

## Minutes of the Meeting of Internal Quality Assurance Cell

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 03/06/2020 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. Use of Google classroom for teaching learning process
3. Academic Calendar preparation
4. Plan of Action for different units
5. ICT training (online) to Staff
6. Quality Issues

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. IQAC of the College has been reconstituted for the year 2020-21 on 01/06/2020. Dr. Saji Joseph, IQAC Coordinator welcomed all the members.
3. The meeting appreciated the efforts made by FDC and Documentation committee to conduct an online staff awareness programme on documentation on 02-06-2020 in the areas of NAAC related works.
4. The meeting discussed the decisions of the interaction meeting of IQAC and QMGs held on 02-06-2020 and expressed satisfaction on the progress of activities of QMGs. It is further appreciated that the QMGs are performing well for the preparation of AQAR 2018-19 which is scheduled to be submitted in June 2020.
5. It is decided to give directions to the faculty to take part in academic calendar preparation for 2020-21.
6. The meeting directed the Principal to appoint co-ordinators for various cells, clubs, activities, committees, and forums as early as possible. Mentoring cell shall extend its services in this regard, if needed.
7. IQAC, after discussions with CPIC and allied bodies, suggested the use of Google classroom for effective teaching and learning process. For conducting live sessions, google meet facility can be used. G-suit accounts of teachers should be used to commence google classrooms and other related activities.
8. It is decided to give guidance to the faculty members for completing the pending classes by 20/06/2020.
9. Meeting decided to call for the plan of action of different units for the academic year 2020-21.
10. It is decided to conduct interface meeting with all units of the college in order to discuss about the future activities especially in relation to the SSR-Cycle 4.
11. Meeting decided to conduct online sessions of ICT training on google classroom, google meet, PAAMS, and Pavanatma Communication Channel to teaching and non-teaching staff in collaboration with ICT committee.
12. Root Books of cells, activities, forums, clubs, and other units should be updated by recording all the activities and credentials.
13. It is decided to upload AQAR for 2018-19 in June 2020. For this, each QMG has to submit the required data to the IQAC as early as possible.
14. It is decided to convene interface meetings with various units of the college for streamlining their plan of action and to provide necessary guidelines.

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. B. Sindhu	Assistant 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

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 04/07/2020 through on-line 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. Use of Google classroom for teaching learning process
3. Academic Calendar publishing
4. Review of decisions of interface meetings
5. Plan of Action for different units
6. PAAMS new modules
7. 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 compile and publish the academic calendar for 2020-21 in consultation with Curriculum Planning and Implementation Committee (CPIC).
3. It is decided to collect data from departments regarding Google classrooms created by faculty members concerned. In this regard, it is advised that departments have to update their root book with google classroom details.
4. IQAC Coordinator Dr. Saji Joseph, presented the suggestions and opinions of QMGs derived from the interface meeting with them. The meeting reviewed the same and recommended for appropriate action.
5. Meeting reviewed the plan of action of different units for the academic year 2020-21.
6. Meeting decided to give online ICT training sessions on google classroom, google meet and Pavanatma Communication Channel to teaching and non-teaching staff in collaboration with FDC and ICT committee. Mr. Bineesh Jose, Asst. Professor of Computer Science, is entrusted to give awareness classes to the faculty. The staff members who are in need of guidance regarding the on-line class issues, can contact Mr. Bineesh Jose.
7. Root Books of cells, activities, forums, clubs, and other units should be updated by recording all the activities and credentials.
8. The meeting congratulated the personalities who performed their duties for the uploading of AQAR for 2018-19.
9. It is decided to conduct on-line training to the staff regarding new modules of PAAMS. The recorded videos of concerned module will be communicated to the faculty through google classroom (Pavanatma Communication Channel) created for staff communication.
10. Meeting decided to organise a faculty enrichment programme on LMS (Google Classroom) in association with FDC and ICT committee as soon as possible.
11. It is recommended that the interface meetings with QMGs should be conducted frequently.
12. It is decided to conduct the first internal assessment (descriptive mode - online) of UG and PG in July 2020. Departments shall publish timetable and complete the examinations time bound.

