

Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 03/06/2019 in the IQAC Room at 1.30 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. Quality Issues
3. Academic Calendar preparation
4. Plan of Action for different units
5. ICT training to Staff
6. Formation of Quality Monitoring Groups (QMGs)

Meeting started at 1.30 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 reconstitute the IQAC for the year 2019-20.
3. It is decided to give directions to the faculty to take part in academic calendar preparation for 2019-20.
4. IQAC, after discussions with CPIC and allied bodies, suggested the formation of Outcome Based Education Cell and nominated Mr. Bobin George as OBE Coordinator.
5. Meeting decided to call for the plan of action of different units for the academic year 2019-20.
6. Meeting decided to give ICT training to teaching and non-teaching staff in collaboration with ICT committee.
7. For better documentation and to streamline the data access, Root Books are introduced to record all the activities and credentials of cells, activities, forums, clubs, and other units.
8. It is decided to collect data for AQAR for 2018-19 and Self Study Report for the period 2016-21. For better monitoring of efficient quality assurance strategy and to promote participative management seven Quality Monitoring Groups (QMGs) are to be formed based on the number of criteria of SSR and AQAR. All QMGs must have a coordinator and members. The entire team is authorised and responsible for the collection of data belonging to the concerned criterion. The IQAC Coordinator is entrusted with the task of nominating members and coordinators for each QMG.

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

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 12/07/2019 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. Disciplinary Issues
3. Workshop on PAAMS
4. Mentor allocation and 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 for the year 2019-20.
2. It is observed that the initial functioning of newly formed OBE cell has been satisfactory.
3. Faculty members should give good care in keeping students discipline and attendance records.
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 in department notice board.
6. It is decided to organise a regional seminar in collaboration with Sub Treasury Office, Murickassery on digital signature and automation of administrative procedures in July 2019. It is further decided to invite DDOs and office staff of nearby institutions and offices to the event.
7. A workshop on PAAMS needs to be conducted. Dr. Saji Joseph is entrusted with this task.
8. It is further decided that mentor allocation for 2019-20 to be done immediately by the Mentoring Cell in consultation with IQAC.
9. As far as possible, all units of the college have to ensure the organising of seminars, workshops, trainings, etc. during the current academic year.
10. Dr. Johnson V., IQAC Chairperson and Principal, welcomed all members to the IQAC and requested their wholehearted co-operation for the well functioning of it.

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	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	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 02/08/2019 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. Curriculum Implementation
3. Faculty Training on ICT
4. Faculty training on mentoring
5. National Power Lifting Championship September 2019
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 expressed positive feedback for the conduct of regional seminar on 24/07/2019 and international seminar on 26/07/2019 under the initiative of IQAC. Mentoring Cell, etc.
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 decided to conduct an ICT workshop to the faculty in association with mentoring cell. Proposed date is 03/08/2019.
5. It is decided to organise seminars on student centric and innovative teaching methods in association with counselling cell and mentoring cell for the faculty as part of mentor training.
6. It is decided to encourage staff and students to contribute towards CMDRF.
7. It is decided to conduct an refresher seminar on Graduate Attributes for the faculty at the earliest.
8. Meeting examined the mentor-mentee allocation for the current academic year and decided to direct HODs to update those allocations in PAAMS.
9. It is decided to give all possible helps for the efficient and smooth conduct of National Power Lifting Championship September 2019. Meeting reviewed the functions performed by various sub-committees in this regard. It is suggested to use the whatsapp group of IQAC for the purpose of communicating instructions regarding the championship.

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	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	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 16/09/2019 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. Internal Examinations for UG and PG
3. Student centric classes
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 meeting advised the Principal to give directions and inspiration to the faculty members as part of regular faculty meeting in order to motivate them well.
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 direct faculty members to mentor the allotted students continuously and update those details in PAAMS.
7. The meeting entrusted the Department of History to take appropriate measures for the renovation of the Histo-museum.
8. The meeting welcomed the new member of the IQAC, Mr. Shajimon Scaria, Senior Administrative Officer who get promoted with effect from 01/09/2019.

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	Shajimon Scaria	Senior Administrative officer
13	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	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 10/10/2019 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. Publication of Form A and B of Internal marks
3. Submission of AQAR
4. Interface meetings with staff and QMGs
5. Other Relevant Quality Issues

Meeting started at 3.00 PM with prayer followed by the presidential speech. The 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 2019.
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 2018-19 by the end of December 2019.
5. Meeting suggested the introduction of more innovative teaching practices to cope with the curriculum implementation plan. The workshop on graduate attributes may be continued as second phase in this regard.
6. A Faculty Enrichment Programme to be organised in association with FDC and Mentoring Cell for the staff.
7. It is decided to convene interface meetings of IQAC and QMGs (Quality Monitoring Groups) on 14/10/2019 to discuss the progress of works of QMGs. Meeting further decided to request coordinators and members of QMGs to attend the interface meeting.
8. It is decided to convene a staff interface meeting with IQAC on 21/10/2019 to discuss the progress of AQAR 2018-19 submission progress as part of Faculty Meeting.
9. The meeting reviewed the works of all committees and other stakeholders with regard to the National Power Lifting Championship conducted in September 2019. IQAC appreciated the front-end and back-end efforts done by the staff members relating to the championship.

