

2019-20/1

IQAC Meeting

01-07-19

The first meeting of IQAC is conducted on 01-07-2019. All members of IQAC committee as decided in staff meeting held on 14/06/2019 were present for the meeting. The Meeting discussed following agendas.

Agenda :

1. QMS
2. Infrastructure expansion
3. Orientation programs for Teachers
4. Financial assistance for professional development of Faculty
5. Installation of Biometric Punching System

Recommendations

1. A Quality Management system is decided to implement.
2. As a part of this Statutory and non-Statutory committees should be formed and published to initiate decentralisation as a quality initiative.
3. More orientation programs are decided to organise in the coming years for professional development of faculty.
4. A financial Assistance policy for professional development of Teachers need to be prepared.

List of Members present:

1. Ms Sheena Bhaskar - IQAC coordinator



- 2. Joseph M.K. *LS*
- 3. Suresh Kumar P.K. *[Signature]*
- 4. Ms Lisa John *[Signature]*
- 5. Ms Iahin John *[Signature]*
- 6. Ms Rekha A Nair *[Signature]*
- 7. Ms Rekha Raji ES *[Signature]*
- 8. Sr. Liggett *Ligy. K.D*
- 9. Fr. Binoy Kozhipatt - Executive Director *[Signature]*
- 10. Mr Sabu *[Signature]*

Signature of chairperson - *[Signature]*  
 principal

PR. Rapai P.C

PRINCIPAL  
 Jesus Training College, Mala



2019-20/1

Actions taken

1. List of office bearers published on 08/07/2019  
the responsibility to prepare statutory and  
non-statutory committees were laid with the  
office bearers.
2. A new chapel, guest rooms and smart  
conference room were built in 2019
3. Financial assistance policy for professional  
development of teachers was established and  
published in August 2019.

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Signature of the person - Principal

PRINCIPAL  
Jawahar Training College, Madurai





2019-20/2

23/9/2019

The IQAC meeting on 23/09/2019 discussed the following agenda.

### Agenda

1. Publication of special magazine as part of Jubilee year.
2. participation in intercollegiate art fest
3. Dates of model exam and study tour.
4. Need for extension of teaching practice.
5. Performance evaluation of students after teaching practise.
6. Jubilee year celebrations
7. OSA celebration including the students of last 24 years.
8. Inclusion of value added courses

### Recommendations

1. Decided to collect photos and achievements of college during the past years.
2. Ensure participation of old students and staff members as part of silver jubilee celebration
3. participation in intercollegiate arts fest at Navajyothi training college, Olarikara with proper practise and maximum student participation
4. Tentative dates were fixed for model exam and study tour.
5. Teachers suggested to extend practise teaching dates.
6. Expressed the need for performance evaluation of internship program



- 7. Assigned duties of teachers for collecting matter to magazine as part of Jubilee year
- 8. Requested Recommendations regarding Jubilee year celebrations
- 9. collecting phone numbers of old students

List of Members present

- 1. Ms Shreya Bhaskar - IQAC coordinator
- 2. Joseph M.E
- 3. Suresh Kumar P.K
- 4. Ms Lisa John
- 5. Ms Iain John
- 6. Ms Rekha A Nair
- 7. Ms Raji ES
- 8. SA. Libbott Jey. K.D
- 9. Fr Binoy Kozhipatt - Executive Director

*Fr Rapai*

Signature of chairperson - principal  
Fr Rapai P.C



Jesus Training College, Mala  
PRINCIPAL



Actions Taken

1. Started collecting photos and phone numbers of old students

2. value added courses included as part of BEd programme

List of Members present

- 1. Ms Shama Bhaskar - TAC 1000
- 2. Joseph M.K
- 3. Gureesh Kumar P.K
- 4. Ms Lisa John
- 5. Ms Lavin John
- 6. Ms Rakha A. Nair
- 7. Ms Raji K.S
- 8. SA Rishat Khan K.D
- 9. Fr Binoy Kappilath - Executive Director

*[Handwritten signature]*

Signature of Chairperson - Principal

Principal  
M.A. College, Malappuram





2019-20/3  
30/01/2020

The IQAC meeting on 30/01/2020 discussed the following Agenda.

Agenda

1. Performance evaluation of students after practical board.
2. Initiatory school programme
3. Fixing dates for college day, OSA, union election, community living camp and magazine release

Recommendations

1. Recommended changes in portfolio construction considering the suggestion by board chairman.
2. Suggested schools for initiatory school experience
3. Fixed dates for

List of Members present

1. MS Sheena Bhaskar - IQAC coordinator *Sheena*
2. Joseph M.K *Joseph*
3. Suresh Kumar P.K *Suresh*
4. MS Lisa John *Lisa*
5. MS Laxmi John *Laxmi*
6. MS Rekha A Nair *Rekha*
7. MS Raji ES *Raji*



B. SA Kissett Lia: K.D

9. Fr Binoy Kozhipatt - Executive Director.

*Binoy Kozhipatt*

*Binoy Kozhipatt*

Signature of chairperson - principal

Fr. Rapai PC.