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. B. Sindhu	Assistant 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

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 27/08/2020 through on-line at 7.00 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 on-line classes
3. Conduct of webinars
4. Review of activities of QMGs
5. Online class details - data entry into PAAMS
6. OBE structure generation in PAAMS
7. Quality Issues

Meeting started at 7.00 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 IQAC reviewed the conduct of on-line classes of the college by using the informal opinions collected from students and faculty and expressed satisfaction.
3. It is decided to remind the departments to update their root book with google classroom and other details.
4. IQAC requested all departments and other possible units to organise webinars, trainings, workshops, etc. of contemporary relevance.
5. Meeting reviewed the activities so far performed by different QMGs in the context of data requirement for AQAR 2019-20 and forthcoming self study report.
6. Meeting expressed gratitude to Mr. Bineesh Jose for giving training and awareness on google classroom and google meet to teaching and non-teaching staff in collaboration with ICT committee.
7. It is decided to verify Root Books of cells, activities, forums, clubs, and other units to check whether they updated all the activities and required credentials.
8. It is decided to give guidance to the faculty to update all on-line class details in PAAMS regularly. The tutorial explaining the data entry process has been posted in the google classroom named 'Pavanatma Communication Channel'.
9. It is decided to update outcome based education (OBE) structure in PAAMS by concerned faculty in charge of subjects. The IQAC as well as OBE cell may be consulted for clarification of any doubts regarding these.

Meeting ended at 8.00 PM.

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. B. Sindhu	Assistant 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

A joint meeting of IQAC, Staff Council and QMG Coordinators of Pavanatma College, Murickassery has been held on 05/09/2020 at 7.30 PM through Google Meet ( <https://meet.google.com/bmy-mnvr-sbx> ). Principal, Dr. Johnson V., presided over the meeting. The meeting has been blessed with the presence of Dr. T. M Joseph (External Member of IQAC), Sr. Anice K P (Former principal and External Member of IQAC), Mr. Siby Joseph Valiyamattam (External Member of IQAC), Mr. Athul Siby (student representative of IQAC). The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Admission data entry at office
3. Review of on-line classes
4. Conduct of webinars
5. Course-era courses
6. Value education classes
7. Online class details - data entry into PAAMS
8. Quality Issues

The meeting started at 7.30 PM sharp with prayer. 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 welcomed all the participants to the meeting. Dr. Johnson V., Principal delivered the presidential as well as introductory speech. Dr. T M Joseph, Former Principal, Newman College, and External Member of our IQAC delivered the keynote address and pinpointed certain necessities for the forthcoming NAAC peer team visits.
3. Sr. Anice K P, Former Principal and IQAC External Member delivered a speech which emphasized the need for teamwork. Mr. Siby Joseph, Alumni Representative pinpointed the need for community involvement of the College in certain selective areas. Dr. Bennichen Scaria, Vice Principal emphasized the need and medium for communicating events to all stakeholders.
4. The IQAC reviewed the conduct of on-line classes of the college for the month of August 2020 by using the informal feedback collected from students and faculty and the on-line class records and expressed satisfaction.
5. The faculty members are advised to update the records of online classes regularly in PAAMS.
6. IQAC requested all departments and other possible units to organise webinars, training, workshops, etc. of contemporary relevance.
7. Meeting reviewed the activities so far performed by different QMGs in the context of data requirement for AQAR 2019-20 and forthcoming self study report.
8. It is decided to keep the data of newly admitted students for UG courses in the administrative office itself. When the admission process is over, a copy of the data (soft copy) to be submitted to IQAC.
9. It is decided to inform students and staff to join and to complete courses offered through course-era. Dr. B. Sindhu is entrusted with this task.
10. Value Education classes for the academic year 2020-21 to be commenced at the earliest. Sr.Molly MA is entrusted with this task.
11. It is decided to integrate the academic calendar of all units with that of IQAC. Sr.Molly MA, CPIC coordinator is entrusted with this task. For this, IQAC will arrange a demonstration session next month.
12. It is required to enter all mentoring records in PAAMS by the respective class mentors for the year 2019-20 and for the current year.
13. Meeting decided to track alumni progression. All the data regarding the progression of alumni to be entered in PAAMS since 2018. Alumni Coordinator, Mr. Bobby Thomas is entrusted with the task of coordinating the data entry on student progression.
14. The library facility is to be opened to students. The librarian shall ensure the adherence to COVID 19 protocol in the library premises.
15. Faculty members are required to submit video tutorials, PPTs, Study Notes, and other resources to the google drive folders shared with them. These will be available in the college website also.
16. It is decided to conduct the second internal examinations (descriptive mode - online) of UG and PG in October 2020. HODs shall take initiative on the release of timetable and timely completion of examinations.
17. Meeting decided to organise a staff awareness session on "Outcome Based Education - Assessment of Learning Outcome" in association with FDC and OBE cell in September 2020 itself.

