

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 07/04/2018 in the IQAC Room at 10.00 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. Faculty Training
3. Participation of faculty members in CV Camp
4. Quality Issues

Meeting started at 10.00 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 conduct a hands-on training in ICT-Teaching-Learning during the reopening days.
3. It is decided to direct all the faculty members to join the respective CV camp for university paper valuation as per the directives issued by the MG University.

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

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 Punnalackal	Management Representative
10	Anoop Joseph	Assistant Professor of Commerce
11	Dr. Johnson V.	Principal

Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 04/06/2018 in the IQAC Room at 2.30 PM. Dr. Johnson V., IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Reconstitution of IQAC for 2018-19
2. Review of the decisions of previous IQAC meeting.
3. Quality Issues
4. Academic Calendar preparation
5. ICT training to Staff

Meeting started at 2.30 PM with prayer followed by the presidential speech. The major proceedings and decisions are:

1. The Internal Quality Assurance Cell (IQAC) is reconstituted with the following members with effect from 01/06/2018

A. Chairperson

1. Dr. Johnson V., Principal

B. Teaching Faculty Representatives

2. Dr. Bennichen Scaria, Assistant Professor, Malayalam (Vice principal)
3. Dr. Domini V. A, Associate Professor, Commerce
4. Sri. Saji K. Jose, Associate Professor, Chemistry
5. Sri. Sijo P George, Assistant Professor, Mathematics
6. Sr. Molly M.A, Assistant Professor, English
7. Dr. Jobi John, Assistant Professor, History
8. Sri Jins Mathew, Assistant Professor, Commerce
9. Sri. Anoop Joseph, Assistant Professor, Commerce
10. Smt. Deepa Thomas, Assistant Professor on Contract, Economics

C. Member from the Management

11. Dr. James Punnaplackal, Bursar

D. Senior Administrative Officers

12. Mr. George Thomas, Jr. Supdt.(i/c)

E. Nominees from Local Society, Students and Alumni

13. Mr. P. K Raju, President, Vathickudy Grama Panchayat
14. Mr.Sarin George K., II B.Sc Chemistry
15. Mr.Siby Joseph, HSST, St. Mary's H.S.S, Murickassery

F. Nominees from Employers/Industrialists/ Stakeholders

16. Dr. Gilson John, Former Principal, St. Joseph College, Moolamattom
17. Sr. Anice K. P, Former Principal, Pavanatma College, Murickassery
18. Mr. Tomy Joseph, PTA Vice President, Pavanatma College, Murickassery

G. Co-ordinator of IQAC

19. Dr. Saji Joseph, Associate Professor, Physics

2. 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.
3. It is observed that the programmes conducted on 01/06/2018 and 02/06/2018 relating to Academic Planning and Academic Calendar Preparation are effective to ensure quality of the institution.
4. It is decided to give directions to the faculty through whatsapp regarding the student discipline.
5. Meeting reviewed the follow up of workshop on academic calendar preparation and academic planning by IQAC.
6. It is decided to organise a faculty development seminar jointly by the FDC and IQAC. The topics being Role of College Teachers in Social Development and Quality in HEL. The tentative date of seminar 04/06/2018.
7. Meeting decided to give directions to the ICT committee to organise ICT training to teaching and non-teaching staff based on requirement.
8. Dr. Saji Joseph described the activities and achievements of IQAC for the past years to the members.

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	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	George Thomas	Senior Administrative officer
12	P. K Raju	President, Vathickudy Grama Panchayat
13	Sarin George K.	Student Representative
14	Siby Joseph	HSST, St. Mary's H.S.S, Murickassery
15	Dr. Gilson John	Former Principal, St. Joseph College, Moolamattom
16	Sr. Anice K. P	Former Principal, Pavanatma College, Murickassery
17	Tomy Joseph	PTA Vice President
18	Deepa Thomas	Assistant Professor on Contract, Economics
19	Dr. Johnson V.	Principal

Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 09/07/2018 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. Discipline and attendance
3. Workshop on PQM
4. Mentor training
5. Self appraisal of faculty
6. 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. Academic calendar of the College has been prepared.
2. It is observed that faculty development seminars organised jointly by the FDC and IQAC in 04/06/2018 were effective.
3. Faculty members should give good care in students discipline and attendance.
4. Self appraisal files of departments especially newly appointed staff, should be updated.
5. Hourly attendance should be taken strictly. Utmost care should be given in marking the same. Consolidated statement of the monthly attendance will be published.
6. A workshop on Pavanatma Quality Manual (PQM) needs to be conducted. Dr. Saji Joseph is entrusted with this task. It is further decided that student mentors' training to be organised immediately by the Mentoring Cell and IQAC.

