

**6.3.3 PROFESSIONAL DEVELOPMENT/ADMINISTRATIVE TRAINING
PROGRAMMES ORGANIZED BY THE INSTITUTION FOR TEACHING AND
NON-TEACHING STAFF**

**BROCHURES / REPORTS ALONG WITH PHOTOGRAPHS
WITH DATE AND CAPTION**

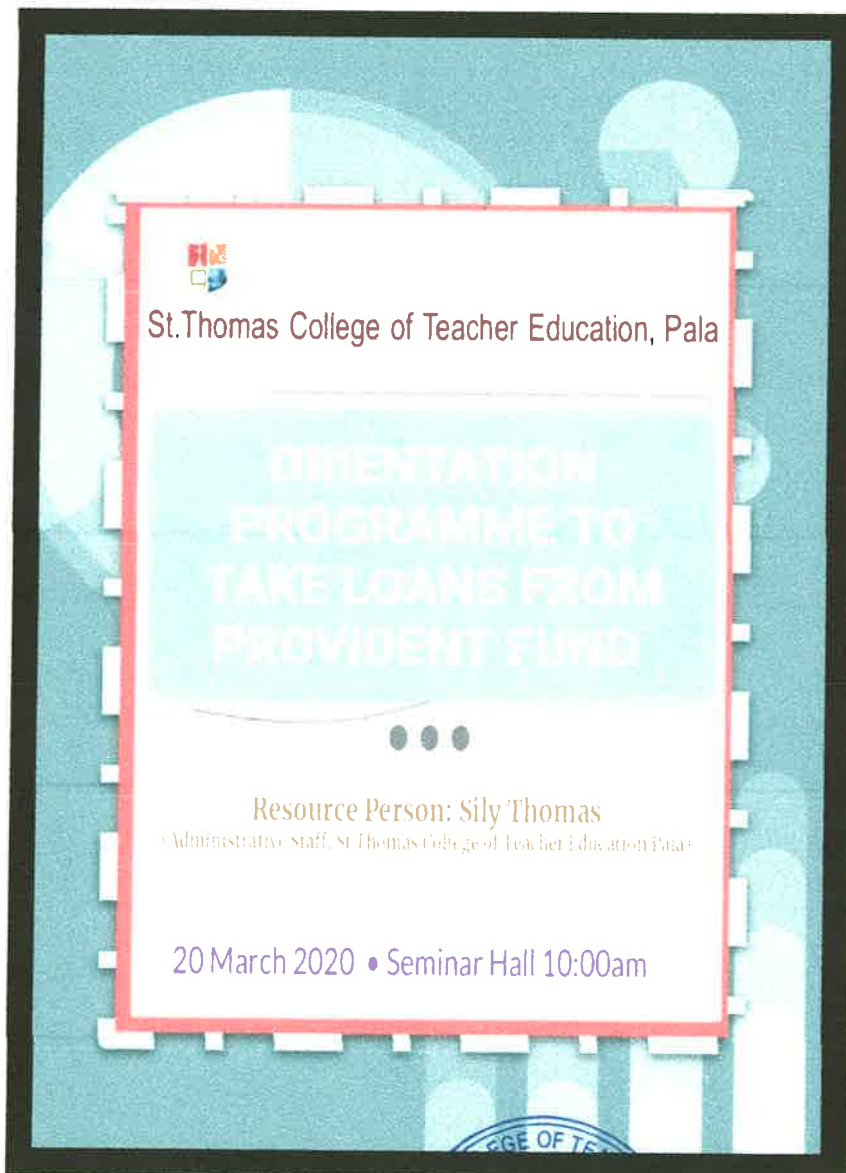
2019-2020


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REPORT OF ORIENTATION TO TAKE LOANS FROM PROVIDENT FUND

An orientation was provided for the teaching and non-teaching staff on how to take loans from the provident fund on 20th March 2020. The orientation was given by Ms. Silly Thomas, an administrative staff member of our college.

