



# St. Joseph's Training College, Mannanam

MANANAM 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](http://www.stjosephstrainingcollege.org) • E-mail: [stjosephstrainingcollege@gmail.com](mailto:stjosephstrainingcollege@gmail.com)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 14<sup>th</sup> June 2017

10:30 am – 11:30 am, NAAC Room

### Agenda

1. Review the proposed plan of action for the academic year 2017-18.
2. Strengthening the use of ICT in teaching- learning,
3. Organisation of Orientation programme for the freshers.
4. Implementinga value added course in Theatre Arts
5. Updating thevalue added course in Computer skills
6. Introducing a course in English for senior students.
7. Conducting Academic Audit
8. Dissemination of e content developed by our students
9. Encouraging students to attend competitive exams
10. Celebrating FOSSA day and Jubilarians day
11. Training non-teaching staff on computer applications.
12. Organising a staff tour

The meeting began with a silent prayer. Principal, Dr. Varghese K. Cheriyan welcomed the members.

The committee appreciated the efforts taken by all the stakeholders in organising the Diamond Jubilee celebration of the college on 11<sup>th</sup> March 2017 in a befitting manner.

The committee appreciated the infrastructure development activities undertaken. The completion of the retaining wall in the backyard and completion of the first stage of construction of the Indoor stadium was specially noted.



The committee reviewed the plan of action for the academic year 2017-18 and put forward suggestions for the successful implementation of the same.

It was decided to strengthen ICT based teaching – learning processes, especially use of blogs and online submission of learning materials.

An orientation course was to be organised for the new batch as in previous years.

It was decided to implement the add on courses on theatre arts and computer proficiency. Dr.Jisha Baby and Dr. Ronu Thomas were selected as the coordinators of the courses, respectively.

The members suggested introducing a course in English language for the students to help them enhance their career prospects with Mrs. Latha Joseph as the coordinator.

The IQAC decided to conduct Academic Audit both externally and internally. It was decided to conduct an internal academic audit under the leadership of IQAC in the month of March. Since there is an academic evaluation of students of both B. Ed and M. Ed by an external body assigned by the University, it was decided to consider it as an external academic audit.

As part of Diamond Jubilee celebrations two of our B. Ed students released a documentary on drug abuse, which they developed under the guidance of Mrs.Praveena Gopinath. The members suggested sharing of the documentary to teaching practice schools during school internship, for the benefit of school students.

Since qualifying in competitive exams like KTET and CTET is declared mandatory for the appointment of teachers, the members suggested encouraging the students for the same. It was decided to motivate students personally during mentoring and to share relevant information with them.

It was decided to jointly celebrate the FOSSA day and Jubilarians' day on the second Saturday of December, 2017. It was decided to invite all the members of FOSSA, especially students who passed out from the college during the last three years and alumni of 1992-93 and 1967-68 batches for the same.

In the view of the importance of ICT in office administration, it was decided to organise a training programme in computer application for the non-teaching staff. Mr. Joseph Thomas, Superintendent was assigned with the duty of deciding the computer application most beneficial for them, to organise a training programme in it.





The committee also approved organisation of a staff tour in the month of September/October 2017 for the cohesion and well being of the staff of the college. The staff secretary was given the responsibility of organising the same.

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



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 14<sup>th</sup> June 2017

10:30 am – 11:30 am, NAAC Room

- Orientation Programme for the new batch was held from 27<sup>th</sup> July 2017 to 2<sup>nd</sup> August 2017
- Implemented a value added course in Theatre Arts from 27<sup>th</sup> November, 2017 onwards
- Implemented a value added course in Computer Proficiency from 10<sup>th</sup> October, 2017 onwards
- Started a Certificate Course in Functional English from 15<sup>th</sup> November, 2017 onwards
- Dissemination of e content (documentary on drug abuse) developed by our students among practice teaching schools was undertaken in the month of August, 2017 during school internship.
- Organised Jubilarians' Day and Annual FOSSA Day on 10<sup>th</sup> December 2017.
- Conducted a training programme for non-teaching staff in MS Excel on 3<sup>rd</sup> November, 2017
- Organised a staff tour to Idukki on 19<sup>th</sup> October 2017.

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 8<sup>th</sup> February 2018

11:30 am – 12:30 pm, NAAC Room

### Agenda

1. Review of Feedback and preparation of the Plan of action for the next year
2. AISHE- submission of Institutional data
3. Review progress of Indoor Stadium
4. Instituting an Ever rolling Trophy sponsored by FOSSA for the 'Promising Young Teacher Award'
5. Observation of National Science Day
6. Organise the Workshop of Theatre Arts
7. Conduct Internal and External Academic Audit
8. Reconstitution of IQAC

A meeting of the IQAC was held in the NAAC Room at 11:30 am on 8<sup>th</sup> February 2018. The meeting began with a silent prayer. The Principal, Dr. Varghese K. Cheriyan welcomed the members.

The committee appreciated the efforts undertaken for the completion of the mandatory verification process of TeachR, as part of accreditation by QCI.

The committee discussed the feedback regarding the curricular and co-curricular activities of the college during the academic year 2017-18. Weaknesses





implementation were identified. Based on the discussion an action plan for the next academic year was drawn up.

The committee reviewed the work regarding uploading of institutional data for All India Survey of Higher Education (AISHE).

The committee reviewed the progress of the UGC funded indoor stadium under construction.

The committee appreciated the Alumni of 1983 batch in sponsoring the 'Promising Young Teacher Award' by instituting 'Avirachen P. Thomas and Baby George Memorial Ever-rolling Trophy' and a cash prize of Rs 5000.

It was decided to celebrate 'National Science Day' with the sponsorship of Kerala State Council for Science, Technology and Environment (KSCTE) as a one-day seminar on 28<sup>th</sup> February 2018.

The committee recommended to conduct a 'Workshop on Theatre Arts' as in the previous year as it was highly appreciated by students.

It was decided to conduct internal academic audit in the month of March 2018. It was also decided to facilitate external academic audit during the Practical Board Examinations in the college to be held in March, 2018.

Savio K. Sanichen was nominated to IQAC as the Chairman of the Student Union.

#### Members Present

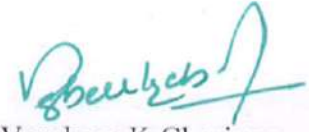
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13. Dr.Jisha Baby, Assistant Professor in Physical Science Education
14. Mr. K.O. Shamsudheen FOSSA Representative
15. Mr. Joseph Thomas, Superintendent
16. Mr. Joshy Ryan, Librarian
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18. Mrs. Jomol K. John, LD Clerk
19. Savio K. Sanichen Student Representative



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Action Taken based on the IQAC meeting held on 8<sup>th</sup> February 2018

11:30 am – 12:30 pm, NAAC Room

- Prepared an action plan for the next academic year.
- Submitted institutional data in AISHE
- Instituted Ever rolling Trophy for 'Promising Young Teacher Award'. Harilal T. S of Physical Science was selected as the first recipient of the same.
- National Science Day was celebrated on 28<sup>th</sup> February 2018
- Organised Workshop on Theatre Arts from 8<sup>th</sup> to 10<sup>th</sup> March 2018.
- Conducted Internal Academic Audit on 1<sup>st</sup> March 2018
- External Academic Audit was held on 16<sup>th</sup> March 2018

Mrs. Latha Joseph  
IQAC Co-ordinator



Dr Varghese K. Cheriyan  
Principal