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Jesus Training College, Mala





Actions taken

1. Made Recommended changes in portfolio constructions and will implement from next year onwards.
2. Election of junior batch conducted on March 2<sup>nd</sup> week.
3. Alumni meeting cancelled due to pandemic
4. college day cancelled due to pandemic
5. community living camp date extended
6. Magazine release extended
7. participated in intercollegiate arts feast in 'Navajyothi' training college, Olanikkara and got prizes.



2020-21/4

11/12/2020

The IQAC meeting on 11/12/20 discussed the following agenda. Newly appointed principal and staff members were present.

### Agenda

1. Welcoming of new principal and staff.
2. Renovations in infrastructure.
3. Practice of online assembly and attendance.
4. Teacher in-charges for different committees.
5. Conducting monthly tests and model exams.

### Recommendations

1. New principal Fr. Sunny and newly appointed staff members shared their suggestions about work arrangement in pandemic period.
2. Teachers given suggestions regarding online assembly and attendance.
3. Tentative dates fixed for monthly tests and model exams.
4. Insisted about offline PTA meeting.
5. Recommended suggestions regarding renovations needed.

### List of members present

1. Ms. Sheena Bhaskar - IQAC coordinator.



2. Joseph M.E *Jr*
3. Suresh Kumar P.K. *Suresh*
4. Ms. Lisa John *Lisa*
5. Ms. Tarin John *Tarin*
6. Fr. Rapai P.C. *Rapai*
7. Ms. Rekha A Nair. *Rekha*
8. Ms. Nicy P.G. *Nicy*
9. Ms. Sisna A.S. *Sisna*
10. Ms. Renia Kuruvilla *Renia*
11. Dr. Jasna P. Varijan *Jasna*
12. Sr. Lisset Luv. K.D
13. Fr. Binoy Kozhipatt - Ex. Director. *Binoy*

Sebastian. P.L

Signature of chairperson — Principal

Fr. Sunny

(Fr. Dr. Sebastian P.L.)



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Actions Taken

1. Effectively continued online assembly practices and attendance. Every day morning assembly conducted between 8:15 to 8:30. Consolidated attendance sheet send to college mail.
2. List of teacher in-charges published and included in college calendar.
3. PTA meeting conducted.

Recommendations

1. New principal for primary and secondary appointed staff members should be suggested about work arrangement in primary's period.
2. Teachers give suggestions regarding online assembly and attendance.
3. Tentative date fixed for monthly tests and model exams.
4. Requested about PTA meeting.
5. Recommended suggestions regarding various activities.

List of members present

1. Mrs. Shreya Bhaskar - IAC



2020-21/5

01/02/2021

The IQAC meeting on 01/02/2021 discussed the following agenda.

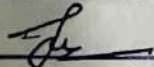
### Agenda

1. Evaluation on peer training programme.
2. Print magazine instead of digital magazine.
3. Cancellation of study tour.
4. Campus cleaning programme.
5. Preparation of academic calendar for next academic year.
6. Alumni and Women's day celebration.

### Recommendations

1. Suggestions for improving peer training programme were discussed.
2. Staff suggested publishing print magazine instead of digital magazine.
3. Orientation on 'effective answering of university exam questions' were prioritized.
4. Tentative dates for alumni and women's day fixed.
5. Inputs for the preparation of academic calendar discussed in the meeting.

### List of members present

1. Ms. Sheena Bhaskar - IQAC coordinator
2. Joseph M.E. 



3. Suresh Kumar P.K. ~~RA~~
4. Ms. Lisa John ~~RA~~
5. Ms. Iarin John ~~RA~~
6. Fr. Rapai P.C. ~~RA~~
7. Ms. Rekha A Nair ~~RA~~
8. Ms. Nicy P.G. ~~RA~~
9. Ms. Sisna A.S. ~~RA~~
10. Ms. Renia Kutuvilla ~~RA~~
11. Dr. Jasna P. Varijan ~~RA~~
12. Sr. Lisset. Licy. K.D
13. Fr. Binoy Kozhipatt - Ex. Director. ~~RA~~

Sebastian . P.L

Signature of chairperson — Principal

Fr. Dr. Sebastian P.L.  
Jesus Training College, Mala





Actions Taken

- 1. Printed magazine published.
- 2. Principal assigned Dr. Jasna and Ms. Lisa as in-charges for academic calendar. Published academic calendar in proper time.
- 3. Usual Summer Vacations cut shoked for providing more student support.



Dr. Dr. Z. PRINCIPAL P.I.  
 Jesus Training College, Malda

Signature of Chairperson - Principal

Signature of P.I.



2020-21/6  
29/04/2021

The IQAC meeting on 29/04/2021 discussed the following.

