

# Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 03/06/2019 in the IQAC Room at 1.30 PM. Dr. Johnson V., IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Quality Issues
3. Academic Calendar preparation
4. Plan of Action for different units
5. ICT training to Staff
6. Formation of Quality Monitoring Groups (QMGs)

Meeting started at 1.30 PM with prayer followed by the presidential speech. The major proceedings and decisions are:

1. 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.
2. It is decided to give directions to the faculty to take part in academic calendar preparation for 2019-20.
3. IQAC, after discussions with CPIC and allied bodies, suggested the formation of Outcome Based Education Cell and nominated Mr. Bobin George as OBE Coordinator.
4. Meeting decided to call for the plan of action of different units for the academic year 2019-20.
5. Meeting decided to give ICT training to teaching and non-teaching staff in collaboration with ICT committee.
6. For better documentation and to streamline the data access, Root Books are introduced to record all the activities and credentials of cells, activities, forums, clubs, and other units.
7. It is decided to collect data for AQAR for 2018-19 and Self Study Report for the period 2016-21. For better monitoring of efficient quality assurance strategy and to promote participative management seven Quality Monitoring Groups (QMG) are to be formed based on the number of criteria of SSR and AQAR. All QMGs must have a coordinator and members. The entire team is authorised and responsible for the collection of data belonging to the concerned criterion. The IQAC Coordinator is entrusted with the task of nominating members and coordinators for each QMG.

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	Deepa Thomas	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. James Punnaplackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Dr. Johnson V.	Principal