



Phone: 04822 - 216537

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>

IQAC Minutes (2023- 2024)

Minutes of the IQAC Meeting held on 8/6/2023

Venue : Seminar Hall 2.30 p.m.

- Agenda:**
1. Discussion on Strategic Plans for the new academic 2023-2024 year
 2. Submission of AQAR 2022-2023
 3. Commencement of new academic year

The meeting began with a silent prayer. The principal welcomed the members. The IQAC coordinator presented the ATR.

Action Taken report (ATR)

1. The work on AQAR 2021-2022 is progressing. Expected to submit in July.
2. Jagratha - 2023 webinar series decided to resume – Three webinars conducted in (29 April, 6 and 27 May)
3. It was decided in the staff meeting that all members (faculty and staff) would contribute 3 days salary to the College development/ maintenance fund. The deduction would start from the current month.

The members discussed the matters in the agenda.

Deliberations made and Decisions taken:

1. The strategic plans for the year 2023-2024 were decided.
 - o Academic excellence, student success – curricular and co-curricular , professional updating of teachers
 - o Research
 - o Community engagement – community connect
 - o Infrastructure development.
 - o Engaging stakeholders -: faculty, students, staff, parents, alumni, and community members in the wholistic development of students
2. The faculty must start the work of preparing AQAR 2022-2023.
3. Commencement of new academic year:

The members discussed the important events to be conducted in the new year:

1. A workshop on PLOs and CLOs must be conducted for updating faculty on OBE.
2. The members suggested that the college as part of the community should share its resources with the local community. They suggested sharing of library and gym resources with local school teachers.
3. The members decided to create a website for the college journal and upload pdf of the journals to it.

4. The members reiterated the need to implement Zero waste policy in the college. Suggested the need to have a tie up with the Municipal Corporation – Suchitwa Mission – Haritha Karma Sena

The meeting concluded with a vote of thanks proposed by the IQAC coordinator.

Members present

- A. **Chairperson**
 1. Prof. Dr. Sr. Beenamma Mathew , Principal *Beena*
- B. **Senior Administrative Officer**
 2. Sr. Mini Thomas, Head Accountant *Mini*
- C. **Teaching Faculty Representatives**
 3. Prof. Dr. T.C. Thankachan, Vice-Principal, (Dean Students' Welfare) *Thankachan*
 4. Dr. TM Mollykutty, Associate Professor, HOD, M.Ed. *Mollykutty*
 5. Dr. Sr. Mary Thomas, Associate Professor, B.Ed. Dept. *Mary Thomas*
 6. Dr. Sunu Austin, Assistant Professor, B.Ed. Dept. *Sunu Austin*
 7. Dr. Pratheesh Abraham, Assistant Professor, B.Ed. Dept. *Pratheesh*
- D. **Member from the Management**
 8. Rev. Fr. Joseph Kuttiankal , Chancellor, Diocese of Palai *Joseph Kuttiankal*
 9. Prof. Jose P Mattam, Member, Governing Body *Jose P Mattam*
- E. **Member from the Local Society**
 10. Smt. Biji Jojo, Municipal Councilor *Biji Jojo*
- F. **Nominee from the Student Community**
 11. Mr. Nibin Babu, B.Ed. Student *Nibin Babu*
- G. **Nominees from the Industry/ Employers/Stakeholders/Alumni/PTA**
 12. Sri. Jose Mamparampil, Chairman, Mamparampil Group of Companies, Pala *Jose Mamparampil*
 13. Sri. Mathewkutty Joseph, Vice-President, PTA *Mathewkutty Joseph*
 14. Rev.Fr. George Pullukalayil, Secretary, Corporate Educational Agency, Diocese of Palai *George Pullukalayil*
 15. Rev.Fr.Jose Puzhakara ,President Alumni, *Jose Puzhakara*
 16. Sri. Reji Sebastian, HM Model School *Reji Sebastian*
- H. **Co-ordinator of IQAC**
 17. Dr. Lavina Dominic, Associate Professor, B.Ed. Dept. *Lavina Dominic*



Beena
 Prof. Dr. BEENAMMA MATHEW
 PRINCIPAL
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IQAC Minutes (2023- 2024)

Minutes of the IQAC Meeting held on 18/10/2023

Venue : Seminar Hall 3 p.m.

