

TITUS II TEACHERS COLLEGE
THIRUVALLA



IQAC Meeting Minutes
Book.

RECORD BOOK

2020-2021

MINUTES OF THE ONLINE STAFF MEETING HELD ON 28/05/2020

The online meeting began at 3 pm via Zoom and was attended by 11 members. The composition of IQAC was discussed for the academic year 2020-21. The following members were nominated.

1. Chairperson: Dr Anita Mathai (Principal-in-charge)
2. Coordinator (Director): Dr Sunila Thomas
3. Teaching Staff:
 - Mr. Titus Thomas
 - Dr Mini John
 - Dr Nimmi Maria Oommen
 - Mr. Pramod Thomas George
 - Dr Sam Thomas Joy
 - Dr Suramyia Mathai
 - Mrs Anu J Vengal
 - Dr Sam V Daniel
4. Management: Iype mAbraham
5. Administrative Staff:
 - James T Oommen
 - Sabumon C
 - Vinod T Easow
6. Local Society Member: Er.George Oommen
7. Alumni Member: Tomin John Johnson
8. Employer: Smt.Geetha T George (H.M, SCS HSS, Tiruvalla)

After nominating the aforementioned personnel, it was decided to have the first IQAC meeting for the academic year 2021 at 10.30 am on June 1st 2020 via Zoom.

Anita

Dr. Anita Mathai
(Principal)



NM
Dr. Nimmi Maria Oommen
(Staff secretary)

Notice

1/6/2020

A meeting of the IQAC will be conducted online at 10.30 am on 3rd June 2020 via zoom. Links will be sent later. All are expected to participate.

Agenda: Discussion on activities during Covid Pandemic (June ~~2019~~ to September 2020)

Sunita Thomas
IQAC Coordinator

members:

AM *[Signature]*

TT *[Signature]*

MJ *[Signature]*

NMO *[Signature]*

PTG *[Signature]*

STJ *[Signature]*

SM *[Signature]*

AJV *[Signature]*

SVD

JTO *[Signature]*

SMC *[Signature]*

VTE *[Signature]*

G.O. *[Signature]*

GTG *[Signature]*

DT *[Signature]*

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Minutes of the meeting held on
8/6/2020 (online)

An online meeting of the IOAC was held on 3rd June 2020 at 10.30 a.m. Zoom platform was selected for the meeting. The following decisions were taken during the meeting -

- To conduct various online activities to create awareness about Covid 19 and also to take precautionary measures to prevent its spread.

- To arrange activities to conscientise the public about the Covid-19 protocol measures.

- To arrange quality enhancement program to digitally empower the hr. trainees in par with global scenario

All SHE data (institutional) last submitted on
08/06/2020

Action taken (June 2020 - September 2020)

<u>Date</u>	<u>Domain</u>	<u>Activity</u>	<u>Outcome</u>
4/6/2020	Self-empowerment	Online quiz ^{series} on Covid Pandemic.	Conscientised the learners as well as the public on Covid Pandemic
05/6/2020	Community engagement	Video programme on Break the chain through Management Principles	nurtured the creative skills for maintaining Covid protocol
10/06/2020 to 13/06/2020	Evaluation & Remediation.	online fourth Semester Model Examination	Self evaluation & feed back.
29/06/2020	self empowerment	Pandemic Awareness Quiz (online)	enhanced the knowledge about the Covid pandemic - causes & remedies.
13.07.2020	Enhancing ICT skills	Digital Learning Repository for Biology	Social committee
17.07.2020	Nurturing learner's Creativity & aesthetic sensibility	YIP Webinar for student.	enhanced creative think & innovative strategy designs
24.07.2020	Evaluation	Fourth semester B. Ed Degree Examination	Course Completion
25.07.2020	Quality enhancement programme	PTA meeting (online)	Linkage with stakeholders.
03.08.2020	Evaluation	Fourth Semester B. Ed Practical Exam	Realising the importance of excellence based performance Assessment.

