

Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 19/10/2018 in the IQAC Room at 3.00 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. Publication of Form A and B of Internal marks
3. Submission of AQARs
4. Other Relevant Quality Issues

Meeting started at 3.00 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. The meeting appreciated the efforts made by the internal examination committee headed by Sri. Saji K Jose, regrading the effective conduct of internal examinations scheduled in September 2018.
3. It is decided to publish Form A of internal marks by the concerned teacher(s) in charge of the course(s) in the department notice boards and to send a copy of the same to the official e-mail id of internal examination committee.
4. The meeting decided to give emphasis to the timely submission of AQAR for the year 2017-18 by the end of December 2018.
5. Meeting suggested the introduction of more innovative teaching practices to cope with the curriculum implementation plan. The workshop on graduate attributes be continued as second phase.
6. A Faculty Enrichment Programme be organised in association with FDC and Mentoring Cell for the staff.
7. The tentative date of seminar on graduate attributes (phase II) is 25/10/2018.
8. As per the recommendation given in the NAAC peer team report of Cycle 3, the meeting decided to start a Competitive Examination Coaching Center in the campus for the benefit of students. Mr. Tijo Antony, Asst. Professor of Chemistry, was entrusted with the duty of coordinating the activities of Coaching centre.

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	Dr. Johnson V.	Principal