Meeting ended at 9.00 PM.

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. B. Sindhu	Assistant 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
15	Dr. T. M Joseph	External Member of IQAC
16	Sr. Anice K .P	External Member of IQAC
17	Mr. Siby Joseph Valiyamattam	External Member of IQAC
18	Mr. Athul Siby	Student Representative of IQAC
19	Ms. Joycy P D	Librarian

## Minutes of the Meeting of Internal Quality Assurance Cell

A meeting of the IQAC of Pavanatma College, Murickassery has been held on 14/10/2020 at 11.30 AM in the IQAC room by observing COVID 19 norms. Principal, Dr. Johnson V., presided over the meeting. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. AQAR submission
3. IIQA Submission
4. Internal exam
5. Semester promotion
6. Diploma programmes
7. Enrichment programmes
8. Association activities
9. Quality Issues

The meeting started at 11.30 AM with prayer. 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 IQAC reviewed the conduct of on-line classes of the college for the month of September 2020 by using the informal feedback collected from students and faculty and the on-line class records available at PAAMS and expressed satisfaction.
3. The meeting requested all QMGs to collect and compile data of their respective criterion for the submission of AQAR 2019-20. Last date of verification is 30.10.2020.
4. The IIQA submission can be initiated after submitting the AQAR for the year 2019-20.
5. Decided to commence internal exams in next week (by 22 October 2020) and submit result before 31st October.
6. It is decided to start next semester (even semester) on 1st November 2020. However, concerned departments may change the date by updating the matter with the Principal.
7. The meeting requested to take maximum effort for conducting diploma programs especially those which doesn't require direct access to computers.
8. It is decided to conduct enrichment programmes for students through associations. Department wise activities should be initiated in on-line mode after the regular class.
9. It is suggested to take necessary steps to promote student participation in the library. For this, assignments should be given to include at least 3 references from Nlist journals.
10. It is decided to request all students through class whatsapp groups and personal intimations by teachers to remit fees in time.

Meeting ended at 1.15 PM.

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. B. Sindhu	Assistant 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
15	Ms. Joycy P D	Librarian
16	Dr. Joice Tom	Assistant Professor of Hindi

## Minutes of the Meeting of Internal Quality Assurance Cell

A joint meeting of IQAC, Staff Council and QMG Coordinators of Pavanatma College, Murickassery has been held on 30/10/2020 at 2.00 PM through Google Meet (<https://meet.google.com/twk-szjg-ups>). Principal, Dr. Johnson V., presided over the meeting. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Framing of Online Teaching Policy
3. Review of on-line classes
4. Online class details - data entry into PAAMS
5. Quality Issues