The main steps she mentioned were: how to submit a loan application form along with the required documents to your employer or the provident fund office, the loan amount will be provided based on the percentage of your accumulated funds and repayment must be done according to the terms set by the provident fund.

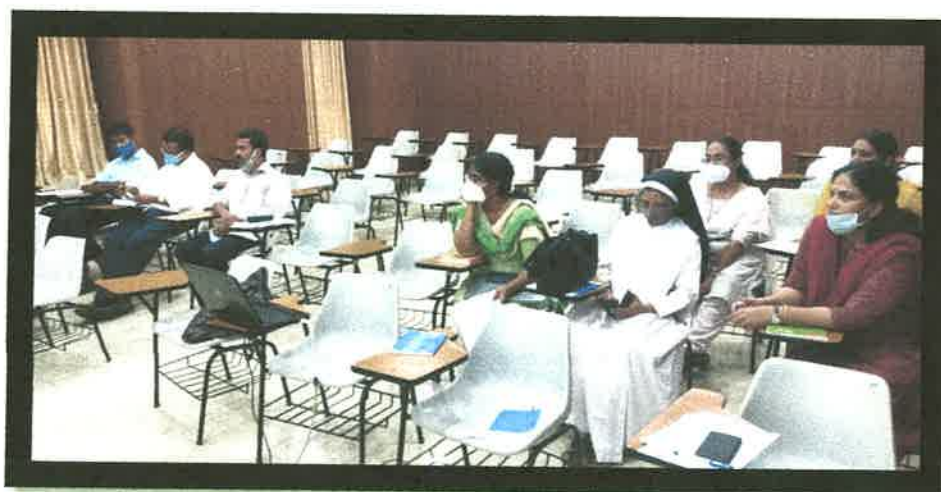



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REPORT OF FACULTY DEVELOPMENT PROGRAMME


IQAC, St. Thomas College of Teacher Education, Pala organised faculty development programme on 12 March 2020 at the college conference hall for teaching staffs. Prof. Jogy Alex, Associate Professor of St. Thomas College, Pala was the resource person.

College principal Dr. Sr. Celene Joseph, welcome the gathering all the teachers and administrative staffs were present during the session. Dr. Sr. Beenamma Mathew, Vice Principal, St. Thomas College of Teacher Education, Pala proposed vote of thanks.