13.8.2020 & 14.8.2020	Enhancing Mental Health.	International Conference on Psychological well being - in covid 19 - milieu's futuristic dynamics -	Empowered the future generation to face the challenge of post covid period
15.8.2020	National Integration	Online Independence Day celebration. (Shree Sir, St. Thoms Eruvallipra)	deepen social & political awareness. love for the country
20.8.2020	Empowering oneself.	Online orientation to Novice Stdt teachers before internship. (Mrs. Geetha T. George, Principal, S.C.S.H.S. Thuvalla)	got acquainted with school atmosphere & developed capability and aesthetic sensibility.
20.08.2020	Professional enhancement.	III rd semester School internship commencement.	developed self-compet skills, social comp understood careers.
22.08.2020	Self Reliance	College Day & Magazine Release.	Reflection of the two years exper
25.08.2020	Quality enhancem	Orientation to Educators on school internship.	Empower the tr-ed to guide stdt tea appropriate
28.08.2020	Cultural value	Onam celebration	Transmission

29.08.2020.	National Integration.	Enmagazine Maithre release (EBSB club)	developed cultural exchange, spirit of nationalism.
02.09.2020	Mental Health.	Counselling session.	developed positive mental health.
05.09.2020.	Professional ethics & self- empowerment.	Teachers Day celebration (Kalithanura Tr. Dist. AEO)	developed positive attitude & passion for teachers.
08.09.2020.	Self Reliance	International literary day.	positive attitude towards reading & maintaining global relationship
10.09.2020	Mental Health Enhancement.	International, Panel Discussion - Covid 19 Facts & Fiction.	Empowered to face the challenges & take the responsibility to overcome over Covid.

Notice

An online meeting of the IOAE will be held on 23-09-2020 at 6 pm to plan the activities for the next session of the academic year. All are requested to participate.

Agenda: To plan future activities

Sunita Thomas
IOAE Co-ordinator

AMR ✓

TS

MJ Mes

NMO NMO

PTG PTG

STJ STJ

SM SM

AJV ✓

SMB

JTO ✓

SMC ✓

VTE ✓

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SM (Sabin Mathew Stdt. rep. 2020-21)

Minutes of the meeting on 23.09.2020

An online meeting of the IOAC was held on 23.09.2020 at 6 P.M. Google Platform was used for the meeting. The following decisions were taken -

- To arrange online activities for student teachers to call for inculcating environmental awareness & then by protect nature for sustainable deupt.
- To conduct activities to promote National Integration, inter relationship among colleges.
- To conduct activities promoting preservation and transmission of culture.
- professional enhanced programme for staff.

Action Taken Report

<u>Date</u>	<u>Domain</u>	<u>Activity</u>	<u>Outcome</u>
28.02.10.2020	Swachhatha & National Integration	one week observance of Gandhi Jayanti → activity to promote cleaning of one's own residential areas & premises. (28.09.2020 to 03.10.2020)	Promote health & hygiene Positive attitude towards dignity of labour.
09.10.2020	Quality Enhancement - Infrastructural	RUSA Review meeting	Overall analysis of the work.
10.10.2020	Professional enhancement - teaching skill	InterCollegiate online microteaching competition	teaching skill development
14.10.2020	Community aspect Swachhatha Self reliance Vocational Education	VENUEL Action Plan meeting	Self empowerment Skill development Aesthetic skills
16.10.2020	Evaluation & Culture Preservation	PM U meeting Webinar on Cultural Heritage (CBSE)	Overall analysis Respect for other cultures
24.10.2020		International, multidisciplinary conference on Health and the New Normal Society	Self empowerment for the future
11.11.2020 & 12.11.2020	Mental Health		

14.12.2020

Professional Ethics

Induction to Two year B.ed Programme 2020-22

developed an awareness about the B.ed ~~whole~~ Programme 2 years

22/12/2020

Professional enhancement of staff

Professional deupt program for the administration staff

updated the administration knowledge

23/12/2020

Social Commitment

~~Education special~~ ~~Summery Review 2020~~ meetings

duties & respons of citizens

25/12/2020

Culture preservation

family selfie Competition as part of Christmas celebration

inculeated the value of family bond

23/12/2020

Social commitment

Confidence Building Programme for Election duty for staff within and outside the institutions

Duties & Responsibility of citizens

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up
over

Meeting Notice

An online meeting of IQAC is scheduled on 30th December 2020 at 6 pm. All are expected to participate.

Agenda - To schedule various activities for the upcoming sessions.

Sunil Kumar
IQAC Coordinator

- AM ✓
- TJ
- MJ Tej
- NMO NMO
- PTG
- STJ
- SM Sy
- AJV J
- SVD
- JTO JTO
- SMC ✓
- NTE ✓
- GO GO
- GTG GTG
- S.M. Gagan Nath
- IA

Minutes of the meeting held on 30th December.