The meeting started at 2.00 PM with prayer. 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 IQAC reviewed the conduct of on-line classes of the college for the month of September 2020 by using the informal feedback collected from students and faculty and the on-line class records available at PAAMS and expressed satisfaction.
3. It is decided to give guidance to faculty members to update the records of online classes regularly on PAAMS.
4. IQAC congratulated departments and other units for organising webinars, trainings, etc.
5. Meeting reviewed the activities so far performed by different QMGs in the context of data requirement for AQAR 2019-20 and forthcoming self study report.
6. For the effective conduct of Value Education classes, a whatsapp group of class mentors to be formed. All study materials and online assessment link to be posted in the whatsapp group. The class mentors, in turn, forward those materials and assessment link to the whatsapp group or google classroom of concerned class.
7. It is decided to frame an online teaching policy. In the preliminary stage, it is fixed as follows:
  - It is the responsibility of the HODs to ensure that all teachers create google classrooms collectively or separately, and take online classes regularly. If the classroom is not meant for the entire batch, it should be archived at the end of the semester and it will become the property of the college. All HODs should submit a report, mentioning the name of the teacher, name of the classroom and the date on which it is archived etc. to Mr. Gijo George - Coordinator, QMG4.
  - Online Classes should be recorded to the maximum extent possible and be made available to the students through classroom. The HODs should submit a semester wise report to QMG4, indicating the number of such recordings shared.
8. For easy alumni tracking, WhatsApp groups of batches should be maintained by the alumni coordinator of respective departments. The name of the group should be like PCM\_PHY\_UG\_2020-23, PCM\_MAL\_PG\_2020-22, etc. Name of the WhatsApp group should be entered in the root book of corresponding departments.
9. It is decided to enter, the marks / grade of internal examination conducted in October 2020, in PAAMS. Teacher(s) in charge of concerned subjects shall complete the mark entry before 10/11/2020.
10. IQAC congratulated the OBE cell and FDC for the successful conduct of Staff Awareness session on assessment of learning outcomes on 16/09/2020.

Meeting ended at 4.00 PM.

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. B. Sindhu	Assistant 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
15	Ms. Joycy P D	Librarian
16	Dr. T M Joseph	External member



## Minutes of the Meeting of Internal Quality Assurance Cell

A joint meeting of IQAC, Staff Council and QMG Coordinators of Pavanatma College, Murickassery has been held on 16/11/2020 at 2.30 PM through Google Meet (<https://meet.google.com/tzz-lvvgg-hsc>). Principal, Dr. Johnson V., presided over the meeting. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Vidwan Portal data entry
3. Review of on-line classes
4. On-line class details - data entry into PAAMS
5. On-line IELTS orientation to students
6. Quality Issues

The meeting started at 2.30 PM with prayer. 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 IQAC reviewed the conduct of on-line classes of the college for the month of October 2020 by using the informal feedback collected from students and faculty and verified the on-line class records available at PAAMS and expressed satisfaction.
3. Meeting examined the entries in PAAMS regarding online classes and directed faculty members to complete the records regularly on PAAMS.
4. IQAC congratulated the faculty members who attended webinars, trainings, etc.
5. Meeting reviewed the activities so far performed by different QMGs in the context of data requirement for AQAR 2019-20 and forthcoming self study report.
6. Meeting directed all faculty members to enter the required data on the Vidwan portal. Library staff is entrusted with the task of supervising the data entry.
7. It is decided to conduct an orientation programme on IELTS for the students. Department of English is entrusted with the task of coordinating the event. Students should be encouraged to participate in the programme.
8. IQAC shall give detailed guidelines through communication channel and whatsapp group as and when required in connection with the root-book updating as well as new PAAMS modules.
9. It is decided to give instructions to the faculty members to complete the on-line classes and to finish portions time-bound.

Meeting ended at 3.30 PM.