FACULTY DEVELOPMENT PROGRAMME - 12/03/2020

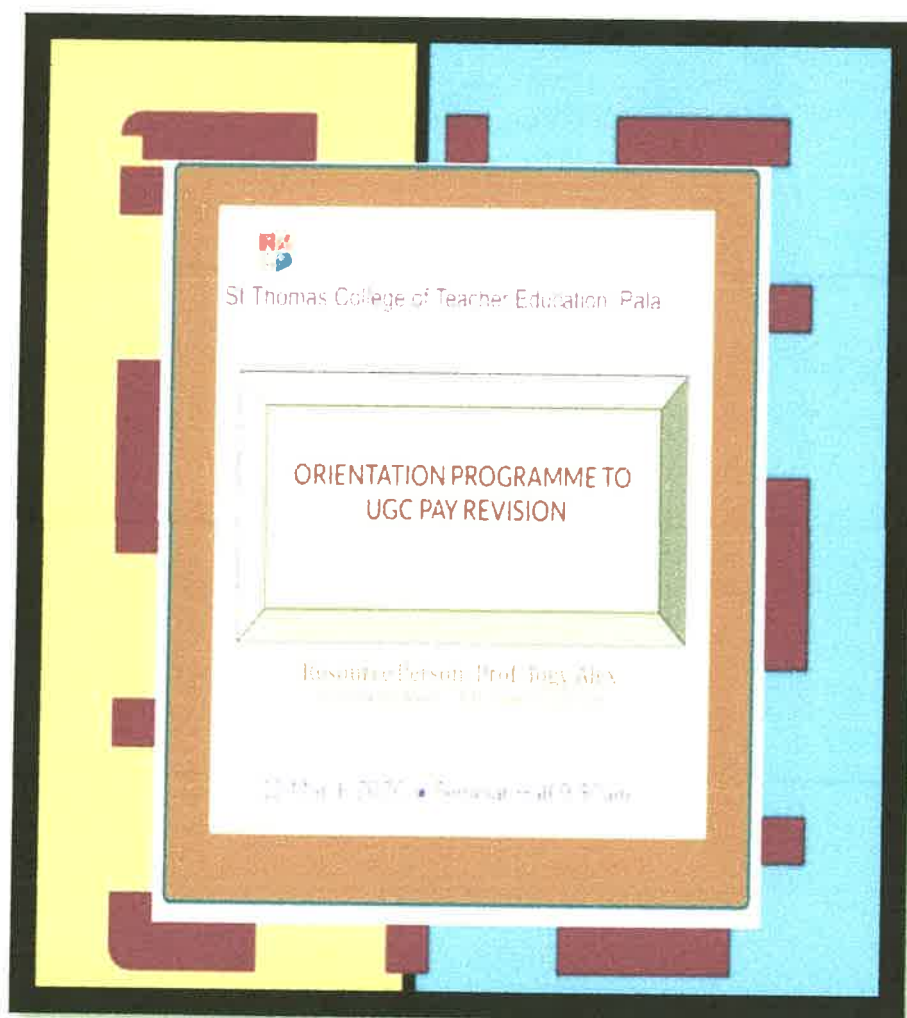




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REPORT OF ORIENTATION TO UGC PAY REVISION

St. Thomas College of Teacher Education, Pala organised an orientation programme on UGC pay revision to the teaching staff of the college. Prof. Jogy Alex, Associate Professor of St. Thomas College, Pala was the resource person.

The programme was scheduled on 12th March 2020. The orientation program successfully educated participants about the UGC pay revision, addressing queries and concerns. The revised pay structure and benefits aim to motivate and retain talent in higher education institutions, promoting academic excellence and research.




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REPORT OF ONE WEEK NATIONAL ONLINE WORKSHOP – CREATIVE ADAPTATION- REACHING OUT THROUGH DIGITAL CLASSROOMS

‘Creative Adaptation- Reaching Out Through Digital Classrooms’ is a one-week online workshop, organized by St. Thomas College of Teacher Education, Pala, Kerala, in collaboration with the UGC-Human Resource Development Centre, University of Kerala, Thiruvananthapuram held from 19th to 25th May 2020. The goal of observing and leading a change in the educational scenario is the motivation behind this workshop. In order to promote innovation, there must be a prior process in which existing initiatives are identified. This knowledge of the existing reality provides the starting point for facilitating, redirecting and promoting innovative initiatives for integrating new trends in education. Above all, this workshop is meant for increasing knowledge and making an impact on society.

The workshop commenced on 19 May, 2020 at 8.30 a.m. with the inaugural session. Dr. Sr. Beenamma Mathew, Principal, St. Thomas College of Teacher Education, welcomed the gathering. His Excellency, Mar Jacob Murickan, Manager of the College, delivered the inaugural message. Mr Nasserali M.K, Assistant Professor, Aligarh Muslim University Malappuram Centre, was the resource person of the workshop. Five hundred and thirteen participants from different parts of India participated in the workshop and two joined from Kuwait and one person from the Republic of Maldives. The total number of participants was 516. The college IQAC coordinator Dr. Lavina Dominic proposed a vote of thanks for the inaugural session.

The workshop was organised for seven days from 19th to 25th May, 2020 from 8:30 am to 10:30 am. Prior to the commencement of the workshop, there was a mock session on 18 May, from 9.30 to 10 in the morning. During the session, Resource Person briefed all the participants regarding the technical details related to an online meeting using the Zoom platform. This helped the smooth functioning of the workshop in later days.

