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ST.THOMAS COLLEGE OF TEACHER EDUCATION
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IQAC MINUTES

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ATR

2020-2021

Academic Year - 2020 - 2021

(1) Date: 26/06/2020 Venue: Seminar Hall
Time: 11 A.M.

Agenda: 1. Discussion of academic activities of Semester Three - Online school internship
2. Induction of new members of the IQAC (2020-2022)
3. Signing of MoU with St. Joseph's College of Education, Mysuru

The meeting began with a short prayer. The principal welcomed the members. This was followed by 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. Online classes have commenced

2. A committee of three faculty has been formed for the refurbishment of the college website - Dr. Prathessh Abraham has been assigned the task of the website. Dr. Sunu Austin and Mrs. Gilu G. Ettanniyil are the two members of the committee.

The members discussed the matters related to the signing of MoU with St. Joseph's College of Education, Mysuru. The members also discussed the internship to be conducted in online mode. The principal expressed gratitude to the members of the committee whose term had ended.

The following decisions were taken:
1. An MoU must be ~~was~~ signed with St. Joseph's College of Education, Mysuru

IQAC Meeting Minutes 2020-2021

(2)

2. A time table for the smooth conduct of the online internship must be framed.

The meeting concluded with the proposal of vote of thanks by the IQAC coordinator

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. Mr. P. Krishnakumar
8. Mr. Joffy Njavallil
9. Rev. Fr. Berchman's Kunnumpuram

Dr. Lavina Dominic
[Co-ordinator]

Dr. Sr. Beenamma Mathew
[Principal]
Chairperson

Date 12/10/2020 Venue : Seminar Hall

Time 11.00 A.M.

Agenda : Action Plan for (VENTEL) Vocational Education Nai Talim-Experiential Learning in collaboration with Mahatma Gandhi National Council of Rural Education, Hyderabad (MGNCRE)

The meeting began with a short prayer. The principal welcomed the newly inducted members. The Action taken report on the decisions of the previous meeting was presented by the coordinator.

Action taken report

1. New members were inducted into the IQAC -

The new members are:-

ST THOMAS COLLEGE OF TEACHER EDUCATION PALA

Smt. Biji Jojo – Municipal Councillor
Sri. Georgekutty Jacob – Head Master [St. Thomas H.S.S, Pala – Model School]
Sri. Jose Mamparambil
Sri. Testin Joy ..... [Student Representative]

2. An MoU was signed with St. Joseph's College of Education, Mysuru on 1 July 2020.

The members discussed the need to prepare an Action plan for VENTEL at college. The members believed the VENTEL programme would be a good opportunity to promote the 'Green initiative' of the college. 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. Mr. P. Krishnakumar
8. Mr. Testin Joy
9. Smt. Biji Jojo
10. Sri. Georgekutty Jacob
11. Sri. Jose Mamparambil
12. Rev. Fr. Berchmans Kunnumpuram

Dr. Lavina Dominic
[Coordinator]

Dr. Sr. Beenamma Mathew
[Principal]
Chairperson

ST THOMAS COLLEGE OF TEACHER EDUCATION * PALA *

IQAC Meeting Minutes
2020 – 2021

(3.) Date : 10/12/2020
Time : 11.00 A.M. Venue: Seminar Hall

Agenda : 1. Commencement of the new B.Ed. & M.Ed. batches
2. Review of the academic programmes during COVID times
3. MOU with Yuvakshetra College, Pallakad

The meeting began with a short prayer. The principal welcomed the members. The minutes of the previous meeting and the Action taken report were presented.

The Action taken report

1. AQARs of 2018-2019 and 2019-2020 are being prepared
2. The college has prepared an Action plan for VENTEL. As per the plan the students have been divided into four groups, each under a faculty as mentor. Each group conducted several activities like distribution of seeds and saplings to students, organised a webinar on Integral Family Farming with local experts as resource persons for the local agrarian community
3. A webinar series 'Jagratha' in association with Archana Women's Society, Ettumanoor is being conducted on women empowerment
4. As part of extension and social outreach programme a webinar on 'X and Y' generations – an interaction with the elders of the society and the youth was organised by the college VENTEL group.

