

Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 04/06/2018 in the IQAC Room at 2.30 PM. Dr. Johnson V., IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Reconstitution of IQAC for 2018-19
2. Review of the decisions of previous IQAC meeting.
3. Quality Issues
4. Academic Calendar preparation
5. ICT training to Staff

Meeting started at 2.30 PM with prayer followed by the presidential speech. The major proceedings and decisions are:

1. The Internal Quality Assurance Cell (IQAC) is reconstituted with the following members with effect from 01/06/2018

A. Chairperson

1. Dr. Johnson V., Principal

B. Teaching Faculty Representatives

2. Dr. Bennichen Scaria, Assistant Professor, Malayalam (Vice principal)
3. Dr. Domini V. A, Associate Professor, Commerce
4. Sri. Saji K. Jose, Associate Professor, Chemistry
5. Sri. Sijo P George, Assistant Professor, Mathematics
6. Sr. Molly M.A, Assistant Professor, English
7. Dr. Jobi John, Assistant Professor, History
8. Sri Jins Mathew, Assistant Professor, Commerce
9. Sri. Anoop Joseph, Assistant Professor, Commerce
10. Smt. Deepa Thomas, Assistant Professor on Contract, Economics

C. Member from the Management

11. Dr. James Punnaplackal, Bursar

D. Senior Administrative Officers

12. Mr. George Thomas, Jr. Supdt.(i/c)

E. Nominees from Local Society, Students and Alumni

13. Mr. P. K Raju, President, Vathickudy Grama Panchayat
14. Mr.Sarin George K., II B.Sc Chemistry
15. Mr.Siby Joseph, HSST, St. Mary's H.S.S, Murickassery

F. Nominees from Employers/Industrialists/ Stakeholders

16. Dr. Gilson John, Former Principal, St. Joseph College, Moolamattom
17. Sr. Anice K. P, Former Principal, Pavanatma College, Murickassery
18. Mr. Tomy Joseph, PTA Vice President, Pavanatma College, Murickassery

G. Co-ordinator of IQAC

19. Dr. Saji Joseph, Associate Professor, Physics

2. The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.
3. It is observed that the programmes conducted on 01/06/2018 and 02/06/2018 relating to Academic Planning and Academic Calendar Preparation are effective to ensure quality of the institution.
4. It is decided to give directions to the faculty through whatsapp regarding the student discipline.
5. Meeting reviewed the follow up of workshop on academic calendar preparation and academic planning by IQAC.
6. It is decided to organise a faculty development seminar jointly by the FDC and IQAC. The topics being Role of College Teachers in Social Development and Quality in HEI. The tentative date of seminar 04/06/2018.
7. Meeting decided to give directions to the ICT committee to organise ICT training to teaching and non-teaching staff based on requirement.
8. Dr. Saji Joseph described the activities and achievements of IQAC for the past years to the members.

There being no further business, Dr. Johnson V. declared the meeting adjourned by unanimous consent.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Saji Joseph	Associate Professor of Physics (Co-ordinator)
2	Dr. Bennichen Scaria	Assistant Professor of Malayalam
3	Saji K. Jose	Associate Professor of Chemistry
4	Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. Domini VA	Associate Professor of Commerce
7	Jins Mathew	Assistant Professor of Commerce
8	Molly MA	Assistant Professor of English
9	Dr. James Punnaplackal	Management Representative
10	Anoop Joseph	Assistant Professor of Commerce
11	George Thomas	Senior Administrative officer
12	P. K Raju	President, Vathickudy Grama Panchayat
13	Sarin George K.	Student Representative
14	Siby Joseph	HSST, St. Mary's H.S.S, Murickassery
15	Dr. Gilson John	Former Principal, St. Joseph College, Moolamattom
16	Sr. Anice K. P	Former Principal, Pavanatma College, Murickassery
17	Tomy Joseph	PTA Vice President
18	Deepa Thomas	Assistant Professor on Contract, Economics
19	Dr. Johnson V.	Principal