Each day was a new experience to the participants as the workshop provided real hands on experience on the latest technological tools and applications for teaching and learning. The workshop covered the following topics:

Day 1: Synchronising data across devices,

Day 2: Creating and Sharing Documents Online - Google Docs, Slides and Sheets

Day3: Collecting data online – Google Forms

Day 4: Google classroom

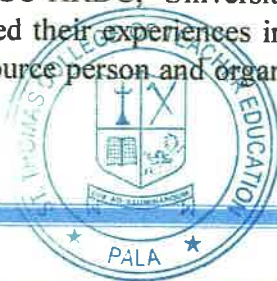
Day 5: Blog creation and video recording for E-content preparation

Day 6: Practical session – Participants prepared a videos for their class

Day 7: Last day of the workshop, the resource person briefed on e-content preparation and addressed all the queries of the participants and after that an online examination is given for all and the valedictory session was also conducted.

Every day, the participants were given an assignment which they had to submit within a specified time limit. An average of 460 participants logged in for the workshop every day, during the workshop. The provision for asking the queries and clearing the doubts each day add more colour and success to this workshop.

Prof. Dr. S.V Sudheer, Director UGC-HRDC, University of Kerala delivered the valedictory message. The participants shared their experiences in relation to this workshop. The participants highly appreciated the resource person and organisers for conducting such a



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workshop and they suggested to conduct more online programmes for the academic fraternity. The coordinators of this workshop are sure that the workshop was highly relevant, fruitful with its vibrant resource person and enthusiastic participants. This workshop help us update our digital know how and equip us with teaching and learning requirements of the post- COVID times.



ST THOMAS COLLEGE OF TEACHER EDUCATION, PALAI (IQAC)
 organises
ONE WEEK ONLINE NATIONAL WORKSHOP ON
'CREATIVE ADAPTATION - REACHING OUT THROUGH DIGITAL CLASSROOMS'

in collaboration with
 The University Grants Commission- Human Resource Development Centre, University of Kerala, Thiruvananthapuram

Areas included
 Online Communication
 E-Content Development
 Virtual Classrooms
 Online Assessment and Evaluation
 Learning Management Systems

Workshop Convenor
 Dr. Beename Mathew
 Principal, St. Thomas College of Teacher Education, Palai
 Mobile: 9447843824 College (Phone): 048422-18633

Workshop Coordinators
 Dr. Dr. Laxmi Devi
 Mobile: 9447443441, 9827923492
 Dr. Dr. Shaji Aashish
 Mobile: 9446304325

You can contact
 Dr. Dr. T.C. Thiruvananthapuram - 9447007007
 Dr. Mrs. G.L.O. Jayalakshmi - 9447600264
 Dr. Dr. P.D. Shalini - 9446328303
 Dr. Dr. Prathmesh Jayaram - 924977494
 Dr. Mr. Sreed Thomas - 9447317171
 Dr. Dr. Alex George - 9847597533
 Contact: 048422-18633 or 048422-18633@sttcepalai.org

Who can participate?
 Teachers, Principals, School Teachers,
 Teacher Trainees, Research Scholars, and Students.

Registration Fees
 Students: Rs. 200
 Teachers, Teacher Educators, and Research Scholars: Rs. 300


Last date for receiving applications: May 17, 2020 at 2:00 pm
 Certificates will be awarded on successful completion of the workshop. It will be posted to your address.

Registration details:
Step 1: Remit registration fee
 Online transfer to:
 Principal
 St. Thomas College of Teacher Education Palai
 A/c No: 1053001051106
 IFSC code: IDIB0001037
 Save the receipt and reference number.
Step 2: Register at
<https://www.google.com/events/2020>
 All services except Google Pay are acceptable.

