



**SUM COLLEGE OF TEACHER EDUCATION**

**Mamba, Kannur**

**MINUTES IQAC 2021-22**

25.3.2021.

Constitution of Internal Quality Assurance  
Committee in Sum College of Teacher Education.

Chair perso. Dr. C.V. Jayasree (Principal)  
Chy m

Co-ordinator of JQA.C. Mr. Krishna Kumar C.P  
member (Asst Prof. In. S.S.)

Members

Mr. George Joseph - (Asst Prof In Education)  
Mrs. Praseetha P - (Asst prof In N.S)

The members of JQA.C should meet quarterly  
and agenda, Action Plan and minutes are to be  
documented.

Chy m  
25.3.21.

Annex  
25/3/21

PRINCIPAL  
SUM COLLEGE OF TEACHER EDUCATION  
P.O MUZHAPPALA, MAMBA KANNUR DIST.  
KERALA, PIN-670 611



IQAC minutes 2020-21.

10.8.21.

Agenda and minutes of the meeting held by 10-8-21 in online mode. 9.30 AM. to 10.30 AM.

Agenda.

conduct of bridge course for upcoming B.ed students - and curriculum deupt plan for the academic year - to conduct value added course members present. (online).

- 1. Dr. C.V. Jayasree.
- 2. Mr. Krishna Kumar. C.P.
- 3. George Joseph
- 4. Praseetha. P.
- 5. Mr. Suresh. K.
- 6. Shincy Mathan. C.P.

Resolutions

Principal directed about the bridge course for upcoming B.ed student decided to state the vision, mission and values and deploys action plan for achieving the objectives and effective implementation of the curriculum.

The college institute reviews and uses feedbacks from students, ~~colleges~~, employers, the community academic peers and other stake holders in curriculum deupt plan.

Action ~~plan~~ taken report

constitute a committee consisting of IQAC coordinators and senior faculty member Mr Divakaran. P.E. for preparing modules for bridge course and curriculum deupt plan of action. IQAC coordinate documents 10/8/21



Agenda & minutes of the IOAC meeting held on 10-11-21 at Principals chamber.

### Agenda

Presentation and review of the bridge course and approval by the remaining staff members, Infrastructure Devpt- to meet the NAAC accreditation.

### Members Present-

Dr. C.V. Jayasree	<u>Prin</u>
Ma. Krishnakumar. E.P.	<u>10.11.21</u>
Divakaran. P.F.	
Ma. Sunesh. K.	<u>Prin</u>
" George Joseph.	<u>Prin</u>
Preaseetha. P.	<u>Prin</u>
Miss Shincy Mohan. C.P.	<u>Prin</u>
Mrs. <del>Prasanna</del> Prasanna M.	<u>Prin</u>
Abhimanyu. Arjun. C.N.	<u>Prin</u>
Ahmed Kuthy. C. (Manager)	<u>Prin</u>
Abdulla. E.P. (Secretary)	<u>Prin</u>

### Resolutions.

It is decided to conduct the bridge course by Krishnakumar E.P to meet the varied needs of students. And the documentation committee to document all the details in core group.

Manager and secretary informed the college staff members that a ramp and special toilets to be constructed to meet the Divyangana students. Criteria wise discussion actions taken of NAAC accreditation programs and decided to organise a faculty development program.

Action taken.

Dr. C.V. Jayasree, Principal and  
 conducted an orientation program on  
 the first day of the class started through  
 3.11.2021. Ma. Krishna Kumar, E.P outlined the  
 details of the B.ed program on 5.11.  
 2021.

Accordingly to meet the special needs  
 of divangam students special toilet, seating  
 arrangements and ramp works are started  
 and expected to be completed by the year  
 2023.

*(Signature)*

COA - conducted

*(Signature)*  
 11/11/21



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

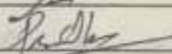

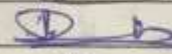


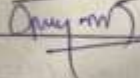


IQAC meeting will be held in the principle chamber at 9:30. All members are required to attend the meeting. - Meeting date: (10-12-2021)

### Agenda of the meeting

- 1) To discuss the previous IQAC meeting
- 2) Calendar for the academic year.
- 3) Conduct orientation programme.
- 4) Programme - Nurturing Heart - visit to Annalakshana and shantidapana Special school
- 5) Various skill development programme
- 6) For do Conduct value added event

### Members present

- 1) Konda Kumar EP 
- 2) Sunesh K. 
- 3) George Joseph 
- 4) Pravecha P 
- 5) Shiny Nohan C.P 
- 6) Divakaran PE 
- 7) Ahamedkutti C 
- 8) Abdulla IP 
9. Dr. C.V. Jayasree. 

