



# St. Joseph's Training College, Mannanam

MANNANAM P.O., KOTTAYAM, KERALA - 686 561

(A CMI EDUCATIONAL INSTITUTION)

Affiliated to Mahatma Gandhi University • Recognised by NCTE • Re-accredited by NAAC with A Grade

Phone: 0481-2597347 (Off.), 2970011 (Principal), Fax: 0481-2597347

web: www.stjosephstrainingcollege.org • E-mail: stjosephstrainingcollege@gmail.com

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 11th June 2018

10:30 am – 11:30 am, NAAC room

### Agenda

1. Review the proposed plan of action for the academic year 2018-19.
2. Formation of PMU for availing RUSA funding
3. Review of progress of Indoor stadium construction
4. Organising a memorial event to commemorate Fr. Sebastian Palathra, CMI, former Principal of the college
5. Request to NCTE for granting an additional unit of students
6. Organisation of Orientation programme for the freshers.
7. Implementing the Certificate Course in Functional English and Value added courses in Theatre Arts and Computer proficiency
8. Introducing a Course in Pedagogic Practice.
9. Encourage and continue the e content dissemination drive.
10. Organise a Merit Day to congratulate students' academic achievement
11. Celebration of FOSSA day and Jubilarians' day
12. Organise Academic activities in collaboration with stakeholders
13. Organise the event for the year as part of the collaborative programme, Chavara Lecture Series
14. Continue Workshop on Theatre arts
15. Organise a training programme for construction of learning materials
16. Conduct a field trip to Kuttanad to create environmental and ecological consciousness among our students

On 11th June 2018, a meeting was held in the NAAC room at 10.30 a. m. The meeting began with a silent prayer. Principal, Dr. Varghese K. Cheriyan welcomed the gathering.

The committee reviewed the plan of action for the academic year 2018-'19 and proposed suggestions for effective implementation of the same.



The committee enquired regarding the initiatives undertaken to include our college in the list of institutions to receive RUSA funding. The committee decided to constitute a Project Monitoring Unit (PMU) in accordance with RUSA guidelines involving various stakeholders. The PMU was then entrusted the duty to plan and prepare a proposal for construction, renovation and purchase of equipment keeping in mind the norms of RUSA funding.

The committee reviewed the progress of the second phase of construction of the UGC funded indoor stadium. It was decided to finalize the agency for flooring works in the stadium.

The committee decided to organize "Fr. Sebastian Palathra Memorial Inter School Quiz Competition", under the auspices of FOSSA in October 2018 on the occasion of first death anniversary of Rev. Fr. Sebastian Palathra C. M. I., former Principal of the college from 1985- 1994.

It was decided to initiate request to NCTE for granting an additional unit of students for the B. Ed course in the college.

The committee congratulated Dr. (Fr.) Thomas P. J. and Dr. Tessy Joseph Kallarackal for publishing a book titled 'Reflective Practice for Professional Development of Teachers'.

The committee reviewed the admission procedure for the B.Ed. and M.Ed. programmes and decided to organise an orientation programme for the new students.

In addition to implementing value added courses in computer proficiency, theatre arts and functional English, it was decided to introduce a certificate course in pedagogic practice, keeping in view the significance of it.

The committee reviewed the e-content dissemination drive initiated last year and appreciated the results. It was decided to promote it further.

The members also put forward a suggestion to organise a Merit Day to appreciate the academic achievements of our students.

The committee also decided to organise the Annual FOSSA Meeting and Jubilarian's Day.

The committee decided to organize some academic activities in collaboration with the stakeholders.

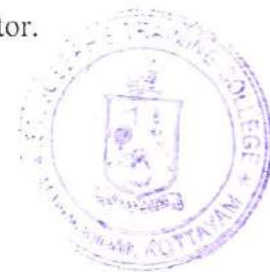
The collaboration with St Joseph's College of Teacher Education for Women, Ernakulam was decided to be continued with the organisation of Chavara Lecture Series.

The Workshop on Theatre Arts was decided to be organised for first year B.Ed students.

The committee decided to organise a training for construction of learning materials based on student feedback from the previous year.