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	Shajimon Scaria	Senior Administrative officer
13	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	Amala Antony	II B.Com student
15	Dr. Johnson V.	Principal

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 15.11.2019

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 15/11/2019 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 2018-19. 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 interface meetings with the QMGs and with Staff were fruitful for the AQAR submission.
4. It is decided to conduct an international workshop on Environmental Protection and Ecological Sustainability in collaboration with James Cook University, Australia in December 6, 2019. It is decided to seek collaboration with departments, NSS, Nature club, mentoring cell, etc. for the conduct of international workshop.
5. On the basis of the recommendation by IQAC, it is decided to collect teacher feedback from students in December 2019 itself. Bursar, Dr. James Punnaplackal is entrusted with this task.
6. The meeting appreciated the efforts done by IQAC, FDC, mentoring cell, etc. for the state level seminars on 12/11/2019. The meeting further congratulated the staff members for their active participation in the seminars.
7. The meeting observed that the training on PAAMS by IQAC resource team on 12/11/2019 was informative and promising.
8. The IQAC meeting wholeheartedly congratulated the efforts done by ICT committee and Department of Computer Science for conducting a hands-on training on ICT enabled teaching in association with Santhisoft Technologies, Santhigiri College, Thodupuzha on 14/11/2019.

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	Shajimon Scaria	Senior Administrative officer
13	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Johnson V.	Principal

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 12.12.2019

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 12/12/2019 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. PAAMS
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. Meeting observed that the international workshop on Environmental Protection and Ecological Sustainability in collaboration with James Cook University, Australia in December 6, 2019 was fruitful. IQAC congratulated the personalities worked behind the workshop.
3. Dr. Saji Joseph, IQAC coordinator has presented the progress of works done so far with regard to the preparation of AQAR for 2018-19. He also expressed the gratitude towards the staff for helping the submission of previous years' AQARs.
4. Dr. Saji Joseph, IQAC coordinator has presented the progress of PAAMS and recent up-gradations. The meeting appreciated the efforts of IQAC in this regard.
5. A workshop on PAAMS to be organised in December itself. The tentative date of workshop is suggested as 31/12/2019.

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 Punnalackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Shajimon Scaria	Senior Administrative officer
13	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	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 23/01/2020 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. PAAMS training to working group
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. Meeting observed that the PAAMS training to the working group conducted on 09/01/2020 was effective.
3. Meeting appreciated the efforts made by ICT team for conducting the workshop for faculty on 31/12/2019.
4. IQAC congratulated the efforts done by FDC and mentoring cell as collaborators for the conduct of institutional seminar on mentoring on 17/01/2020.
5. 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.
6. Meeting decided to give recommendation to the staff council to give directions to the staff members regarding the timely completion of their assigned duties and reporting of the same.

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	Shajimon Scaria	Senior Administrative officer
13	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	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 19/02/2020 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. It is required to collect data for the Self Study Report to be submitted in 2021. For this purpose, each Quality Monitoring Group (QMG) shall take initiative for gathering data required.
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 2020.
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 decided to give farewell to the IQAC member Dr. Domini VA, HOD-Commerce, in the month of March 2020.
7. 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 2020.

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 Punnalackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Dr. T M Joseph	Former Principal, Newman College, Thodupuzha
13	Sr. Anice K. P	Former Principal, Pavanatma College, Murickassery
14	Mr. Shajimon Scaria	Senior Administrative Officer
15	Fr. Jimmy George	Assistant Professor of Vocational Studies
16	Amala Antony	Student Representative
17	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 19/03/2020 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. Documentation
4. Pending duties of staff
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 decided to cancel college day celebrations in the context of lock down due to COVID-19.
3. Meeting expressed satisfaction in the conduct of farewell party of Dr. Domini VA on 09/03/2020.
4. IQAC chairperson, advised that the staff members in charge of various units have to keep detailed report of their activities with all supporting documents.
5. The meeting suggested that the thanks-giving day of the college to be organised as part of staff meeting.
6. The meeting decided to give guidelines to the staff members in pursuit of concerned Government Order to present themselves in the college and perform their pending and necessary duties during the lock down days by keeping social distancing and by wearing face cover.
7. Meeting expressed satisfaction regarding the organising of training on advanced features of PAAMS by ICT committee on 02/03/2020 and of regional seminar on faculty development by FDC on 07/03/2020. Both the programmes were fruitful.
8. The meeting expressed satisfaction on the conduct of one day regional seminar on Quality assurance in higher education institutions in the context of new NAAC accreditation process at 10 am on 07/03/2020. Meeting further expressed gratitude to the faculty members for their active participation throughout the seminar.

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	Mr. Shajimon Scaria	Senior Administrative Officer
13	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	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 09/04/2020 through Google meet at 10.30 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. Conduct of pending classes due to COVID 19 lock down
3. Software Up gradation
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 the pending classes of March 2020 due to the lock down after receiving guidelines from the University and the Government. However, the faculty members may use whatsapp or other media to give directions to the students and for clarifying the doubts.
3. The meeting observed the progress of the PAAMS. The various tabs of the upgraded software are introduced and debriefed.
4. The meeting observed that on-line classes are the need of the hour in the context of COVID-19 and that the faculty members shall have awareness on the same. As a start, meeting decided to organise a hands-on session on google meet. Mr. Bobby Thomas, Faculty of Commerce is entrusted with the task of organising this session.

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 Punnalackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Fr. Jimmy George	Assistant Professor of Vocational Studies
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 25/05/2020 in the Principal's Chamber 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. PAAMS data entry
6. Relevant Quality Issues

Meeting started at 11.00 AM by observing COVID-19 protocol 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 the completion of pending classes during the reopening days before starting the new semester.
3. The meeting observed the progress of the PAAMS(Pavanatma Academic and Administrative Management Software). It is required to upload all necessary data to the software. IQAC will issue detailed tutorials regarding the new features for easy feeding of data to the software.
4. It is decided to prepare the academic calender of the college at the earliest.
5. Decided to accompany Dr. Domini VA to home after his last service day in college on 31/05/2020.

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 Punnalackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Fr. Jimmy George	Assistant Professor of Vocational Studies
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