

**Minutes of the OnlineStaff meeting held on 19/07/2021**

No. / 2021-22, dt.19/07/2021

**Agenda**

1. NAAC
2. Academic matters
- 3.Exam
- 4.Journal
- 5.Other matters

**Online Staff meeting was held on 19/07/2021 , Monday at 7.45 pm**

The faculties participated

Dr. Babu C.K, Principal  
Smt.Usha.M  
Dr. Syamala Devi MB  
Dr Abdul Rasheed Poozhithara  
Dr.Jayakrishna. K  
Dr. Santosh Areekuzhiyil  
Dr. Rajes John  
Sri. R.Suresh Kumar.  
Smt.Priya Kemal  
Sri.Jeemon Joseph  
Sri.Styne Joseph  
Dr. Pradeep Chandran.B .

**The decisions taken**

1. Council reviewed the assigned duties of submission of reports of NAAC as the last date for the submission of 4 years is on 31/8/21. Principal has directed



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to submit the respective reports before 31 st July 2021. Faculties suggested an extension because of the busy schedule in the submission of senior M.Ed batch dissertation.

2. Principal requeste the faculties to join the college on 26/7/21 Monday so as to complete the NAAC related assignments.
3. It is decided to conduct 2 or 3 Awareness class/ doubt clearing session on NAAC in this week so that the process of NAAC submission should be more clear.
4. The allotment of guides for the dissertation work of junior M.Ed batch and the date of internship program of them will be discussed in the next staff meeting.
5. Academic coordinators should take extreme care while uploading the internal marks to University from the concerned session so as to avoid the previously committed errors.
6. The internal marks should be submitted to the principal in well advance for standardisation, if required ,before publishing to students as the internship marks of B.Ed 2019 -21 has arised certain grievances in different optional subjects which has reported by optional teachers.
7. A standardisation committee is formed with Principal as convener, Smt. Usha . Dr.M.B.Syamala devi and the Co ordinators of B.Ed and M.Ed.
8. It is decided to arrange an online meeting on 20/07/21 and orient the senior M.Ed students as the extended deadline of the submission of the softcopy of dissertation ison 30/7/2021.
9. Decided to take steps for the publishing of pending issues of the Journals.



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# IQAC MINUTES (16-11-2021)

## Members Present

1. SMT. USHA M
2. DR.ABDUL RASHEED POOZHITHARA
3. SMT.PRIYA KEMAL
4. DR.SANTHOSH AREEKUZHIL
5. SMT.HICKY DEVDAS
6. SRI.JEEMON JOSEPH
7. SMT.PRIJI A
8. SMT.VIJITHA P V

### Agenda

- 1 B Ed Admission
2. Utilization of CDC & PD Fund
3. Maintenance of Electrical Equipments
4. Academic matters
5. National Webinar
- 6.. NAAC

### Minutes

The following decisions were taken on the Staff Council meeting held at the Principal's chamber on 16-11-2021

1. The Principal gave the order that teachers have to give prior information if they are taking leave, as we are having three classes simultaneously. Irregularity regarding attendance should be taken seriously. Attendance should be taken at the beginning of each class and it should be consolidated and put in the notice board at the end of every month. Internal marks should be based on attendance also. It was decided that the principal should meet the M Ed students. Teachers are asked to go to their concerned classes allotted to them at the right time. It was also decided to start the assembly at the earliest.
2. Admissions have been completed for 33 students in B Ed. Regarding the admission of the candidate from the Central University in the social science Department it was decided to have a Telephonic conversation with the University Authority and act according to the decision given by the University. After the Telephonic conversation it was decided to give admission to the above student on condition that he will provide the certificate within one week.
3. It was decided to utilize the available CDC Fund and PD Fund after considering the utmost needs given as priority from the faculties and office.
4. It was decided to split up the special fee into different heads for different academic purpose.
5. It was decided to repair the electrical equipments of both office and faculty cabins.
6. It was decided to organize a National Webinar in the month of January as per the convenience of Resource Persons.
7. It was decided to complete and upload AQAR by the end of December 2021.



*P. K. K.*  
**Principal**  
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# IQAC MINUTES (02-12-2021)

## Members Present

1. DR.SANTHOSH AREEKUZHIL
2. DR.ABDUL RASHEED POOZHITHARA
3. SMT.PRIYA KEMAL
4. SMT.HICKY DEVDAS
5. SRI.JEEMON JOSEPH
6. DR.NARAYANAN
7. SMT.PRIJI A
8. SMT.VIJITHA P V

## Agenda

1. Lecture series
2. National Webinar
3. Utilization of CDC Fund

## Minutes

The following decisions were taken on the Staff Council meeting held at the Principal's chamber on 02-12-2021

1. It was decided to organize a series of lectures in the coming months related to education by different association and clubs.
2. It was decided to organize a National Webinar in the month of January as per the convenience of Resource Persons.
3. It was decided to utilize the available CDC Fund and committees were formed under the following faculties for
  - a. Electronics Equipments Repairing : Dr. HemalathaThilakam, Assistant Professor in Physical Science (Rs. 90,000/-)
  - b. Campus Gardening : Ms. HickyDevadas, Assistant Professor in Hindi (Rs.14,450/-)
  - c. Furniture Repairing : Mr. Jeemon Joseph, Assistant Professor in Physical Education (Rs.14,000/-)
  - d. Ladies Hostel -Refrigerator: Ms. Priya Kemal. Assistant Professor in English (Rs. 26,000/-)



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# IQAC MINUTES (09-12-2021)

## Members Present

1. DR.ABDUL RASHEED POOZHITHARA
2. SMT.PRIYA KEMAL
3. DR.SANTHOSH AREEKUZHYYIL
4. DR. RAGES JOHN
5. SMT.HICKY DEVDAS
6. SRI.JEEMON JOSEPH
7. DR.HEMALATHA THILAKOM S
8. DR.NARAYANAN
9. SMT.PRIJI A
10. SMT.VIJITHA P V

## Agenda

1. Institutional development plan
2. Earn while you Learn
3. Utilization of CDC Fund
4. Digi Locker
5. Retreat
6. Community Living Camp

## Minutes

The following decisions were taken on the Staff Council meeting held at the Principal's chamber on 09-12-2021

1. It was decided to have different committees to submit proposals for Institutional Developmental Plan as per the requirements specified. The administrative and academic proposal will be done by Dr. Syamala Devi M. B. and Smt. Hicky Devdas. Beyond academics and alumni will be done by Dr. Rages John and students by Sri. Jeemon Joseph. Human resource development and teaching and non teaching matters will be presented by Smt. Usha M and Dr. Hemalatha Thilakom S. Hostel and Quarters proposal will be done by Smt. Priya Kemal.
2. It was decided to utilize the available CDC after forming the purchase committee. The faculties of the different committees are asked to give the specification for it.
3. It was decided to form the DigiLocker system and charges were given to Dr. Hemalatha Thilakom S and Smt. Hicky Devdas.
4. It was decided to have retreat for M Ed. and charges were given to Dr. Syamaladevi M B and Dr. Santhosh Areekuzhiyil for the same.
5. Smt. Hicky Devdas was given the charge for community living camp.



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