

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 19.11.2018

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 19/11/2018 in the IQAC Room at 2.00 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. AQAR submission
3. Proposed MIS
4. Relevant Quality Issues

Meeting started at 2.00 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. Dr. Saji Joseph, IQAC coordinator has presented the progress of works done so far with regard to the preparation of AQAR for 2015-16, 2016-17, and 2017-18. The meeting has made remarkable positive comments on the progress. It is further decided to set deadline for AQAR uploading.
3. The meeting observed that the awareness seminars on graduate attributes were effective and informative.
4. It is decided to change the official e-mail id which has been given to NAAC. This duty to be given to the Committee headed by Mr. Bineesh Jose, Asst. Professor in Computer Science.
5. It is decided to set up a team for proof reading the AQAR before submission to NAAC. The team leader is Mr. Saji K. Jose, Asso. Professor in Chemistry.
6. It is decided to prepare beautiful cover pages for AQAR. Mr. Jijo K Mathew, Asst. Professor in Malayalam is entrusted with this task.
7. It is decided to call for required data for preparing AQAR as early as possible. IQAC has to prepare a list showing the pending data to be received from different corners of the institution.
8. The meeting observed that the curriculum plan has not been published in the website as decided in the one of the previous meeting. Necessary steps must be taken to correct the said issue.
9. It is decided to depute Mr. Amal Radhakrishnan, Asst. Professor in Commerce to help IQAC coordinator for summarizing various reports to prepare AQAR for 2016-17 and 2017-18.
10. It is decided to conduct an international workshop in post disaster management in collaboration with James Cook University, Australia and Highrange Development Society, Idukki (A social service organ of the Diocese of Idukki). For this purpose, every department has to select 10 students as participants.
11. On the basis of the recommendation by IQAC, it is decided to collect teacher feedback from students in December 2018 itself. Bursar, Dr. James Punnaplackal is entrusted with this task.
12. Dr. Saji Joseph, IQAC coordinator has presented the proposed management information system software to be implemented. He has deeply explained the software tabs to be involved in the software. The meeting has appreciated the efforts done by IQAC coordinator and made some positive corrections. The duty of software development has handed over to Mr. Sijo, a former faculty member in computer science.
13. A hands-on training in ICT enabled teaching needs to be conducted for the faculty at the earliest to cope with the issues regarding technology up-gradation.
14. Meeting assessed the progress of extension of histo-museum. Dr. Jobi John, HOD, History informed that the extension is complete. Meeting congratulated the department of History for the timely completion.

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	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	George Thomas	Senior Administrative officer
13	Dr. Johnson V.	Principal