### Agenda

1. Evaluation of action plans taken.
2. Beginning of online classes.
3. Reopening of new academic year.
4. Preparation of student's performance chart.
5. Rotation of responsibilities.
6. Counseling cell & Covid-19 help groups.
7. Environment day celebration.

### Recommendations

1. Strict adherence to academic calendar for effective implementation of activities.
2. Beginning of new academic year should be from May 3<sup>rd</sup> onwards.
3. Ms. Renia appointed as assembly in-charge.
4. An essay competition will be conducted as part of environment day celebration.
5. A counseling cell will function under the guidance of Fr. Rapai P.C.
6. Briefly discussed about the action plans fixed and discussed about the changes to be implemented.
7. Ms. Sheena Bhaskar appointed for preparing a model for student performance chart.



List of members present

1. Ms. Sheena Bhaskar - IQAC Coordinator ~~Sheena~~
2. Joseph M.E. ~~Joseph~~
3. Suresh Kumar P.K. ~~Suresh~~
4. Ms. Lisa John ~~Lisa~~
5. Ms. Iarin John ~~Iarin~~
6. Fr. Rapai. P.C. ~~Rapai~~
7. Ms. Rekha A Nair ~~Rekha~~
8. Ms. Nicy P.G. ~~Nicy~~
9. Ms. Sisna A.S. ~~Sisna~~
10. Ms. Renia Kuruville ~~Renia~~
11. Dr. Jasna P. Varijan. ~~Jasna~~
12. Fr. Binoy Kozhipatt - Ex. Director. ~~Binoy~~
13. Sr. Lisset Licy. K.D

Sebastian. P.L

Signature of chairperson - Principal

Fr. Dr. Sebastian P.L.  
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## Actions Taken

1. Counseling cell started functioning under Fr. Rapai P.C. and panel member also included as part of the cell. Mr. Suresh Kumar, Ms. Sisna and Dr. Jasma were the panel members.
2. Essay competition conducted as part of environment day celebration.
3. Online classes started according to university instructions.
4. Principal supervised and given time to time instructions regarding the matter.





2021-22/1

25/06/2021

The IQAC meeting on 25/06/2021 discussed the following agenda.

### Agenda

1. Renovations in infrastructure.
2. Submitting attendance report besides online attendance.
3. Availability of teachers during working hours in phone.
4. Share the google class link with principal
5. Study holidays
6. Organising day celebrations & webinars.
7. PTA meeting.
8. Teaching practice arrangements.
9. Teacher's day celebration.
10. Participation in OBE workshop

### Recommendations

1. Meeting suggested install smart T.Vs in classrooms.
2. Principal insisted to submit attendance report on monthly basis. and suggested that teachers should be available for students during working hours.
3. During the meeting it is recommended that google class link must be shared in whatsapp group.
4. Tentative dates for study holiday suggested in the meeting.
5. Online day celebrations & webinars was



- the another suggestion in the meeting.
6. Faculty shared ideas regarding effective conduct of practice teaching.
  7. Possibility of conducting PTA meeting also discussed.
  8. Planning for teacher's day celebration was another area of discussion.
  9. Ms. Sheena was assigned to attend OBE workshop

List of members present

1. Fr. Binoy Kozhipatt - Ex. Director *Binoy*
2. Ms. Sheena Bhaskar - IQAC Coordinator *Sheena*
3. Suresh Kumar P.K. *Suresh*
4. Ms. Lisa John *Lisa*
5. Ms. Iarin John *Iarin*
6. Fr. Rapai P.C. *Rapai*
7. Ms. Rekha A Nair *Rekha*
8. Ms. Nicu P.G *Nicu*
9. Ms. Sisna A.S *Sisna*
10. Ms. Renia Kuruvilla *Renia*
11. Dr. Jasna P. Varijan *Jasna*
12. Sr. Lisset *Lisset*

Sebastian P.L

Signature of chairperson - Principal  
Fr. Dr. Sebastian P.L.



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### Actions Taken

1. Smart T.V installed in all classrooms.
2. Teachers submitted monthly attendance report.
3. Teachers were available during working hours for students.
4. Shared google class links with principal in whatsapp groups.
5. PTA meeting conducted
6. Teacher's day celebrated through online mode.
7. Ms. Sheena attended OBE workshop.

1. Mr. Rishabh Kishore - Ex Director

2. Ms. Sheena Bhaskar - JDAE Coordinator

3. Suresh Kumar PK

4. Ms. Lisa John

5. Ms. Jarvis John

6. Mr. Rajat P.C.

7. Ms. Rakha A Nair

8. Ms. Nigga P.C.

9. Ms. Sheena A.S.

10. Ms. Ravia Kunnilla

11. Dr. Janna P. Vargiam

12. Dr. Lijeth



2021-2022/E

18.12.2021.

The IQAC meeting on 18/12/2021 discussed the following agenda

### Agenda

1. Teacher enrichment program
2. Monitoring system.
3. Dates of community living camp, field trip, annual day, alumni magazine, arts day
4. Optional wise and club wise online webinars.
5. Preparation of academic calendar.