The members discussed the academic events during COVID times and expressed satisfaction at the work done even within the restrictions of COVID protocol. The members discussed commencement of the new B.Ed. batch in COVID times. The signing of an MOU with Yuvakshetra College was discussed.

The following decisions were taken:

1. The classes of the new batches would be conducted keeping in mind the COVID protocol issued by the government
2. As Dr. TC Thankachan had taken charge as principal of the college, Sri. Sunil Thomas would take charge as coordinator of RUSA.

The meeting concluded at 12.30 PM. The coordinator proposed a vote of

thanks.

Members present

1. Dr. T.C. Thankachan
2. Dr. Sr. Beenamma Mathew
3. Dr. Lavina Dominic
4. Dr. T. M. Mollykutty
5. Dr. Sr. Mary Thomas
6. Sri. Georgekutty Jacob
7. Mr. P. Krishnakumar
8. Mr. Soy Thomas

Dr. Lavina Dominic
[Coordinator]

Dr. T.C. Thankachan
[Principal]
Chairperson

THOMAS COLLEGE OF TEACHER EDUCATION PALA

IQAC Meeting Minutes

2020 – 2021

(4) 18/01/2021

Time 11.00 A.M. Venue: Seminar Hall

Agenda : Preparation for IIQA

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.

The Action taken report

1. The classes of the new batch were conducted offline in accordance with the COVID protocol issued by the government.
2. Sri Sunil Thomas took charge as coordinator of RUSA
3. Dr. Alex was given the charge of construction work.

4. A MoU was entered on 8 January 2021 with Yuvakshetra College, Pallakad

The members expressed the need to start preparation of SSR for submitting the IIQA. They opined that the faculty had to gear up for the NAAC visit preferably during the academic year 2021 – 2022.

The following decisions were taken :

1. The AQAR 2018 - 19 must be finalised and uploaded.
2. The members of the faculty assigned charge of the various criteria of the AQAR should start collecting data for AQAR 2019-2020. The work of SSR preparation should also start immediately.

The meeting concluded at 12.30 p.m. The coordinator proposed a vote of thanks.

Members present

1. Dr. T.C. Thankachan
2. Dr. Sr. Beenamma Mathew
3. Dr. Lavina Dominic
4. Dr. T.M. Mollykutty
5. Dr. Sr. Mary Thomas
6. Sri. Georgekutty Jacob
7. Mr. P. Krishnakumar
8. Mr Jestin Joy

Dr Lavina Dominic
[Coordinator]

Dr. T.C Thankachan
[Chair person]
Principal

ST THOMAS COLLEGE OF TEACHER EDUCATION ★ PALA ★

Minutes 2020 - 2021

(5) 23/03/2021 Venue - Seminar Hall

1.30 p.m.

Agenda : 1. Conduct of Value Added Courses
2. Preparation of S.S.R -

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

The Action taken report :

* AQAR 2018 - 2019 has been submitted.

The members discussed the preparation of the AQAR 2019 - 2020 to be submitted on or before 31 May 2021. Also, the members discussed the work to be done as part of SSR preparation.

The following decisions were taken:

1. It was decided to conduct frequent meetings to work together for discussion on SSR.
2. The faculty decided to come together during the vacation break for the SSR work.
3. The Value Added Courses were decided to be conducted in the month of April — after the college closes for summer vacation — The classes would be conducted in online mode.

The meeting concluded at 4.30 p.m. The coordinator proposed a vote of thanks.

Members present.