Agenda:

1. Preparation for NAAC accreditation – SSR preparation
2. Academic enhancement – Conduct of academic oriented activity
3. Activities of Research centre – appraisal
4. Proposal for promotion - Dr. Lavina Dominic and Dr. Sunil Thomas
5. Renewal of MoU with St. Joseph College of Education, Mysuru
6. Retirement of Sr Mary Thomas
7. Alumni silver jubilee celebrations – (discussion on a proposal of Alumni Association– to make it a whole college endeavour - building a house for a needy classmate – proposal)

The meeting began with a silent prayer. The principal welcomed the members. The IQAC coordinator presented the ATR.

Action Taken Report (ATR)

1. The classes of the new batches (2023-2025) B.Ed. and M.Ed. have commenced.
2. Deduction of 3 days salary for raising a college development /maintenance fund has started.
3. As part of the library facilities enhancement time and attendance terminal software has been installed in the library. The college librarian contributed an amount of Rs 10000 towards its expenses.
4. Dr. Pratheesh Abraham has taken charge as editor of the College Journal. A website for the college journal has been created. Pdf of the college journals have been uploaded to it.
5. Two teams were selected for the State level YIP competition.
6. The Silver Jubilee Year Celebrations of the Alumni Association of the college have been inaugurated.
7. The college has entered a contract with the Pala Municipality for disposal of waste materials generated at the college campus.
8. A Workshop on PLOs and CLOs to update teachers on OBE was conducted on 25 August 2023

Deliberations made and Decisions taken

The members discussed the agenda for the meeting.

1. The college must go for the fourth cycle of NAAC accreditation process. AQAR must be submitted on time.

2. The members apprised the performance of B.Ed. and M.Ed. students in the university exam.
3. The status of the research centre was also apprised.
4. The applications for promotion of Dr. Lavina Dominic and Dr. Sunil Thomas were considered for promotion.
5. The MoU with St. Joseph's College of Teacher Education, Mysuru was to be renewed.
6. The members considered the suggestion of the alumni association of the college to extend its decision to build a house for a needy friend (on the occasion of the silver jubilee year celebrations) as a whole college endeavour.

The meeting concluded with a vote of thanks proposed by the IQAC coordinator

Members present.

- A. **Chairperson**
 1. Prof. Dr. Sr. Beenamma Mathew , Principal *Beenamma*
- B. **Senior Administrative Officer**
 2. Sr. Mini Thomas, Head Accountant *Mini*
- C. **Teaching Faculty Representatives**
 3. Prof. Dr. T.C. Thankachan, Vice-Principal, (Dean Students' Welfare) *T.C. Thankachan*
 4. Dr. TM Mollykutty, Associate Professor, HOD, M.Ed. *Mollykutty*
 5. Dr. Sr. Mary Thomas, Associate Professor, B.Ed. Dept. *Mary Thomas*
 6. Dr. Sunu Austin, Assistant Professor, B.Ed. Dept. *Sunu Austin*
 7. Dr. Pratheesh Abraham, Assistant Professor, B.Ed. Dept. *Pratheesh Abraham*
- D. **Member from the Management**
 8. Rev. Fr. Joseph Kuttiankal , Chancellor, Diocese of Palai *Joseph Kuttiankal*
 9. Prof. Jose P Mattam, Member, Governing Body *Jose P Mattam*
- E. **Nominee from the Student Community**
 10. Ms. Anu Maria Mathew *Anu Maria Mathew*
- F. **Nominees from the Industry/
Employers/Stakeholders/Alumni/PTA**
 11. Sri. V.J. Kuriakose , Vice-President, PTA *V.J. Kuriakose*
 12. Rev.Fr.Jose Puzhakara ,President, Alumni, *Fr. Jose Puzhakara*
 13. Sri. Reji Sebastian, HM Model School *Reji Sebastian*
- G. **Co-ordinator of IQAC**
 14. Dr. Lavina Dominic, Associate Professor, B.Ed. Dept. *Lavina Dominic*



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IQAC Minutes (2023- 2024)

Minutes of the IQAC Meeting held on 11/01/2024

Venue : Seminar Hall 3 p.m.

Agenda:

1. Inauguration of RUSA Building
2. Alumni Home project
3. Conduct of National Seminar / Research workshop
4. Proposal for RUSA 3.0 – PM USHA

The meeting began with a silent prayer. The principal welcomed the members. The IQAC coordinator presented the ATR.