### Recommendations

1. Teachers' participations in more enrichment programmes suggested by the meeting.
2. Meeting decided to start monitoring system for students.
3. Tentative dates for community living camp, field trip, annual day, alumni magazine & arts day were discussed and suggested.
4. Faculty shared ideas regarding optional wise and club wise online webinars.
5. Preparation of academic calendar also discussed in the meeting.

### Members Present

1. Fr. Binoy Kozhipatt - Ex. Director. *Binoy Kozhipatt*



- 2. Ms. Sheena Bhaskar - IQAC Coordinator
- 3. Suresh Kumar P.K.
- 4. Ms. Lisa John
- 5. Ms. Tarin John
- 6. Fr. Rapai P.C.
- 7. Ms. Rekha A Nair.
- 8. Ms. Sisna A.S.
- 9. Ms. Renia Kuruvilla
- 10. Dr. Jasna P. Varijan
- 11. Sr. Lisset Lily, K.I.D

Sebastian P.L

Signature of chairperson - Principal  
Fr. Dr. Sebastian P.L.

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### Actions Taken

1. Teachers participated in more online webinars.
2. Monitoring system implemented for students.
3. Community living camp, field trip, annual day, alumni magazine, arts day, were conducted as per the schedule.
4. Optional wise and club wise online webinars conducted as per schedule.
5. Academic calendar prepared and distributed among students.





2021-2022/9  
29.04.2022  
The IQAC meeting on 29/04/2022 discussed the following agenda

### Agenda

1. Preparation of academic calendar align with university calendar.
2. Evaluation of academic year programmes conducted during 2021-2022.
3. Conducting arts day and sports day.
4. Study tour.

### Recommendations

1. Faculty shared ideas regarding academic calendar preparation considering the dates allotted in university calendar.
2. Collected feedback from members about the whole academic year programmes.
3. Tentative dates for arts day and sports day fixed after discussion.
4. Date of study tour was also a point of discussion.

### List of Members Present

1. Fr. Binoy Kozhipatt - Ex. Director ~~Present~~
2. Ms. Sheena Bhaskar - IQAC Coordinator ~~Present~~
3. Suresh Kumar P.K. ~~Present~~



4. Ms. Lisa John ~~John~~

5. Ms. Tarin John ~~John~~

6. Fr. Rapai P.C. ~~P.C.~~

7. Ms. Rekha A. Nair ~~Nair~~

8. Ms. Sisna A.S. ~~Sisna~~

9. Ms. Renia Kuruvilla ~~Renia~~

10. Dr. Jasna P. Varian ~~Varian~~

11. Sr. Lisset. Lisset . K.D

Sebastian . P.L

Signature of chairperson — Principal

Fr. Dr. Sebastian P.L.



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## Actions Taken

1. Academic calendar prepared.
2. Arts day and sports day conducted as per schedule.
3. Study tour conducted.
4. Renovations in infrastructure completed.



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Jesus Training College, Madurai



2022-23/10  
14.06.22

The late meeting, held on 14.06.22 discussed about the creative and academic changes needed in the institution. The meeting discussed the following agenda.

### Agenda

1. Renovations & extensions needed in the existing infrastructure facilities.
2. CRC meeting date
3. Farewell for 4<sup>th</sup> semester students.
4. Dress code for students
5. Allotment of schools for practice teaching and initiating school experience.
6. List of Teachers in charges for various committees and duties.
5. Registration for Ph.D and participation in Seminars and FDPs. & 3-day Orientation program

### Recommendations

1. Water purifying system for staff and students was recognized as a prime concern by the faculty.
2. Extension and tiling of backyard of the college was also an urgent need recognized in the meeting.
3. CRC meeting will be conducted on 21.06.2022.
4. Ms. Renuka and Ms. Signa were appointed as the staff in charge for the farewell for senior students and different optional students were assigned duties of various committees.
5. List of Teachers in charges and duties were



discussed and assigned.

c. Meeting also discussed about insisting a decent dress code for students, decided about uniforms for them.

d. Considering the feedback from previous years list of schools prepared for teaching practice and initiatory teaching experience.

e. Faculty registration for Ph.D and participation in seminars encouraged.

f. Experts for orientation classes were finalised.