1. Dr T.C. Thankachan
2. Dr. Sr. Beenamma Mathew
3. Dr. Lavina Dominic
4. Dr. Sr. Mary Thomas
5. Prof. Jose P. Mattam
6. Mr. P. Krishnakumar
7. Dr. T.M. Mollykutty
8. Mr. Testin Joy

Dr. Lavina Dominic
[Coordinator]

Dr. T.C Thankachan
[Chairperson]

ST THOMAS COLLEGE OF TEACHER EDUCATION * PALA *

Minutes 2020 - 2021

(6) 12/05/2021 (Online)

10.30 AM

Agenda : 1. Discussion on an extension service to lend a helping hand during pandemic times
2. SSR preparation

The meeting began with a short prayer followed by the welcome speech by the principal. This was followed by the review of the action taken on the decisions in the previous meeting.

The Action taken report

1. The Value Added Courses were conducted in the month of April —
2. The faculty conducted a series of meetings from 24 to 29 April in the online mode for discussion on preparation of SSR.

The members expressed the need for an extension service on the part of the college during the pandemic times. They felt the college could provide counselling services to the needy students (school) and their parents. The faculty of the college were qualified and the students too had undergone a course in 'Adolescent Counselling' as part of the Value Added Courses.

Many students and parents faced a need to share their woes. The college could do a lot in this regard.

The members of the various criteria of SSR presented their reports. They discussed the gaps and the various strategies for effective documentation of

the various events (co scholastic and scholastic) at college. The coordinator noted the suggestions and major points discussed in the meeting.

The meeting concluded with a prayer.

Decisions taken

1. A counselling programme for students and their parents of the locality has to be conducted utilising the expertise of the faculty with the assistance of the student teachers.
2. Further meetings of the faculty have to be conducted for discussions on SSR preparation.

The meeting was attended by :

1. Dr. T. C. Thankachan
2. Dr. Sr. Beenamma Mathew
3. Dr. Lavina Dominic
4. Dr. Sr. Mary Thomas
5. Dr. P. P. Shajimon
6. Mr. Jestin Joy
7. Dr. T. M. Mollykutty
8. Sri. Georgekutty Jacob

Dr. Lavina Dominic
[Coordinator]

Dr. T. C Thankachan
[Chairperson]
Principal

ST THOMAS COLLEGE OF TEACHER EDUCATION ★ PALA ★

Minutes 2020 - 2021

(7) 22/05/2021 (Online)
10.30 A.M

Agenda: 1. Conduct of Faculty Exchange programmes
2. Installation of LMS and MIS in college

The meeting began with a short prayer. The principal welcomed the members. This was followed by a review of the action taken on the decisions in the previous meeting.

The Action taken report

1. An extension programme 'Sparsham' - a counselling programme was launched on 14 May, 2021 to lend a helping hand to the needy students and parents in the wake of the pandemic induced emotional problems.
2. A series of meetings from 19 to 21 May were conducted as part of discussion of SSR preparation.

The chairperson expressed the need to initiate faculty exchange programmes to provide rich and varied national and international experience to the faculty and students of the college. The members discussed the ways to implement the programme. The members welcomed the view of the Chairperson.

Also, members discussed the installation of LMS and MIS in college to make the college administration digital and make

the teaching and learning process smooth.

The following decisions were taken:

1. Conduct Faculty Exchange Programmes — inter college, inter university (national and international levels)

2. Instal LMS and MIS in college — Seek the help of possible agencies, St. Joseph's Engineering College, Choonacherry, etc

The meeting concluded with a prayer.

Members present

1. Dr. T. C. Thankachan
2. Dr. Sr. Beenamma Mathew
3. Dr. Lavina Dominic
4. Prof. Jose P. Mattam
5. Dr. T. M. Mollykutty
6. Dr. Sr. Mary Thomas
7. Sri. P. Krishnakumar
8. Sri. Georgekutty Jacob.

Dr. Lavina Dominic
[Coordinator]

Dr. T. C Thankachan
[Chairperson]
Principal

ST THOMAS COLLEGE OF TEACHER EDUCATION * PALA *