An online meeting of the IQAC was held on 30th December 2020 at 6 pm.

The following decisions were taken.

- To arrange Parent Teacher meeting of quality evaluation.
- To arrange activities to promote mental health & Professional ethics of student teachers.
- To conduct programmes to enhance the aesthetic skills.
- To celebrate National festivals.
- To arrange Professional enhance programmes.
- To check the entry behaviour of new admission.

Action Taken Report

Date	Domain	Activity	Outcome
02/01/2021 03/01/2021	Quality improvement Programme.	Online PTA meeting of 1st years & 2nd years.	Collecting feed back & suggestions for improvement and held their Janmala bulletpoint
07/01/2021	Professional ethics & Value Inculcath.	Class on Ethics by Rev. Fr. K.G. Joseph	positive attitude towards the profesia
11/01/2021	Self Empowerment.	Orientation on Library usage	enabled them for Productive use of library
13/01/2021	Value Inculcath	Ethics Class by Rev. Thomas Kunder	inculcath of moral ethical value.
16/01/2021	Mental Health	International webinar on Managing Post Covid Syndrome	Strengthened the indivi to live with Covid.
20/01/2021	Creativity & aesthetic skills	Talent Show by students	nurturing children Creatively & aesthetically sensible
25/01/2021	National Integration	Republic Day Celebration.	Participation

23/01/2021	Experiential Learning	International Virtual Workshop on mental Health and Resilience of Young adults - Tips & Techniques.	Empowered the participants with appropriate mental health practices in young adults.
29/01/2021	Creativity & aesthetic sensitivity	Talent show	self empowerment
11/02/2021	Professional enhancement Program	Class on tips & techniques to attend competitive exams like KJET, PSC etc. by Siju K.	deepened confidence to attend competition exams.
17/02/2021	Quality enhancement through Planning of teaching/learning activities.	Entry behaviour fest	awareness about test aptitude & abilities
18/2/2021	Evaluation & Remediation	Internal Exam.	self evaluation & remediation.
3/3/2021	Quality Improvement	combined staff meeting.	Plans for various activity & feedback for improvement
3/3/2021		Pre-marital counselling for B.Ed students.	
4/3/2021		A letter to Mom competition conducted by Social Science Association.	

Date	Domain	Activity	Outcome
8/3/2021		A food for poor programme organised by Social Science Association.	
12/3/2021		Annual sports meet.	
16/3/2021		Welcome Day Programme	
18/3/2021		Arts Competitions	
-28/4/2021		Communicative English class	
20/3/2021		Literary Competitions	
22/3/2021			
22/3/2021		EBSB Activity	
22/3/2021		Travelogue Presentation	
20/3/2021		<u>Forest Day' Activity</u> A walk to Forest; One Day Nature Camp.	
22/3/2021	Community Engagement	Green Environment Practice Campaign- Supply of cloth bags to Kudumbasree unit.	Awareness on ecofriendly practices.

Date	Domain	Activity	Outcome
24/3/2021		Award Day Function.	
25/3/2021 24/3/2021	✓	National workshop on Communicative skills with special reference to Interview skills.	
27/3/2021		Campus Placement Interview - In connection with School Connect HR, a Campus recruitment agency.	
10/5/2021		Reimagining Education	
19/5/2021 to 20/5/2021		Two day workshop for teachers on live streaming organised by AKICTA	
10/5/2021		Intercollegiate digital poster making competition in connection with Mother's Day celebration. organised by SNM Training college, Moothakunnam	
27/5/2021		Online Digital Album Competition on the topic The silver lining of Covid 19 organised by Commerce option	
25/5/2021 25/5/2021		Second edition of 'QUIZ WORLD' posted in college website.	
27/5/2021		A comic skit in cartoon mode organised by Social Service Association and uploaded on youtube.	

Date	Domain	Activity	Outcome
31/5/2021		National Webinar on Entrepreneurship and its possibilities in the pandemic era organised by Peet Memorial Training College.	
28/5/2021		Video preparation on covid by English students and uploaded on you tube.	
29/5/2021		Inter collegiate competition on the theme Commit to Quit - in association the World Tobacco Day Short video contest - organised by Mount Carmel college of Teacher Education for Women, Kottayam.	
30/5/2021		National Webinar - Cognizance to Health Practices - Need of the Hour.	