#### Members present.

1. Ms. Shama Bhaskar, IQAC co-coordinator

2. Rev. Fr. Binny Kozhupatt, Ex. Director

3. Sureshkumar. P.K

4. Fr. Rajaraj. P.C

5. Ms. Iasin John

6. Ms. Lisa John

7. Ms. Preksha A Nar

8. Ms. Renu

9. Ms. Sisna

10. Ms. Tasna

11. Ms. Chithra

12. Ms. Sumi

13. Sr. Lisset

14. Ma. Sabu

~~Shama~~  
~~Binny~~

~~Rajaraj~~

~~Lisa~~

~~Preksha~~

~~Renu~~

~~Sisna~~

~~Chithra~~

~~Sumi~~

~~Licy. K.D~~

~~Sabu~~

DMG



Principal, Dr. M. A. Remadevi  
PRINCIPAL  
Jesus Training College, Mata



## Actions Taken

1. Water Purifier installed for staff and students separately.
2. Back side tiling completed.
3. C.R.C meeting conducted on the selected date.
4. Dates for wearing uniform saree and color dresses informed and followed the pattern throughout the ac. year.
5. Teaching practice conducted as per the decision in selected schools.
6. Ms. Shreya Bhaskar Registered for Part-time Ph.D program under Calicut University, Under the guidance of Ms. Happy. P.V, Principal in charge. IASE, Thrissur.
7. Ms. Janya participated in various seminars and chaired in Seminar presentations in other institutions.
8. Orientation programs conducted successfully.
9. College calendar prepared for new ac. year.



2022-23/11

14.09.2022

The IQAC meeting conducted on 14.09.2022 evaluated the decisions taken in previous meeting and discussed about the changes needed in the plan of action. The meeting discussed the following agenda and gives creative recommendations.

### Agenda

1. Exact dates for orientation program.
2. Instructions regarding teaching practice.
3. Schedule for practice teaching observation by principal & concerned teachers.
4. First semester classes.
5. ISO certification training.
6. Staff tour.
7. Field trip for students.

### Recommendations

1. ~~on~~ Decided to conduct orientation program for students only after the completion of admission process.
2. Clear guidelines were recommended by teachers to implement during practice teaching sessions.
3. As per guidelines of university, 5 observations will done, by properly informing the principal, teachers will submit their schedule for prior to the observation.
4. First semester classes will begin with proper orientation programs and as per college calendar.



5. Mr. George Varghese was suggested as the consultant and Expert for the ISO orientation program.
6. Staff tour will be on 19.11.2022
7. One day <sup>field trip</sup> for students will be on 30.11.22

### Members present

1. Rev. Fr. Binoy Kozhupatt, Ex-Director
2. Ms. Sheena Bhasan, ~~new~~ coordinator
3. Sureshkumar. P.K.
4. Fr. Raphael P.C.
5. Ms. Lavin John
6. Ms. Lisa John
7. Ms. Rekha A. Nair
8. Ms. Renia
9. Ms. Sina
10. Mr. Jasna
11. Ms. Chithira
12. Ms. Sumi
13. Sr. Lena

*George Varghese*  
*Sheena Bhasan*

*John*  
*John*

*John*

*John*

*Renia*

*Sina*

*Jasna*

*Chithira*

*Sumi*

*Dr. Leena*

*Binoy*



Principal, Dr. M. G. Premadas  
PRINCIPAL  
Jesus Training College, Mala



Actions Taken

1. Orientation program for 1st semester students conducted
2. Practice teaching guidelines implemented effectively and collected feedback after the program.
3. Teachers submitted their student observation dates (during Teaching practice) to the principal.
4. ISO formats were distributed among teaching and non-teaching staff and started submitting their docs in the prescribed format, forwarded to jrcmla150@gmail.com.
5. Staff tour conducted.
6. Field trip conducted.

Principal



Principal  
 PRINCIPAL  
 Jesus Training College, Malappuram



2022-23/12

30.01.23

The IQAC meeting conducted on 30.01.23 collected feedback on the previous meeting and discussed the following agenda.

### Agenda

1. Practical board examination.
2. Tentative dates for Arts, Bus, Sports day, study tour, PTA meeting, Union Election, Annual day and Alumni day celebration.
3. Community living camp.
4. Feedback on ISO training.
5. Financial aid for needy students.
6. NAAC accreditation & FDP program.

### Recommendations

1. Considering the feedback of previous years, guidelines suggested by teachers for effective conduct of practical board examination.
2. Dates for conducting different programs were fixed -

Sports day - 13<sup>th</sup> Feb

Arts day - 23, 24, Feb

Study tour -

PTA meeting - 24<sup>th</sup> March.

Union Election - 7<sup>th</sup> March.

Annual day - 30<sup>th</sup> March.

Alumni day -

Community living camp -

3. Doubts regarding ISO certificate process and SOPs were raised and discussed in the meeting and started preparing docs as per the guidelines given.



4. Alumni day celebrations was a topic of discussion and suggested to collect phone numbers of chairpersons of JTC and planned to invite them for the Alumni meeting.
5. Optimal teachers recommended student's name those who need financial assistance.