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. B. Sindhu	Assistant 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	Mr. Shajimon Scaria	Senior Administrative Officer
13	Fr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Johnson V.	Principal
15	Ms. Joycy P D	Librarian

### Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 12.12.2020

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 12/12/2020 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. Various IQAC activities
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 online training session organised by IQAC on 17/11/2020 on bookmarking the PAAMS in the browser is found satisfactory. (To access the PAAMS, visit '<http://59.99.20.96:8443/admitlogin.aspx>').
3. Dr. Saji Joseph, IQAC coordinator has presented the progress of IQAC works done so far with regard to the preparation of SSR of 4th Cycle.
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. An online awareness session on new modules of PAAMS to be organised in December itself.
6. Root books of clubs, cells, departments, should be filled with vision, mission and objectives of the units concerned.
7. Meeting decided to direct faculty members to enter their minor research projects and other project details in the respective place of PAAMS. A reminder concerning this to be circulated through IQAC whats-app group.

Meeting ended at 4.00 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Saji Joseph <i>J. Saji</i>	Associate Professor of Physics (Co-ordinator)
2	Dr. Bennichen Scaria <i>B. Scaria</i>	Assistant Professor of Malayalam
3	Saji K. Jose <i>S. K. Jose</i>	Associate Professor of Chemistry
4	Sijo P. George <i>S. P. George</i>	Assistant Professor of Mathematics
5	Dr. Jobi John <i>J. John</i>	Assistant Professor of History
6	Dr. B Sindhu <i>B. Sindhu</i>	Assistant Professor of Commerce
7	Deepa Thomas <i>D. Thomas</i>	Assistant Professor of Economics
8	Jins Mathew <i>J. Mathew</i>	Assistant Professor of Commerce
9	Molly MA <i>Molly</i>	Assistant Professor of English
10	Dr. James Punnaplackal <i>J. Punnaplackal</i>	Management Representative
11	Anoop Joseph <i>A. Joseph</i>	Assistant Professor of Commerce
12	Shajimon Scaria <i>S. Scaria</i>	Senior Administrative officer
13	Jimmy George <i>J. George</i>	Assistant Professor of Vocational Studies
14	Dr. Johnson V. <i>J. Johnson</i>	Principal
15	Joycy PD <i>J. PD</i>	Librarian

### Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 14.01.2021

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 14/01/2021 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 the Training Sessions on PAAMS.
3. Staff Awareness Programme on SOP for HEIs
4. QMG Interface meetings
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 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 online training sessions on PAAMS organised so far by the IQAC were effective in quality enhancement. (To access the PAAMS, visit 'http://59.99.20.96:8443/admitlogin.aspx').
3. Dr. Saji Joseph, IQAC coordinator has presented the progress of IQAC works done so far with regard to the preparation of SSR of 4th Cycle.
4. The online awareness session on new modules of PAAMS organised in December 2020 has been reviewed by the meeting and expressed satisfaction.
5. It is decided to conduct an interface meeting with the QMG coordinators in January 2021.
6. Meeting decided to organise staff awareness sessions for familiarising the excel templates for affiliated colleges and SOP (Standard Operating Procedure) for Higher Education Institutions.
7. It is decided to direct the staff members to obtain MoUs (Memorandum of Understanding) with other institutions. For this, an online awareness-cum-interaction session to be conducted at the initiative of IQAC.

Meeting ended at 4.00 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Saji Joseph <i>Saji</i>	Associate Professor of Physics (Co-ordinator)
2	Dr. Bennichen Scaria <i>B</i>	Assistant Professor of Malayalam
3	Saji K. Jose <i>Saji</i>	Associate Professor of Chemistry
4	Sijo P. George <i>Sijo</i>	Assistant Professor of Mathematics
5	Dr. Jobi John <i>P. J. Joby</i>	Assistant Professor of History
6	Dr. B Sindhu <i>B</i>	Assistant Professor of Commerce
7	Deepa Thomas <i>Deepa</i>	Assistant Professor of Economics
8	Jins Mathew <i>Jins</i>	Assistant Professor of Commerce
9	Molly MA <i>Molly</i>	Assistant Professor of English
10	Dr. James Punnaplackal <i>James</i>	Management Representative
11	Anoop Joseph <i>Anoop</i>	Assistant Professor of Commerce
12	Shajimon Scaria <i>Shajimon</i>	Senior Administrative officer
13	Jimmy George <i>Jimmy</i>	Assistant Professor of Vocational Studies
14	Dr. Johnson V. <i>Johnson</i>	Principal
15	Joycy PD <i>Joycy</i>	Librarian

## Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 06.02.2021

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 06/02/2021 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 the Training Sessions on PAAMS.
3. Staff Awareness Programme on Mentoring and remedial coaching.
4. QMG Interface meetings
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 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 online training sessions on PAAMS regarding Open Course Mark Generation - Phase 1 and 2 organised by the IQAC from 04-02-2021 to 05-02-2021 were effective in knowledge transfer and expressed satisfaction. (To access the PAAMS, visit '<http://59.99.20.96:8443/admitlogin.aspx>').
3. Dr. Saji Joseph, IQAC coordinator has presented the progress of IQAC works done so far with regard to the preparation of SSR of 4th Cycle and of AQAR 2019-20.
4. Meeting expressed satisfaction on the interface meeting with the QMG coordinators conducted on 25<sup>th</sup> January 2021.
5. Meeting observed that the staff awareness sessions for familiarising the excel templates for affiliated colleges and SOP (Standard Operating Procedure) for Higher Education Institutions conducted in January 2021 were effective and the meeting expressed satisfaction.
6. Meeting expressed satisfaction on the conduct of the online awareness-cum-interaction session on 02-02-2021 at the initiative of IQAC.
7. It is decided to organise a staff enrichment programme on mentoring at the earliest. Mentoring cell is entrusted with the task.
8. Meeting decided to direct the Remedial Coaching cell to organise an Awareness Programme.

Meeting ended at 4.00 PM.

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. B Sindhu	Assistant 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	Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Johnson V.	Principal
15	Joyce PD	Librarian

### Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 16.03.2021

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 16/03/2021 in the IQAC Room at 3.30 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. Review of the Staff Enrichment Programme.
3. NAAC Sponsored National Webinar on Impact of COVID-19 on Quality Assurance of Higher Education.
4. QMG Interface meetings in March 2021
5. Awareness Sessions on PAAMS and other relevant topics.
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 reviewed that the Staff Enrichment Programme on Mentoring in College conducted by Mentoring Cell on 19/02/2021 was effective for imparting new knowledge on student mentoring. Meeting appreciated the efforts of mentoring cell in this regard.
3. Meeting observed that the online training sessions on PAAMS conducted in February 2021 were effective in knowledge transfer and found satisfactory. (To access the PAAMS, visit <http://59.99.20.96:8443/admitlogin.aspx>). It is decided to continue the online training sessions on PAAMS.
4. Dr. Saji Joseph, IQAC coordinator has presented the progress of IQAC works done so far with regard to the preparation of SSR of 4th Cycle and of AQAR 2019-20.
5. Meeting expressed satisfaction on the interface meeting with the QMG coordinators conducted in February 2021. It is decided to conduct the interface meeting with QMGs during March 2021.
6. Meeting decided to organise online staff awareness sessions for the conduct of seminars, webinars, workshops, NAAC accreditation, etc. during March 2021.
7. IQAC expressed satisfaction on the arrangements for the conduct of the NAAC Sponsored National Webinar on Impact of COVID-19 on the Quality Assurance of the Higher Education in Kerala, scheduled on 17/03/2021. It is decided to organise a final check by the organising team.
8. Meeting appreciated the Remedial Coaching cell for the conduct of an Awareness Programme on 27/02/2021.

Meeting ended at 4.00 PM.