It was decided to conduct a health survey at R. Block, Kuttanad, Alappuzha to develop environmental and ecological consciousness among our students. Dr.Fr.Sibichen K.K. was entrusted with the task of organising the event.

The meeting came to an end with a vote of thanks proposed by the IQAC coordinator.



Members Present

1. Dr. Varghese K Cheriyan, Principal
2. Fr. James Mullassery CMI, Education Councillor, Thiruvananthapuram Province
3. Fr. Dr. Thomas P. J. Assistant Professor in Education
4. Dr. K. M. Benny, Assistant Professor in Physical Education
5. Dr. Tessy Joseph Kallarackal, Assistant Professor in Natural Science Education
6. Fr. Dr. Sibichen K. K. Assistant Professor in Education
7. Mrs. Latha Joseph, Assistant Professor in English Education
8. Dr. Shaiju Francis, Assistant Professor in Social Science Education
9. Dr. Ronu Thomas, Assistant Professor in Physical Science Education
10. Dr. Anisha V. Gopalakrishnan, Assistant Professor in Natural Science Education
11. Mrs. Sunitha Susan Jose, Assistant Professor in Social Science Education
12. Mrs. Praveena Gopinath, Assistant Professor in Mathematics Education
13. Dr. Jisha Baby, Assistant Professor in Physical Science Education
14. Mr. K.O. Shamsudheen FOSSA Representative
15. Mr. Joseph Thomas, Superintendent
16. Mr. Joshy Ryan, Librarian
17. Sr. Jollyamma Joseph, Head accountant
18. Mrs. Jomol K. John, LD Clerk
19. Savio K. Sanichen, Student Representative

Mrs. Latha Joseph  
IQAC Co-ordinator



Dr Varghese K. Cheriyan  
Principal



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken based on the IQAC meeting held on 11th June 2018

10:30 am – 11:30 am, NAAC room

- Constituted Project Monitoring Unit (PMU) for the submission of DPR for availing RUSA funding
- Harrison India Pvt. Ltd, New Delhi was decided as the agency to undertake the wooden flooring for the Indoor stadium
- Under the auspices of Former Staff and Students organisation (FOSSA), 'Fr. Sebastian Palathra Memorial Inter School Quiz Competition' for high school students was organised 12<sup>th</sup> November, 2018
- Submitted a request to NCTE for granting an additional unit of students
- Orientation programme for Freshers was organised from 2<sup>nd</sup> July to 9<sup>th</sup> July 2018
- Implemented Certificate Course in Functional English and value added courses in Theatre Arts and Computer Proficiency
- Started a Certificate Course in Self Regulatory Pedagogic Practice
- Organised Merit Day on 26<sup>th</sup> September 2018.
- Organised Jubilarian's Day on 11<sup>th</sup> August 2018 and Annual FOSSA meeting on 8<sup>th</sup> December 2018.
- Organised Chavara Lecture Series on 3<sup>rd</sup> November 2018
- Organised Workshop on Theatre Arts from 31<sup>st</sup> January 2018 to 2<sup>nd</sup> February 2018.
- Organised Workshop on Learning aids on 28<sup>th</sup> July 2018.

Mrs. Latha Joseph  
IQAC Co-ordinator



Dr Varghese K. Cheriyan  
Principal



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 19th February 2019

10.30 a. m. - 11:30 a. m., NAAC Room

### Agenda

1. Analysis of feedback and preparing a plan of action for the next year
2. Appreciate the efforts of PMU in availing RUSA funding
3. AISHE- Submission of institutional data.
4. Acknowledge faculty for completion of Major Research Project
5. Congratulate faculty who completed their doctoral degree.
6. Finalise recipient of 'Promising Young Teacher Award' for the year
7. Redesign institutional website
8. Organise Inter Training Collegiate Athletic Meet
9. Observe National Science Day
10. Observe Women's Day.
11. Facilitate external and internal academic audit
12. Organise a staff tour
13. Review of preparations for the students' Field Trip to R block, Kuttanadu, Alappuzha
14. Reconstitution of IQAC

An IQAC meeting was held on 19th February 2019 at 10.30 a. m. in the NAAC room. The meeting began with a silent prayer. Principal, Dr. Varghese K. Cheriyan welcomed the members.