### Members present

1. Rev. Fr. Binny Kozhupatt, Ex. Director
2. Ms. Sheena Bhaskar, ~~new~~ coordinator
3. Suresh Kumar P.K.
4. Fr. Rajaraj P.C.
5. Ms. Jasin D'Souza
6. Ms. Lisa John
7. Ms. Rekha A. Nair
8. Ms. Renia
9. Ms. Sina
10. Ms. Jasma
11. Ms. Chithra
12. Ms. Sumi
13. Sr. Lena

~~Binny~~  
~~Sheena~~

~~John~~  
~~Karla~~

~~Renia~~  
~~Sina~~  
~~Chithra~~

~~Sumi~~  
~~Sr. Lena~~

DMG



Principal, Dr. M. A. Premadevi  
PRINCIPAL  
Jesus Training College, Mala

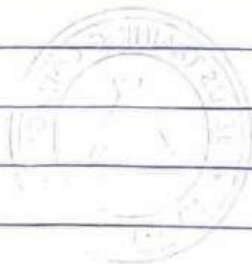


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1. Practical board examination was under the chairman of Mr. Suresh Anand N.S.S. Training College, Ottapalam and was feedback given by the board was encouraging.
2. Arts, Sports, Alumni, PTA, study tour etc was done as per the plan effectively and evaluations were done, as feedback were collected for next years planning.
3. ISO documentation was progressing.
4. Phone numbers of last 27 years chairpersons collected effectively and formed a separate whatsapp group & including them.
5. Financial assistance given to selected students.
6. NAAC accreditation process was on progress throughout the ac. year.
7. College magazine released on college day.
8. Given sendoff to Ms. Sumi T.K, Ms. Rishi K and Sr. Lisseth.

Principal

PRINCIPAL





2022-23/13.

31.03.2023

The IQAC meeting conducted on 31.03.2023 evaluated the programs conducted during the whole ac. year and collected feedback about the progress towards NAAC accreditation process. The meeting agenda was as follows.

### Agenda

1. Evaluation of Academic year programs.
2. Faculty development programs.
3. Community living camp.
4. Study tour program of students.
5. ISO related works.
6. Report on College day celebrations.

### Recommendations

1. Meeting discussed in details and suggested creative inputs on academic performances.
2. A capacity enhancement for teachers planned before the starting of next ac. year.
3. Community living camp is fixed for 1st of May to 1st June 2023.
4. Meeting tentatively suggested to go for ISO certification process by the end of 2023.
5. Meeting given recommendation for collecting the amount for study along with the admission procedure.
6. Ms. Premia, who was incharge for college day celebrations briefly explain presented a report on College Day.
8. Meeting appreciated the efforts of retiring staff of Ms. Sunni.



Members Present

1. Rev. Fr. Binay Kogilpatt, Ex Director. ~~Binay Kogilpatt~~
2. Ms. Sheena Bhaskar, ~~new~~ coordinator. ~~Sheena~~
3. Sureshkumar. P. K.
4. Fr. Prapa. P.C.
5. Ms. Iain John. ~~Iain John~~
6. Ms. Lisa John. ~~Lisa John~~
7. Ms. Rieha. A. Nair. ~~Rieha~~
8. Ms. Renia. ~~Renia~~
9. Ms. Sina. ~~Sina~~
10. Mrs. Jasna. ~~Jasna~~
11. Ms. Chithra. ~~Chithra~~
12. Sr. Leena. ~~Sr. Leena~~

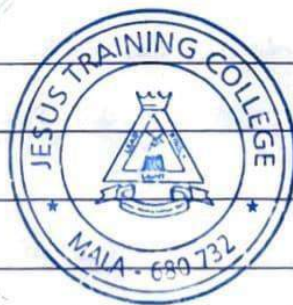
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Signature of Principal

Dr. M. G. Remaclew

PRINCIPAL

Jesus Training College, Mala





## Actions Taken

1. Capacity enhancement program conducted for faculty, May 2024.
2. Community living camp conducted as the stipulated date.
3. Document preparations and submissions were done as per plan.
4. Fee for study tour collected along with the tuition fee w.e.f. from next ac. year.
5. Meeting evaluated the whole years work in the meeting.

~~to M/S~~

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2023-24/14

06.06.2023

The IQAC meeting conducted on 06.06.2023 discussed about the future plans and quality initiatives to be implemented during the academic year 2023-24. The meeting agenda was as follows.

### Agenda

1. Renovations needed during the academic year.
2. Participation in FDPs.
3. Conducting a national seminar.
4. Preparation of academic calendar.
5. Duty in charges of various committees & duties.
6. C.R.C meeting
7. Celebrations and day celebration dates.
8. Orientation program for new batch of students.
9. ISO certification
10. Mentor-Mentee system.

### Recommendations

1. Faculty suggested renovations in infrastructure like ~~new~~ physical and Natural Science lab with shelves, Mess Hall with new seating arrangement, an extra gate for direct access to the mess hall and ground, sofas panel, smart boards, Generators, Honesty strae etc.
2. Meeting evaluated the capacity enhancement programs conducted and decided to conduct a FDP on 'academic writing'.
3. A national level seminar was another major topic of discussion, may be in December 2023.
4. Meeting discussed about the duties of Faculty



as part different committees and incharges.