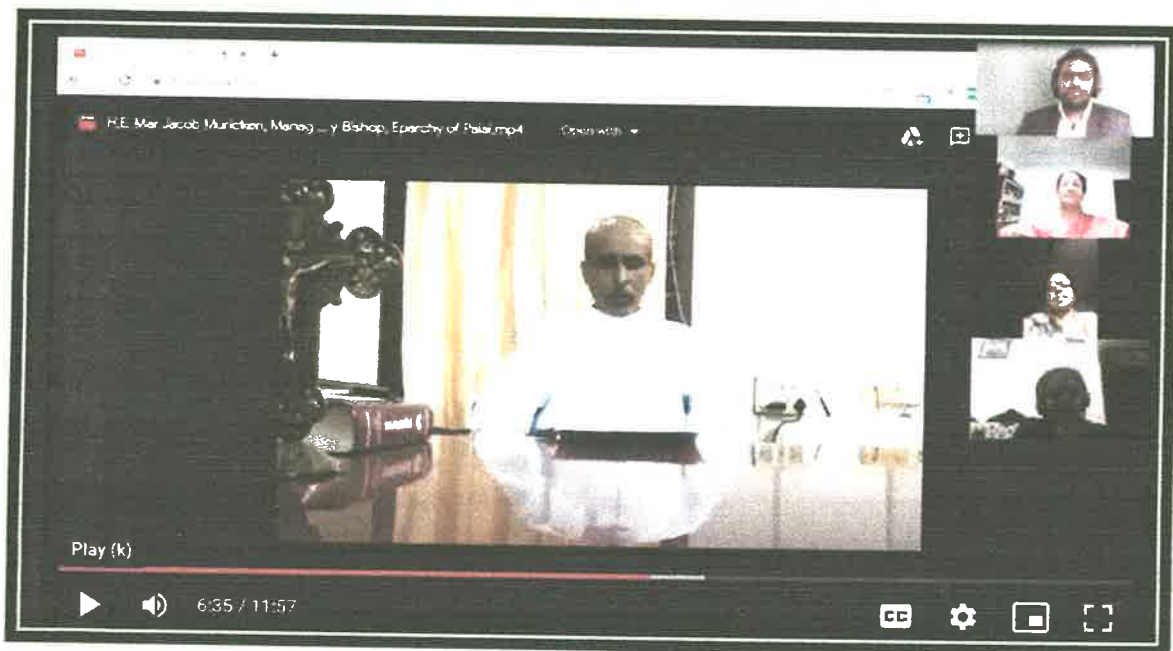
Resource Person:
Naseerai M.K
 Asst. Prof. & Teacher in Educational Technology
 Assistant Professor, Department of Education
 Aligarh Muslim University Centre
 Aligarh, U.P., India

