

# Minutes of the meeting of Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 29/05/2018 in the IQAC Room at 11.00 AM. Dr. Johnson V., IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Comprehensive plan for the reopening
3. Curriculum planning
4. Academic calender preparation
5. Faculty Training
6. Software Testing
7. Relevant Quality Issues

Meeting started at 11.00 AM 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 focus on ICT based Teaching-Learning during the reopening days to strengthen the knowledge of the students.
3. The meeting observed the need for a MIS software for the complete automation of academic as well as administrative activities.
4. It is decided to prepare the academic calender of the college at the earliest.
5. The first two days of the academic year 2018-19 be devoted for faculty training in academic areas, curricular planning and academic calender preparation. All the pending works relating to the previous academic year may be finished by these days.

There being no further discussions, 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	Dr. Johnson V.	Principal