### Resolutions

Meeting began at 9:30 a.m. at principle chamber. Mr. Konda Kumar EP welcomed the members. In the meeting the coordinator presented a detailed plan for Faculty development programme and orientation programme. - Discussion to being conducted for calendar for the new academic year. -

1. It is decided to give in charge of academics calendar preparation in charge by Mrs. George Joseph, Asst. prof. general Education
2. It is decided to conduct various faculty development programme for the coming academic year
3. It is decided to conduct various orientation programme for the coming academic year
4. Our usual programme like - Anmalabhavam list: (in charge: Mr. George Joseph - Shantirajapam - George Joseph) should be conducted during this academic year
5. Skill development programme - specially - Arts and drama and other programmes should be conducted on time.
6. Other usual programme like annual sports and all other daily activities must be conducted during the period
7. It is decided to conduct various value added courses

### Action taken report

1. A skill development programme through online mode was organised by LOAC - conducted by Mrs. Divakaran (CIC - class - it is an interactive session) on 9/10/2021
2. Basic application of Computer teaching - for staff - was conducted by LOAC - class taken by Mrs. Divakaran on 4/5/2021
3. An orientation programme for teaching and non-teaching was organised by LOAC - conducted by Dr. Arjunan on 1/6/2021 - it was a practical session.
4. During this Christmas - we, with the cooperation of LOAC - conducted our foreground programme "Anmalabhavam list" - it was a memorable event. Students provided - detagunt, soap and other items for the inmates of Anmalabhavam - on - 23/12/2021.

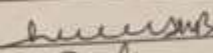
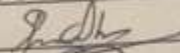
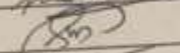

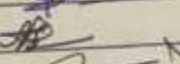
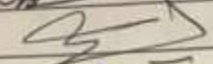
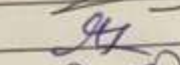







IQAC meeting will be held on January - 25/1/2022 - at Principal chamber at - 10:30 - All members are requested to attend the meeting.

### Participants Signature

1. Kroshe Kumar EP 
2. Prasad P 
3. Shiny Mohan C.P 
4. Divakaram P.E 
5. Ahammedkutti. C. 
6. Abdulla. Q.A 
7. George Joseph 
8. Dr. C.V. Jayasree 
- 9
- 10



### Agenda of the meeting

- 1) To discuss the details of previous IQAC meeting
- 2) For conduct various orientation programs
- 3) program - Nurturing Heart - visit to Shantivapeen Special School
- 4) For to conduct various skill development programs - (Art and Drama)
- 5) To assess the program of school adoption program
- 6) To conduct value added Center

### Resolutions

- meeting began at 10:30 - January (2022-1-25/1) - Mr. Kroshe Kumar EP, IQAC coordinator welcomed all the

members. Dr. C. V. Jayarama presided the meeting - Co-ordinator presented a detailed Report of the previous CAAC-meeting and its progress. Management members and teachers raised their issues and discussions during the meeting.

Mr. George Joseph spoke few ideas and the details of completed programs of the last days.

1. An office administration-orientation class should be organized during this period.
2. Office orientation programme should be organized during this period.
3. A national Education policy seminar - should be organized during this period.
4. Art and drama workshop - should be conducted during this period for skill development.
5. A NTAAC - criticism wise workshop should be conducted during this period.
6. Independence day celebration - and other social programs
7. A workshop (PDP) should be conducted during this period.
8. The school adoption programs are running in a successful way.
9. It is decided to conduct value added course.

### Action taken report

- 1) Office Administration Orientation class, - arranged and conducted - by Dr. C. V. Jayarama - on - 11/1/2022 - 05/2/2022 -
- 2) For nurturing Heart - visited Shanti deepam special school - child on - 29/6/2022 - This was a memorable day - Our students counselled them, and sang song dance with them - we our district students distributed necessary items they required -
3. NEP-2020 was discussed and checked by Dr. C. V. Jayarama. On - 1/3/2022 -



4

- 3) Our students are participated in Praveshandaa of Meloppala L.P.
- 4) Arts and drama workshop - was conducted on 11/3/2024 - By Byju Neduvallath - It was a memorable and motivational programme for learner developing inner potentialities of our children.
- 5) How to acquire language skills - a class was conducted by Shanmugam. nates - on - 11/4/2022 -
- 6) NARE orientation class was taken by Mrs. Divakara PE Sir and an FDP - was conducted by Dr. Shivalayan Sir - on 11/4/2022 - Subject - personality test and IQ calculations -
- 7) Our usual program like Annual Sports, Annual Food Celebration, Fest celebration, one day tour - Long tour -
- 8) A workshop was conducted on the topic of Inclusion education by Mrs. George Joseph Sir - on 5/4/2023. -
- 9) Muzhappala L.P school visited and clearing up front of the school.

IQAE - Coordinator  
 Mrs. Koshmalambal  
 \_\_\_\_\_

Meeting will be ended on  
 12:30 - noon  
 Presided by Dr. CV Jaypre



*Handwritten signature and date:*  
 25/11/22

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