Date: May 19, 2020 to May 25, 2020
Time: 8:30 am to 9:30 am

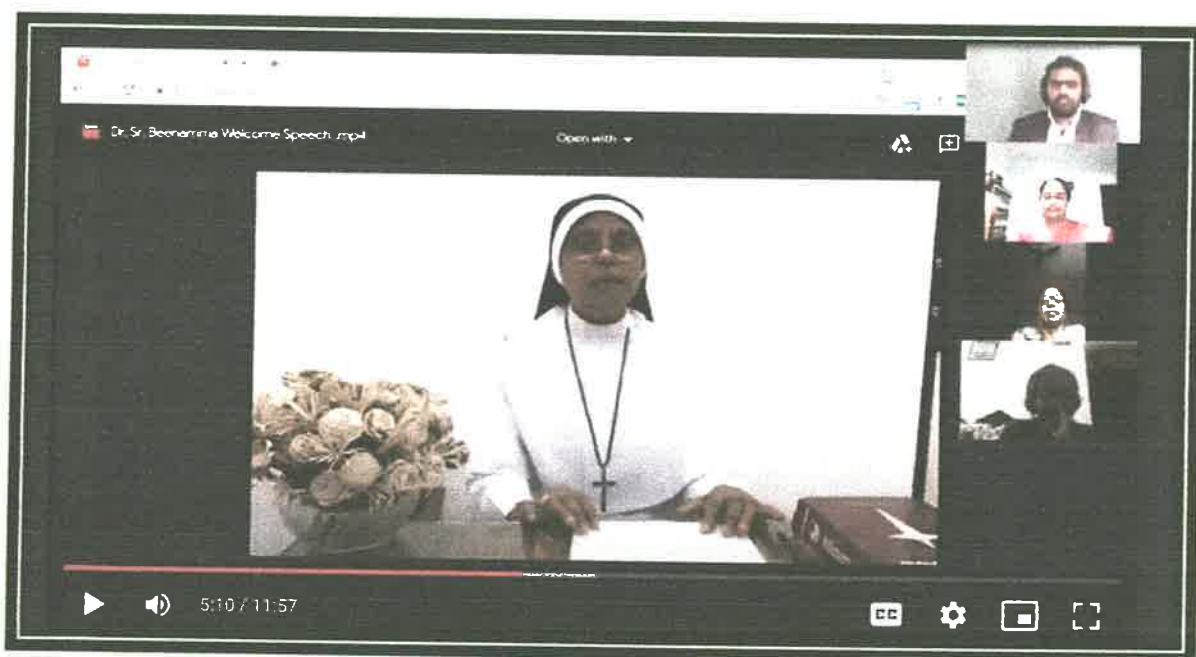



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**CREATIVE ADAPTATION - REACHING OUT THROUGH DIGITAL CLASSROOMS ONE WEEK NATIONAL ONLINE WORKSHOP
19 - 25 May 2020**



H.E. Mar Jacob Muricken , Manager, St. Thomas College of Teacher Education, Pala, delivering the Inaugural Address at the One Week National Online Workshop Reaching Out Through Digital Classrooms 19 - 25 May 2020

