

SQAA IN COCHIN REFINERIES SCHOOL

School Quality Assessment and Accreditation (SQAA) process is an evaluation that not only measures the progress and achievement of the learners, but also the effectiveness of the institution in creating an innovative, relevant, socially conscious, eco oriented learning environment for all its staff and students.

The first meeting to discuss about the SQAA in Cochin Refineries School was conducted on 23rd November at CRS Ambalamugal. PTA President Mr Ajithkumar took the initiative and suggested to have a SQAA in CR school. While addressing the staff in his introduction he mentioned a school with such a good infrastructure, eminent teachers and bright students must be known to the public through this portal. He suggested that there must be separate body to function for SQAA. For that PTA President, Vice Principal, a coordinator, a member from the PTA and a team of teachers to be included. How to work, what all extra works to be done, and how to coordinate all these for the implementation of SQAA in the school were discussed in the meeting.

MINUTES OF THE SQAA HELD ON 10THDEC 2019 AT 2.30 PM

POINTS DISCUSSED

1. To have a display board of mission and vision.
2. Annual plan of each department.
3. Consolidation of the following
 - a) Recording of extra work done by the teacher apart from regular teaching hours in the prescribed format.
 - b) Records events and time for extra duties like remedial classes for weak students.
 - c) Time spent for teaching and training students for inter school competitions.
 - d) Filled in formats to be submitted to the HOD's on monthly basis.
 - e) PTA President informed about the class that to be conducted by Dr Gireesh Kumar Director of IQCA (chemistry) from Cochin University of Science and Technology.
 - f) Mrs Kumari Maya informed about the work initiated in developing vocabulary, anchoring and news reading amongst children.
 - g) Mr Vivek V and Mrs Anitha S to document photographs and reports.
 - h) Mr Sureshkumar suggested to keep records in subject wise.
 - i) PTA President suggested to have a special cupboard to store all documents related to SQAA.
 - j) Suggestion to observe classes of other teachers of the same department besides peer assessment amongst teachers and children.
 - k) Mrs Premlatha suggested school exchange programme for students and teachers to get new learning experiences.
 - l) Feedback forms to parents and students to asses work of teachers.
 - m) Monthly record of achievements in academics, sports and games and art to be maintained.

- n) Career guidance classes for std X and XI and competency and aptitude test for IXth and Xthstd students from outside agencies.

Meeting concluded at 3 35 pm

MEMBERS PRESENT

1. Mr Ajithkumar – PTA President
2. Mrs Mala B Menon – Principal
3. Mrs Anice George –SQAA Coordinator
4. Mrs Jayasree L
5. Mrs VilmaJaims
6. Mrs PremlathaShaji
7. Mr Suresh Kumar C
8. Mrs Rachel Thomas
9. Mrs Manju S
10. Mrs Kumari Maya
11. Mrs Jissmol K J
12. Mr Vivek V

Sd/-

PTA President

MINUTES OF THE SQAA MEETING HELD ON HELD ON 16TH JANUARY 2020 AT 2 30 pm

The meeting commenced at 2 30 pm. Minutes of the previous meeting was read out and passed.

Principal suggested to have a clear cut idea of writing the format for SQAA form. Mr Sureshkumar suggested to reframe the form in such a way to increase the space for activity done, and it was decided to rearrange the space in the prescribed format. Mrs Anice George suggested to change the heading 'time taken' to the "day' in the printed form. Principal opined we will get more clarification after having more number of meetings.

The following decisions were taken:

- a) Monthly wise reports to be handed over to Mrs Anice George.
- b) Photographs of all events to be given to Vivek as soft copies.
- c) Mr Sureshkumar suggested to sort out the photos according to the importance of events by dates.
- d) The duty list was given

Mrs Anice George suggested , it is better we stay back one day after school hours or on a non-instructional working dayto discuss in order to get a clear cut idea of how to proceed further.

Principal remarked by the end of March there will be more clarity in uploading the photos and reports .the meeting ended at 3 35 pm and decided to have next meeting on 13th February 2020. It is decided to include teachers Vivek V, Sunil S, and Nalini N into the SQAA committee. Members present on 16th January are

1. Mr Ajithkumar – PTA President
2. Mrs Mala B Menon - Principal
3. Mrs Anice George - SQAA Coordinator
4. Mrs Jayasree L
5. Mrs VilmaJaims
6. Mr SureshKumar C
7. Mrs Rachel Thomas
8. Mrs Kumari Maya R
9. Mrs S Manju
10. Mrs Jissmil K J
11. Mr Stanlyarun
12. Mr Vivek V

Sd/-

PTA President

MINITUES OF THE SQAA MEETING HELD ON 13TH FEBRUARY 2020 AT 1- 40PM

The meeting started at 1-40 pm, minutes of the previous meeting was read out and passed.

Mrs Anice George presented the format of a SQAA and explained the abbreviations of terms related to it. She read out the RTE and rules related to each heading and sub headings before the submission.

The points discussed after the presentation

- a) The quality assurance of teachers and students through a third party assessment.
- b) Setting parameters to measure the quality of education.
- c) To exhibit Mission and Vision of school near the entrance of the school.
- d) The objectives, guidelines and manuals must be mentioned in the preface of the report.

Mrs VilmaJaimsexplainedthe difficulty to do the peer assessment without a special format especially in class 6th to 8th. Mr Sunil opined to have another format for the school magazine than SQAA pattern. Principal suggested to include annual plan, and showed another format of SQAA done by a CBSE school. PTA President screened the SQAA site of Pazzhasi NSS collage to get an idea of the format and layout design. Mrs Anice George apprehend the change to mention in the annual plan the number of A to A1s or A to A+.she also remarked

that in Kendriya Vidyalaya's and Navodaya schools' there are different groups and clubs for problem solving in peer groups. Principal suggested the councillor to look into this matter.

Mr Ajithkumar suggested every child in the school should be a member in any one of the club to get a chance to exhibit their talents.

The meeting concluded by 3-30

Members present on the meeting

1. Mr Ajithkumar
2. Mrs Mala B Menon
3. Mrs Anice George
4. Mrs Jayasree L
5. Mrs Vilma Jaims
6. Mrs Premlatha Shaji
7. Mr Suresh kumar C
8. Mrs Rachel Thomas
9. Mrs Manju S
10. Mrs Kumari Maya
11. Mrs Nalini N
12. Mrs Jissmol K J
13. Mr Sunil S
14. Mr Stanley Arun
15. Mrs Kanchana Chandran
16. Mr Vivek V

Sd/-

PTA President

MINUTES OF SQAA MEETING CONDUCTED ON 13TH APRIL WITH ZOOM AT 5-00 PM

Mrs Anice George presented the outline format of SQAA and the members approved the same. PTA President suggested to have a student representative in the SQAA team and master Vimal Raj of XI A was included in the team. Mrs Vilma Jaims wholeheartedly accepted the duty to do the audio presentation of introduction. Mrs Premlatha volunteered to support music for the visuals from Google support. Mr Ajithkumar opined, it is better to arrange the content in month wise order. Mrs Premlatha suggested it is better not to use the affiliation link in SQAA to avoid duplication. The meeting concluded at 6-00 pm by wishing HAPPY VISHU to all.