5. CRIC meeting will be conducted on 16.12.2023.

6. Members tentatively suggested dates of immediate programs to be conducted in the college.

7. Insisted compulsory participation of faculty in the upcoming university paper valuation camp.

8. Decided to arrange a B.Ed program introduction and curriculum familiarization class to new batch of students and Ms. Sheena & Ms. Rishu were assigned the duty of that.

9. Newsletter 'Herald' should be published as per the schedule.

10. Meeting discussed the progress of ISO certification works and collected feedback and

11. Meeting also discussed about the dress code to be implemented for the new batch of students.

12. Creative suggestions presented by the members about strengthening the Mentor-Mentee system.

13. Meeting also discussed about convocation day celebration.

13. Meeting also discussed about registration of Alumni

Members present

1. Rev. Fr. Binay Koghappatt, Ex. Director. *Binay*

2. Sheena Bhaskara, IQAC coordinator. *Sheena*

3. Sureshkumar. P.K.

4. Fr. Rajai. P.C. *Rajai*

5. Ms. Lisa John. *Lisa*

6. Ms. Iasin John. *Iasin*

7. Ms. Rishu. A. Nair. *Rishu*

8. Ms. Renua. *Renua*



9. Ms. Sisna.

10. Ms. Jagna

11. Ms. Chithra.

12. Ms. Vibi

13. Sr. Leena

~~Sisna~~  
~~Jagna~~  
~~Chithra~~

Vibi

Sr. Leena

Smy



Principal, Dr. M. G. Premadasa

PRINCIPAL  
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1. Renovations suggested in the infrastructure completed during the academic year except smart board.
2. A FDP on academic writing conducted on
3. National level seminars postponed due to technical reasons.
4. Duty in charges list published.
5. CRC meeting conducted on 12.06.23.
6. Faculty attended university paper valuation camp.
7. B.Ed curriculum introduction program successfully implemented.
8. Newsletter published.
9. ISO certification process completed.
10. Mentor-Mentee system implemented.
11. Commemoration day celebrated on 08.09.23.



2023-2024/15

18.09.2023

The IQAC meeting conducted on 18.09.2023 discussed the following agenda and collected recommendations regarding the points of discussion.

### Agenda

1. Feedback on orientation classes, community living camp and convocation day.
2. Welcoming New Asso. Director, Dr. Vineesh Vattoly.
3. Participation in University paper valuation camp.
4. Duty arrangement during practice teaching.
5. Study tour for junior students.
6. Adequacy audit of ISO certification.
7. ITEP orientation class.

### Recommendations

1. Faculty expressed the feedback on orientation classes and mentioned the names of experts whose classes were got appreciation from the part of students.
2. Convocation day was also a grand success and congratulated the duty in charges.
3. Discussed about the community living camp and meeting suggested needed changes in the process.
4. Principal insisted to ensure the participation in the university paper valuation camp for second semester students.
5. Duty arrangement of optional teachers during practice teaching days finalised, and suggested to submit the schedule for class observation before going to school visit.



6. Study tour for new batch of students will conduct on November end.
6. Adequacy audit will be on December end.
7. Discussed about the urgent need of participation in ITEP orientation program.

Members present

1. Rev. Fr. Binay Koghikatt ~~Present~~
2. Sheena Bhaskar, IQAC coordinator ~~Present~~
3. Sureshkumar. P.K. ~~Present~~
4. Rajni P.C. ~~Present~~
5. Ms. Lisa John ~~Present~~
6. Jasin John ~~Present~~
7. Rekha A Nair ~~Present~~
8. Ms. Renia ~~Present~~
9. Ms. Sisma ~~Present~~
10. Ms. Jasma ~~Present~~
11. Ms. Chithra ~~Present~~
12. Ms. Vibi ~~Present~~



DMG  
Principal, Dr. M. G. Premadevi,  
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### Actions Taken

1. Fr. Vineesh Vattoly took charge as Associate Ex. Director and started active involvement as part of JTC family.
2. Faculty attended University paper valuation camp held at IASE, Thiruvananthapuram.
3. Duty arrangement pattern of optional teachers during practice teaching rescheduled due to ISO adequacy audit on 12th Dec. 2023.
4. Study tour conducted successfully.
5. Adequacy audit for ISO 9001:2015 certification conducted successfully for half man-day on 14th Dec. 2023 by Ms. Sugathan S Nair, Bureau Veritas, Kochi.
6. ITEP orientation classes attended by Ms Jasna and Ms. Renia.

Y.M.S.

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2023-2024/16

26.01.2024.

The IQAC meeting conducted on 26.01.2024 made special focus on the submission of IQRA and the SSR submission as part of the NAAC accreditation process. The meeting agenda was as follows.

### Agenda

1. Points to be taken immediate attention as part of the upcoming submission of SSR as part of NAAC
2. ISO Audit conducted on 18,19 Jan. 2024.
3. upcoming events in college before March 2024.
4. Annual day celebrations.
5. Practical board Examinations.
6. Feedbacks from stake holders.