Action Taken report (ATR)

1. The proposal of the Alumni Association to build a house for a 'Needy Friend' on the occasion of its Silver Jubilee Celebrations would be joined hands with the entire college.
2. The college has decided to apply for the fourth cycle of NAAC. The work of AQAR of 2022-2023 is going on. The work on SSR is also going on along with it.
3. The promotion interview of Dr. Lavina Dominic for the stage of Associate Professor was conducted.

Deliberations made and Decisions taken


The members discussed the agenda for the meeting.

1. The proposed inauguration of RUSA building was discussed.
2. It was decided to conduct a national seminar – the theme being Research – in February – The seminar could be conducted in collaboration with SIRA.
3. The members also decided to conduct a workshop on research in the auspices of the research centre of the college. The research person has to be decided.
4. The college should submit the proposal for PM USHA ~~should be submitted~~ on time.


The meeting concluded with a vote of thanks proposed by the IQAC coordinator.

Members present:


A. **Chairperson**


1. Prof. Dr. Sr. Beenamma Mathew , Principal 

B. **Senior Administrative Officer**

2. Sr. Mini Thomas, Head Accountant 


C. **Teaching Faculty Representatives**

3. Prof. Dr. T.C. Thankachan, Vice-Principal, (Dean Students' Welfare) 

4. Dr. TM Mollykutty, Associate Professor, HOD, M.Ed. 

5. Dr. Sr. Mary Thomas, Associate Professor, B.Ed. Dept. 

6. Dr. Sunu Austin, Assistant Professor, B.Ed. Dept. 

7. Dr. Pratheesh Abraham, Assistant Professor, B.Ed. Dept. 

D. **Member from the Management**


8. Prof. Jose P Mattam, Member, Governing Body 

E. **Nominee from the Student Community**

9. Ms. Anu Maria Mathew, Student Representative 

F. **Nominees from the Industry/
Employers/Stakeholders/Alumni/PTA**


10. Sri. V.J. Kuriakose , Vice-President, PTA 

11. Rev.Fr.Jose Puzhakara, President Alumni, 

H. **Co-ordinator of IQAC**

12. Dr. Lavina Dominic, Associate Professor, B.Ed. Dept. 




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IQAC Minutes (2023- 2024)

Minutes of the IQAC Meeting held on 13/03/2024

Venue: Seminar Hall 2. 30 p.m.

Agenda:

1. Submission of IIQA and SSR
2. Submission of AQAR 2022-2023
3. Upload data for KIRF

The meeting began with a silent prayer. The principal welcomed the members. The IQAC coordinator presented the ATR.

Action Taken report (ATR)

1. The national Seminar in collaboration with SIRA was conducted on 14 and 15 February 2024
2. The inauguration of the RUSA building was done on 22 February 2024
3. Home project – 'Sahapadiku Our Veedu' was inaugurated by H.E. Mar Joseph Kallarangatt on 30 January 2024

Deliberations made and Decisions taken

The members discussed the agenda for the meeting.

1. The college must submit IIQA for the fourth cycle of accreditation. The faculty and staff must come together to prepare for the submission of SSR.
2. The AQAR for 2022-2023 must be submitted in time.
3. The college must go for KIRF ranking and submit the necessary data.

The meeting concluded with a vote of thanks proposed by the IQAC coordinator.

Members present

- A. **Chairperson**
1. Prof. Dr. Sr. Beenamma Mathew , Principal
- B. **Senior Administrative Officer**
2. Sr. Mini Thomas, Head Accountant

Beenamma
Mini

C. **Teaching Faculty Representatives**

3. Prof. Dr. T.C. Thankachan, Vice-Principal, (Dean Students' Welfare)
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6. Dr. Sunu Austin, Assistant Professor, B.Ed. Dept.
7. Dr. Pratheesh Abraham, Assistant Professor, B.Ed. Dept.

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D. **Member from the Management**

8. Prof. Jose P Mattam, Member, Governing Body

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E. **Nominee from the Student Community**

9. Ms. Anu Maria Mathew

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10. Sri. Jose Mampampil, (Chairman, Mampampil Group of Companies, Pala)
11. Sri. V.J. Kuriakose, Vice-President, PTA
12. Rev.Fr. George Pullukalayil, Secretary, Corporate Educational Agency, Diocese of Palai

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13. Rev.Fr.Jose Puzhakara ,President Alumni,

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14. Sri. Reji Sebastian, HM Model School –

G. **Co-ordinator of IQAC**

15. Dr. Lavina Dominic, Associate Professor, B.Ed. Dept.

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