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. B Sindhu	Assistant 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	Jimmy George	Assistant Professor of Vocational Studies
14	Joycy PD	Librarian
15	Dr. Johnson V.	Principal

## Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 06.04.2021

An online Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 06/04/2021 at 7.30 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. NAAC Sponsored National Webinar on Impact of COVID-19 on Quality Assurance of Higher Education.
3. IQAC-QMG Interface meetings
4. Awareness Sessions on PAAMS and other relevant topics.
5. Webinar on Publication Ethics
6. Relevant Quality Issues

Meeting started at 7.30 PM with silent 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 online training sessions on PAAMS conducted in March 2021 were effective in knowledge transfer and found satisfactory. (To access the PAAMS, visit <http://59.99.20.96:8443/admitlogin.aspx>). It is decided to continue the online training sessions on PAAMS.
3. Dr. Saji Joseph, IQAC coordinator has presented the progress of IQAC works done so far with regard to the preparation of SSR of 4th Cycle and of AQAR 2019-20 and emphasised the need for teamwork in various matters.
4. Meeting expressed satisfaction on the interface meeting with the QMG coordinators conducted in March 2021. It is decided to conduct the online interface meeting with QMGs during April-May 2021.
5. IQAC expressed satisfaction on online staff awareness session for the conduct of seminars, webinars, and workshops 18/03/2021.
6. IQAC expressed satisfaction on the conduct of the NAAC Sponsored National Webinar on the Impact of COVID-19 on the Quality Assurance of the Higher Education in Kerala: Challenges and Opportunities on 17/03/2021. It is further observed that the Thanksgiving session on 17/03/2021 was remarkable.
7. Meeting expressed satisfaction on the conduct of online Training Session on Mentoring on 24/03/2021.
8. Meeting expressed satisfaction on the conduct of online interaction session on SSR data collection, compilation, filing and uploading on 29/03/2021.
9. Meeting appreciated the conduct of online staff awareness-cum-interaction sessions on data templates and participant list uploading to PAAMS on 31/03/2021.
10. It is decided to organise a webinar on publication ethics in May 2021. Research Promotion Cell is entrusted with the duty.

Meeting ended at 8.40 PM.

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. B Sindhu	Assistant 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 Punnappackal	Management Representative
11	Anoop Joseph	Assistant Professor of Commerce
12	Shajimon Scaria	Senior Administrative officer
13	Jimmy George	Assistant Professor of Vocational Studies
14	Joycy PD	Librarian
15	Dr. Johnson V.	Principal

## Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 28.05.2021

An online Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 28/05/2021 at 7.30 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. IQAC-QMG Interface meetings
3. Awareness Sessions on PAAMS and other relevant topics.
4. Faculty Enrichment Programme on ICT
5. Relevant Quality Issues

Meeting started at 7.30 PM with silent 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 online training sessions on PAAMS conducted in April-May 2021 were effective in knowledge transfer and found satisfactory. (To access the PAAMS, visit <http://59.99.20.96:8443/admitlogin.aspx>). It is decided to continue the online training sessions on PAAMS.
3. Dr. Saji Joseph, IQAC coordinator mentioned the present status of IQAC activities regarding the preparation of SSR of 4th Cycle and of AQAR 2019-20 and thanked the QMGs for their support in quality assurance matters.
4. Meeting expressed satisfaction on the interface meeting with the QMG coordinators conducted in April - May 2021. It is decided to continue the interface meetings with QMGs.
5. IQAC expressed satisfaction on the conduct of the State Webinar on the Research and Publication Ethics on 22/05/2021. It is observed that the Thanksgiving session after the webinar was remarkable.
6. Meeting expressed satisfaction on the conduct of online awareness Session on annual report submission through Pavanatma Communication Channel on 21/04/2021.
7. It is decided to prepare the duty list of staff members for clubs, cell, forums, activities, committees and other units for the academic year 2021-22.

Meeting ended at 8.40 PM.

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. B Sindhu	Assistant 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	Jimmy George	Assistant Professor of Vocational Studies
14	Joycy PD	Librarian
15	Dr. Johnson V.	Principal