

# Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 10/09/2018 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. Internal Examinations for UG and PG
3. ICT enabled teaching - training to teachers
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. It is decided to conduct internal examinations for UG and PG programmes by the month of September itself. The internal examination committee headed by Sri. Saji K Jose is entrusted with the task.
3. The meeting decided to give advice to the ICT committee to conduct training to teachers in the area of ICT enabled class rooms and its opportunities.
4. The tentative date of seminar on graduate attributes is 12/09/2018.
5. Faculty members should produce due care and skill in teaching with the help of innovative ideas. The adoption of student centric classes to be recognised.
6. It is decided to organise a workshop on graduate attributes for the faculty.
7. Entrusted the Department of History to take appropriate measures for the extension of the Histo-museum.

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