### Recommendations

1. ~~Particip~~ Members expressed their ideas and concerns regarding the upcoming submission of SSR and related works. Meeting also discussed about the documents done and the needed changes in the actions completed.
2. Meeting shared the feedback on Certification audit conducted on 18<sup>th</sup> & 19<sup>th</sup> of January and congratulated Ms. Sheena, Ms. Janya & Ms. Renu, co-coordinators for the programs and expressed gratitude for Ms. George Varghese for helped and guided the faculty during ISO certification process.



3. Members of the meeting discussed about the upcoming events to be completed before the academic year closing and tentative dates were suggested.
4. Annual day will be conducted in the evening session against the practices in past years, also discussed about the guest list for the same.
5. Meeting also discussed about the practical board examination to be conducted in February first week.
6. Decided to collect feedback from its stakeholders for the ac. yr 2023-24.

#### Members present

1. Mr. P. Binny Kozhikutt, Ex. Director.
2. Sheena Pharkar, IQAC coordinator
3. Suresh Kumar. P. K.
4. Mr. Rajaraj. P. C.
5. Ms. Lisa John
6. Jasin John
7. Preksha. A. Nair
8. Ms. Renia
9. Ms. Sina
10. Dr. Pasna
11. Ms. Chithra
12. Ms. Vibi

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Principal, Dr. M. A. Prema devi  
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## Actions taken

1. NAAC related documentation process are going on as per guidelines, IQAC co-ordinating the process towards accreditation process.
2. ISO certification audit conducted successfully. Ms. Sugathan & Nais was the auditors, Audit was for 2 Man-days, JTC got ISO 9001:2015 certificate, received the same on the college day conducted on 25<sup>th</sup> March 2024.
3. All Events related to different activities completed as per the schedule.
4. Annual day conducted on March 25, with Mr. Timi Dams, Cine Artist as the chief guest.
5. Feedback collected about practical board Examination on Feb. 6<sup>th</sup>
6. Discussed stakeholder feedbacks analysis report 2023-24 and discussions on the actions taken were finalised. Action taken report based on Feedbacks were evaluated for its solution.



2023-2024/17

29.05.24, Last IQAC meeting of the academic year 2023-24 conducted a bit late than previous years, on 29th May 2024. The meeting evaluated and collected feedback, planned next academic year programs and discussed the following agenda,

### Agenda

1. Duty in charges for the academic year
2. IQA submission
3. Renovations needed in the infrastructure.
4. CRE meeting
5. change in working hours
6. New principal and change in staff pattern.
7. Participation in FDPs.
8. Various committees and duty in charges list.
9. Starting of NSS unit in college.
10. National seminar.

### Recommendations

1. Meeting discussed about duties to be shared during the academic year and various committee in charges and assigned duties.
2. Decided to submit IQA within one week.
3. Members present in the meeting suggested ~~change~~ renovations in infrastructure like smart print, lift facility, electric vehicles purchasing etc.
4. During the meeting Ex. Director welcomed Dr. Jaena P Vasijan as the new Principal of the



- College, announced the creation of an additional post in the staff members post of Vice Principal. Ms. Sheena Bhaskar assigned the duty of Vice Principal. Ex. Director also announced the new staff members, Mr. Paimen & Ms. Richma joined the staff list.
5. CRC meeting will be conducted as
  6. Mr. Meeting also recommended the change in working hours, instead of 3:30 staff members will remain in the college till 4:30 clock.
  7. Meeting discussed about the importance of participation in work FDPs as part of careers development.
  8. Various committees were framed and duty in charges list prepared.
  9. Members discussed and recommended of starting a NSS unit in college.
  10. Members insisted about conducting a national seminar within 2 months.

#### Members present

1. Rev. Fr. Binoy Isakhiyatt, Ex. Director. ~~Binoy Isakhiyatt~~
2. Sheena Bhaskar, IQAC coordinator. ~~Sheena~~
3. Sureshkumar, P.K. ~~Suresh~~
4. B. Rajai, P.C. ~~Rajai~~
5. Lisa John. ~~Lisa~~
6. Iain John. ~~Iain~~
7. Rekha. A. Nair. ~~Rekha~~
8. Renia Kusavilla. ~~Renia~~
9. Sina. ~~Sina~~
10. Vibi. ~~Vibi~~
11. Sr. Leena. ~~Sr. Leena~~



12. Fr. Vineesh Vatholy



Principal, Dr. Tasma P Vasijam  
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### Actions Taken

1. Detailed duty in charges list prepared and published in college calendar.
2. IIR submitted on June, 2024.
3. New Principal Dr. Tasma P. Vasijam, Vice Principal Ms. Sheena Bhaskar and newly selected staff members took charges.
4. C.R.C meeting conducted.
5. Staff members started to follow the changed pattern of working hours.
6. Starting of NSS Unit is in the process stage.
7. National Seminars will be conducted immediately.
8. Alumni association registration process is in the last stage.



Principal  
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