



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 23rd June, 2023 at 2:00 pm in the Conference Room

Agenda

1. Review of the proposed plan of action for the academic year 2023-24.
2. Review of progress regarding RUSA funded project
3. Conduct Academic and Administrative Audit (AAA)
4. Organise various programmes towards faculty and student development
5. Conducting Certificate Courses in Yoga and Digital Apps, Value Added Courses in Functional English, Theatre Pedagogy and a Bridge Course in Soft skills
6. Continuation of the River Revival Project
7. Continuation of the E-content Development and Dissemination drive
8. Continuation of K-TET coaching programme
9. Reconstitution of the IQAC

The meeting began with a silent prayer. The new Principal of the college, Dr. K.M. Benny welcomed the gathering. Mr. Gibin Sabu of the senior batch was also nominated as the student representative for the year.

The committee reviewed the plan of action for the academic year 2023-'24 and proposed suggestions for effective implementation of the same.

The committee appreciated the efforts of the faculty towards organising curricular and faculty development programmes most effectively.

The committee evaluated the progress of the RUSA project.

It was decided to organise an Academic and Administrative Audit at the earliest.

The committee emphasised on gearing up student involvement in community through the activities of the N.S.S. It entrusted Dr. Shaiju Francis, N.S.S. Co-ordinator for the same.

It also urged the institution to actively organise an anti-drug abuse campaign which posed a major threat in the community.

It was decided to offer the value added courses in Functional English, Theatre Pedagogy and Self-Regulatory Pedagogic Practice and Certificate Courses in Yoga and Digital Apps as in the previous years. It also urged teachers to design a Soft Skills Bridge Course for the students.

The committee urged to continue with the River Revival Project. The committee also strongly recommended the continuation of the E-content Development and Dissemination drive.



The committee proposed to continue with the online K-TET coaching provided to our students and alumni.

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

Members Present

1. Dr. Benny K.M., Principal *Benny*
2. Fr. James Mullassery CMI, Councillor of Education, Thiruvananthapuram Province *[Signature]*
3. Fr. Philip Pazhayakari, Bursar *Pazhayakari*
4. Dr. Latha Joseph, Assistant Professor in English Education *Latha*
5. Dr. Shaiju Francis, Assistant Professor in Social Science Education *Shaiju*
6. Dr. Ronu Thomas, Assistant Professor in Physical Science Education *Ronu*
7. Dr. Anisha V. Gopalakrishnan, Assistant Professor in Natural Science Education *Anisha*
8. Dr. Sunitha Susan Jose, Assistant Professor in Social Science Education *Sunitha*
9. Dr. Praveena Gopinath, Assistant Professor in Mathematics Education *Praveena*
10. Dr. Jisha Baby, Assistant Professor in Physical Science Education *Jisha*
11. Mr. Tomy Xavier FOSSA Representative *Tomy*
12. Sr. Jollyamma Joseph, Head accountant *Jollyamma*
13. Mrs. Jomol K. John, UD Clerk *Jomol*
14. Mr. Gibin Sabu Student Representative *Gibin*

Benny

Dr K.M. Benny

Principal





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- Offered a bridge Course on Soft Skills to the 2023-25 B.Ed. batch from 19th July 2023 onwards
- Academic and Administrative Audit was conducted on 16th August, 2023 with Dr. Jaya Jaise (Professor, School of Pedagogical Sciences, M. G. University, Kottayam) and Prof. (Dr.) Manoj Narayanan K. S. (Professor, Department of Commerce, Baselius College, Kottayam) as the experts.
- Organised Samavarthana ceremony for the outgoing batch on 31st July 2023.
- Orientation Programme was held from 2nd August to 8th August 2023.
- PTA general Body Meeting was also held on 2nd August 2023
- The election to the College Union was held on 5th October 2023. The Oath taking ceremony and the inauguration of the College Union and Arts Club was held on 27th October, 2023.
- The college organised various club activities as planned. Yoga Day, World Environment Day and Reading Day were observed with various programmes in the College.
- NSS unit 152 of the college organised a total of 154 programmes in the academic year in collaboration with Social Extension Club in and outside the college campus.
- A Two-day Workshop on Theatre Arts titled 'Theatre Pedagogy' was organised on 6th and 7th November 2023. Fr. Sheise Thomas S.J., Director & Editor, Snehasena & Tik Tik Life, was the resource person.



Benny

Dr K.M. Benny

Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 21st November, 2023

12.00 pm – 1:00 pm, Conference Room

Agenda

1. Discussion regarding preparation and submission of SSR
2. Review of progress regarding RUSA funded project
3. Discussion regarding maintenance and upgradation of Library books and software
4. Preparation of a Master registry of all lab equipment
5. Organise various programmes towards faculty and student development
6. Organise a Merit Day for last outgoing batch of students
7. Celebrate FOSSA day and Jubilarians day
8. Organise St. Chavara Lecture Series of the year
9. Organise the Inter-Training Collegiate Athletic Meet & St. Chavara Shuttle Badminton Tournament
10. Reconstitution of the IQAC

The meeting began with a silent prayer. Principal, Dr. Benny K.M. welcomed the gathering. The Cell was reconstituted to include Fr. Dr. Sibichen Kalarickal who took charge as the H.O.D. of the M.Ed. Dept.

The IQAC Co-ordinator appreciated the efforts of the members to upload the AQARs of the previous years within the stipulated time.

The members discussed and decided to move ahead with the efforts towards the preparation of SSR. It was decided to organise a workshop regarding it at the earliest.