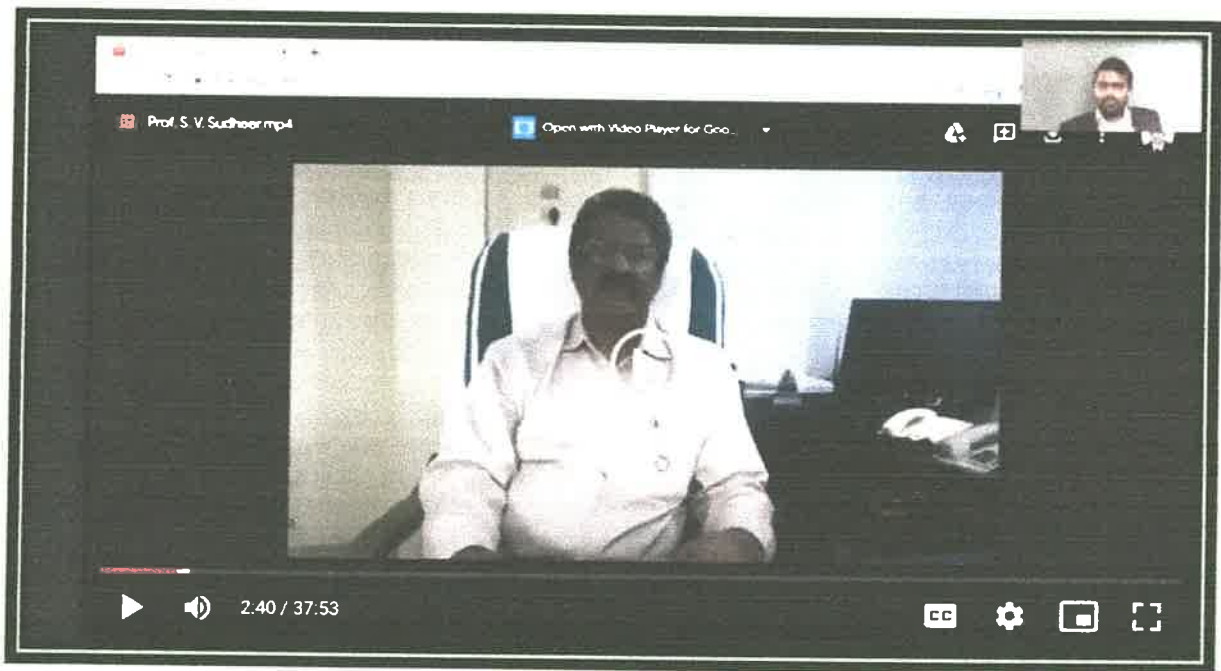


Dr. Sr. Beenamma Mathew , Principal – Welcome Speech - the One Week National Online Workshop Reaching Out Through Digital Classrooms 19 - 25 May 2020



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Valedictory Message – Dr. S.V. Sudheer , Director, UGC HRDC, University of Thiruvananthapuram - One Week National Online Workshop Reaching Out Through Digital Classrooms 19 - 25 May 2020



Participants of the One Week National Online Workshop Reaching Out Through Digital Classrooms 19 - 25 May 2020

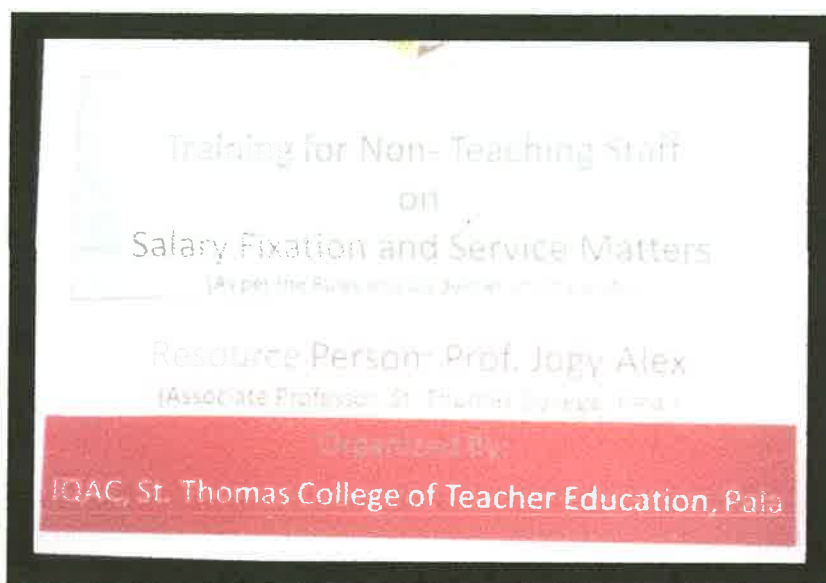



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REPORT OF TRAINING ON SALARY FIXATION AND SERVICE MATTERS

St. Thomas College of Teacher Education, Pala and IQAC arranged a Training programme for teaching and non-teaching staff on salary fixation and service matters as per the rules and guidelines of university.

Prof. Jogy Alex, Associate Professor of St. Thomas College, Pala was the resource person. The programme was scheduled on 11th March 2020. Dr. Sr. Celene Joseph, Principal St. Thomas College of Teacher Education, Pala gave the presidential address and Dr. Lavina Dominic, IQAC Coordinator, St. Thomas College of Teacher Education, Pala proposed vote of thanks.





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REPORT OF TRAINING ON NEW UGC REGULATIONS

St. Thomas College of Teacher Education, Pala organised a training programme on UGC Regulations on 13th December 2019 as an administrative training programme for the non-teaching staffs of the college. Dr. T.C. Thankachan, Assistant Professor of St. Thomas College of Teacher Education, Pala was the resource person.

The training program successfully achieved its objective, empowering participants with a thorough understanding of the new UGC regulations. Participants gained valuable insights into the revised guidelines, enabling them to navigate the changes effectively and contribute to the growth and development of their institutions.




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