 AM

Agenda : 1. Review of Online Workshop
2. Commencement of the new academic year
3. Refurbishment of college website

The meeting began with a short prayer. The principal welcomed the members. This was followed by the presentation of the minutes and a briefing about the status of the action taken on the decisions of the previous meeting.

Action taken report

1. The online workshop was successfully conducted. The workshop was attended by 517 participants from all over India and a few countries abroad.
2. Certificates were getting ready to be posted.

The members discussed the commencement of the new academic year in the wake of the government decision to conduct classes in the online mode.

The following decisions were taken :

1. 1. Constitute a committee of senior faculty to frame a timetable in accordance with the guidelines put forth by the government regarding changed timings of classes.
2. 2. Faculty should maintain a record of the work done in the online mode.
3. 3. The internet connectivity of the

college must be improved in accordance with the needs of the online teaching.

4. Faculty should prepare E learning material in four quadrant
5. College website has to be refurbished. A committee has to be constituted for the same
6. The college calendar has to be published at the earliest.
7. The meeting concluded at 12.30 P.M. The coordinator proposed a vote of thanks.

Members present

1. Dr. Sr. Beenamma Mathew
2. Dr. T.C Thankachan
3. Dr. Lavina Dominic
4. Dr T.M. Mollykutty
5. Dr. Sr. Mary Thomas
6. Prof. Jose P. Mattam
7. Dr. P.P. Shajimon
8. Mr. P. Krishnakumar
9. Rev. Fr. Berchmans Kunnumpuram

Dr. Lavina Dominic
[Coordinator]

Dr. Sr. Beenamma Mathew
[Chairperson]

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