The Cell was informed regarding approval of the Revised Estimate of RUSA construction and renovation works. The Cell directed the RUSA co-ordinator to move ahead with the balance payments and to do the needful regarding purchase component. It also enquired regarding the preparations for RUSA physical inspection team visit from ASAP to be held on 29th November, 2023.

It was also decided to organise the St. Chavara Lecture series of the college in collaboration with St. Joseph College of Teacher Education for Women, Ernakulam in December, 2023 with Fr. Bobby Jose Kattikadu OFM as the resource person for the event.



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It was decided to organise the Merit Day with a convocation ceremony for the 2021-23 batch on the Alumni Day, i.e., on 9th December 2023.

It was decided to organise the Inter-Training Collegiate Athletic Meet in February, 2023 and St. Chavara Inter B.Ed. Collegiate Shuttle Badminton Tournament in March, 2023.

The committee entrusted the Library-in-charge Dr. Shaiju Francis to analyse the immediate needs in the library towards maintenance and upgradation and do the needful at the earliest.

The committee solicited the leadership of the new M.Ed. HoD towards coordinating the activities of the River Revival Project.

The Cell reviewed the activities of the academic year and put forward suggestions towards implementing future activities as per the academic plan.

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

Members Present

1. Dr. Benny K.M., Principal Benny
2. Fr. Philip Pazhayakari, Bursar Philip Pazhayakari
3. Fr. Dr. Sibichen K.K. HoD, M.Ed. Sibichen
4. Dr. Latha Joseph, Assistant Professor in English Education Latha
5. Dr. Shaiju Francis, Assistant Professor in Social Science Education Shaiju
6. Dr. Ronu Thomas, Assistant Professor in Physical Science Education Ronu
7. Dr. Anisha V. Gopalakrishnan, Assistant Professor in Natural Science Education Anisha
8. Dr. Sunitha Susan Jose, Assistant Professor in Social Science Education Sunitha
9. Dr. Praveena Gopinath, Assistant Professor in Mathematics Education Praveena
10. Dr. Jisha Baby, Assistant Professor in Physical Science Education Jisha
11. Mr. Tomy Xavier FOSSA Representative Tomy
12. Sr. Jollyamma Joseph, Head accountant Jollyamma
13. Mrs. Jomol K. John, UD Clerk Jomol
14. Mr. Gibin Sabu Student Representative Gibin



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Principal
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Action taken based on IQAC meeting held on 21st November, 2023 at 12:00 pm in the Conference Room

Organised a Two Day Workshop on Preparation of Self -Study Report on 12th and 13th December, 2023 at the Edu- theatre.

RUSA physical inspection team from ASAP successfully completed their visit on 29th November, 2023.

Organised the 7th Saint Chavara Kuriakose Elias Lecture Series on the topic "Vox Populi, Vox Dei" on 20th December 2023. Fr. Bobby Jose Kattikadu OFM was the orator.

Jubilarians Day was organised on 11th November 2023, with students of the 1973-74 batch invited as golden jubilarians and students of the 1998-99 batch invited as the silver jubilarians.

The Convocation Day for the 2021-23 batch was held on 9th December 2023.

The college in collaboration with the School of Physical Education and Sports Sciences, MG University, organised 12th Inter-Training Collegiate Athletic Meet at Nehru Stadium, Kottayam on 3rd February 2024.

St. Chavara Inter B.Ed. Collegiate Shuttle Badminton Tournament was held in the Indoor stadium on 2nd March 2024.

Various activities were organised under the auspices of different clubs functioning in the college. International women's Day and National Science Day were duly observed.

Benny

Dr Benny K.M.

Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 27th March, 2024 at 2.30 pm in the Conference Room

Agenda

1. Preparation of SSR for NAAC reaccreditation
2. Collect annual feedback from stakeholders and conduct the feedback analysis
3. Frame a plan of action for the next academic year.
4. Review of the progress of the RUSA funded project
5. Submission of AISHE institutional data

An IQAC meeting was organised online on 27th March, 2024 in the Conference Room

The meeting started with a silent prayer. Dr. K.M. Benny, Principal welcomed the members.

The members decided to go for NAAC accreditation in the current system itself. The IQAC urged the members to gear up their efforts towards the preparation of SSR and go for NAAC accreditation at the earliest.

It was decided to collect the feedback from various stakeholders at the end of the academic year in online mode.

The Cell appreciated the faculty in successfully implementing the curricular activities of the year. The curricular activities of the year were reviewed and a plan of action for the next academic year was drawn up.

The Cell reviewed the progress of the RUSA project and directed the RUSA co-ordinator to do the needful for proceeding with the purchase component.

The AISHE Nodal Officer Dr. Latha Joseph was also entrusted to upload the institutional data of 2022-23 as per the timeline.

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

Members Present

1. Dr. Benny K.M., Principal

Benny



2. Fr. James Mullassery CMI, Councillor of Education, Thiruvananthapuram Province
3. Fr. Dr. Sibichen K.K. HoD, M.Ed. *Sibichen*
4. Dr. Latha Joseph, Assistant Professor in English Education *Latha*
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the Conference Room

Feedback from various stakeholders was collected and analysed.

A plan of action for the next academic year was prepared.

AISHE report for the year 2022-23 was uploaded on 5th April 2024.

A faculty training programme titled, 'Institutional Evolution: Conversations for Quality Enhancement' was organised from 14th May, 2024 to 17th May 2024. Members engaged in elaborate discussions and preparations for preparation of SSR, alongwith significant expertise and insights shared by IQAC Co-ordinators from other teacher education institutions who had attempted NAAC reaccreditation recently.



Benny

Dr Benny K.M.

Principal