The committee discussed the feedback from various stakeholders during the academic year 2018-19. Suggestions for improvement were also put forward. Based on the discussions a detailed plan of action for the next academic year was drawn out.

The committee specially appreciated the efforts of the PMU in preparing, submitting and getting approval of a proposal for RUSA funding for 200 lakhs under the heads of construction, renovation and purchase of equipment.



The committee was informed of the successful completion and uploading of institutional data for the All India Survey of Higher Education (AISHE) for the year 2018-'19 on 15th February 2019.

The committee congratulated Dr. (Fr.) Thomas P. J. and Dr. Tessy Joseph Kallarackal for the completion of their UGC sponsored Major Research Project titled 'Preparation, Execution and Analysis of Reflective Journal for Pre-Service Student Teachers at Secondary Level'.

The committee congratulated Dr. Latha Joseph and Dr. Sunitha Susan Jose on being awarded the Doctoral Degree in Education from Mahatma Gandhi University, Kottayam.

It was decided to award Mr. Jibeesh George of Natural Science optional with the 'Promising Young Teacher Ever-rolling Trophy' for the year 2018-'19 sponsored by FOSSA of 1983 batch.

The committee recommended the redesigning of the institutional website. Dr. Shaiju Francis was entrusted with the duty to be completed by availing necessary technical assistance. The members also suggested to organise a training programme for teaching and non-teaching staff on website maintenance considering its importance.

The committee reviewed the preparations for organizing the 11th Inter Training Collegiate Athletic Meet to be held on 9th March 2019 at Nehru stadium, Kottayam.

It was decided to celebrate National Science Day programme involving a talk, a Science Quiz and a Science exhibition.

The proposal by the Women's Club of the college to observe Women's Day was also appreciated.

The committee directed the members to complete internal academic audit and facilitate external academic audit.

The committee also encouraged organising a staff tour during the month of March to promote the cohesive climate among them. The staff secretary was given the responsibility of organising the same.

The committee reviewed the preparations for the field trip to R Block, Kuttanadu, Alappuzha to be held on 22<sup>nd</sup> February, 2019.

Mr. Renjith E.R. was nominated to the Cell as the Chairman of College Union in place of Mr. Savio K. Sanichen

The IQAC coordinator proposed the vote of thanks for the meeting.

#### Members Present

1. Dr. Varghese K Cheriyan, Principal
2. Fr. James Mullassery CMI, Education Councillor, Thiruvananthapuram Province
3. Fr. Dr. Thomas P. J, Assistant Professor in Education
4. Dr. K. M. Benny, Assistant Professor in Physical Education
5. Dr. Tessy Joseph Kallarackal, Assistant Professor in Natural Science Education
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Action Taken based on the Minutes of IQAC meeting held on 19th February 2019

10.30 a. m. - 11:30 a. m., NAAC Room

- Prepared a plan of action for the next academic year
- Submitted Institutional data as part of AISHE
- Mr Jibeesh George of Natural Science was finalised as the recipient of the Ever-rolling Trophy for the 'Promising Young Teacher Award' for the year 2018-'19
- Efforts initiated to redesign website, Conducted a training programme for teaching and non teaching staff in Website maintenance.
- Conducted 11<sup>th</sup> Inter Training Collegiate Athletic Meet on 9<sup>th</sup> March 2019.
- National Science Day was celebrated on 28<sup>th</sup> February 2019
- Womens' Day was observed on 13<sup>th</sup> March 2019 with a talk on 'Women Empowerment'
- Completed internal academic audit on 1<sup>st</sup> March, 2019
- Facilitated external academic audit on 18<sup>th</sup> March 2019
- Organised a staff tour to Mango Meadows, Kottayam on 31<sup>st</sup> March 2019.
- Organised a field trip to R Block Kuttanadu, Alappuzha on 22<sup>nd</sup> February, 2019

Dr. Latha Joseph  
IQAC Co-ordinator



Dr Varghese K. Cheriyan  
Principal