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 Punnalackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	George Thomas	Senior Administrative officer
13	Dr. Johnson V.	Principal

Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 23/08/2018 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. Curriculum Implementation
3. Onam Celebration
4. Seminar on graduate attributes
5. 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 respected the departed souls of the victims of flood 2018.
2. 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.
3. Faculty members should give good care to the implementation of curriculum as per schedule.
4. It is observed that the workshops on Pavanatma Quality Manual (PQM) were effective to ensure the institutional quality.
5. In the context of recent flood and land sliding, onam celebration for 2018 is cancelled.
6. It is decided to encourage staff and students to contribute towards CMDF.
7. It is decided to conduct an awareness seminar series on Graduate Attributes for the faculty.

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 Punnackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Dr. Johnson V.	Principal

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

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, regarding 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

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

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 13.12.2018

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 13/12/2018 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. AQAR submission
3. Proposed MIS
4. 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. Dr. Saji Joseph, IQAC coordinator has presented the progress of works done so far with regard to the preparation and submission of AQAR for 2015-16, 2016-17, and 2017-18. The meeting has made remarkable positive comments on the progress.
3. Dr. Saji Joseph, IQAC coordinator has presented the progress of management information system software to be implemented. The meeting appreciated the efforts of IQAC in this regard.
4. A workshop on ICT enabled teaching be organised in December itself. Mr. Bineesh Jose is entrusted with this task. The tentative date of workshop is suggested as 14/12/2018.

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

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 29/01/2019 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. AQAR submission
3. Conduct of Internal examinations for UG and PG
4. 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. Dr. Saji Joseph, IQAC coordinator has announced the submission of AQAR for 2015-16, 2016-17, and 2017-18. The meeting has made remarkable appreciation.
3. Meeting appreciated the efforts made by ICT team for conducting the workshop on ICT enabled teaching and learning and Google Scholar.
4. It is decided to conduct internal examinations of even semester for UG and PG programmes by the month of February itself. The internal examination committee headed by Sri. Saji K Jose is entrusted with the task.
5. More ICT trainings and workshops be organised this year. As an initiative, seminar on google apps be organised in February 2019.

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

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 19/02/2019 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. College Day
3. Review of Internal examinations for UG and PG
4. Collection of feedback by CPIC
5. Thanksgiving day
6. 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. Meeting appreciated again the efforts made by the ICT team for conducting the workshop for faculty on Google Apps. It is concluded that the workshop was effective to gain new levels of thinking.
3. It is decided to conduct college day celebrations in the month of February itself. College union and staff advisor are entrusted with this task. All staff members shall be on duty on the celebration day for ensuring discipline and decorum.
4. Discussed the effectiveness of the ICT workshops conducted in January and February 2019.
5. Meeting reviewed the conduct of internal examinations of even semester for UG and PG programmes and appreciated the work done by internal examination committee.
6. It is emphasised that:
 - The departments shall prepare evaluative reports and email the same to IQAC.
 - The CPIC shall collect the feedback from faculty and departments on curriculum implementation.
 - The thanksgiving day shall be observed in March 2019.

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	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. Gilson John	Former Principal, St. Joseph College, Moolamattom
13	Sr. Anice K. P	Former Principal, Pavanatma College, Murickassery
14	Mr. George Thomas	Senior Administrative Officer
15	Dr. Johnson V.	Principal

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 29/03/2019 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. Review of College Day
3. Documentation
4. Academic audit
5. 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. Meeting reviewed the conduct of college day celebrations and observed that College union and staff advisor and staff members were performed remarkable duty for ensuring discipline and decorum.
3. IQAC chairperson, advised that the staff members in charge of various units have to keep detailed report of their activities with all supporting documents.
4. The meeting suggested the continuation of thanks-giving day of the college to be organised as part of staff meeting.
5. It is decided to conduct an academic audit by IQAC team for the year 2018-19. The details will be announced soon. Meeting expressed satisfaction regarding the administrative audit done by AG office in connection with the activities of the college.

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
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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

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 11/04/2019 in the IQAC Room at 10.00 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. Faculty Training
3. Software Testing
4. Quality Issues

Meeting started at 10.00 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 conduct a hands-on training in ICT-Teaching-Learning during the reopening days.
3. The meeting observed the progress of the MIS software. The various tabs of the proposed software are introduced and debriefed.

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	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

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 25/05/2019 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 technical knowledge of the students
3. The meeting observed the progress of the MIS software. The LMS software named 'PAAMS' (Pavanatma Academic and Administrative Management Software) would be functional for the academic year 2019-20 by July 2019.
4. It is decided to prepare the academic calender of the college at the earliest.
5. The first two days of the academic year 2019-20 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
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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