

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

An online Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 03/06/2021 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. Reconstitution of IQAC 2021-22
3. Institutional Webinar on Google Classroom as LMS
4. Awareness Session on LMS
5. Meeting of QMG Coordinators with IQAC
6. Awareness-cum-Training Session for QMG Coordinators
7. IQAC Action plan 2021-22

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. IQAC of the College has been reconstituted for the year 2021-22 w.e.f. 01/06/2021. Dr. Saji Joseph, IQAC Coordinator welcomed all the members.
3. Meeting observed that the online training sessions on PAAMS conducted during the academic year 2020-2021 were effective in knowledge transfer and found satisfactory. (To access the PAAMS, visit <https://paams.in/>). It is decided to continue the online training sessions on PAAMS during this year through Whatsapp and Google classroom.
4. Dr. Saji Joseph, IQAC coordinator disclosed 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.
5. Meeting expressed satisfaction on the interface meeting with the QMG coordinators conducted during 2020-2021 regarding data capturing and management. It is decided to continue the interface meetings with QMGs in the year 2021-22.
6. It is decided to organise a training session on LMS.
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.
8. Meeting discussed the activities to be performed during 2021-22 and finalised the activities as given below.
  - Uploading of AQAR 2019-20 and 2020-21
  - Review of Reports of Feedback from stakeholders.
  - Staff Awareness and Interaction Sessions on PAAMS
  - Promotion of ICT in activities.
  - Conduct of Merit Day
  - Induction programme for First Year Students

Meeting ended at 8.20 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>BK</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>Jobi</i>	Assistant Professor of History
6	Dr. B Sindhu <i>B Sindhu</i>	Assistant Professor of Commerce
7	Christo Mathew <i>Christo</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>J.P.</i>	Management Representative
11	Anoop Joseph <i>Anoop</i>	Assistant Professor of Commerce
12	Shajimon Scaria <i>Shaji</i>	Senior Administrative officer
13	Jimmy George <i>Jimmy</i>	Assistant Professor of Vocational Studies
14	Joycy PD <i>Joycy</i>	Librarian
15	Dr. Johnson V. <i>Johnson</i>	Principal

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

An online Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 02/07/2021 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. Awareness Session on PAAMS
3. Change of management representative of IQAC
4. 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 expressed gratitude towards Dr. James Punnalackal who went to Germany for pastoral services for his services as management representative. IQAC welcomed Dr. Jayas Mattom as the new representative of management.
3. Meeting observed that the online training session on PAAMS were effective in knowledge transfer and found satisfactory. (To access the PAAMS, visit <https://paams.in/>). It is decided to conduct an online training session on PAAMS regarding the newly added module on mentoring.
4. Dr. Saji Joseph, IQAC coordinator disclosed the present status of IQAC activities regarding the preparation of SSR of 4th Cycle and of AQAR 2019-20 and thanked the QMGs and other coordinators for their support in quality assurance matters.
5. Meeting expressed satisfaction on the interface meeting with the QMG coordinators conducted on 25/06/2021.

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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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
16	Dr. T. M. Joseph	External Member, IQAC
17	Prof. Anice K.P	Former Principal, Pavanatma College
18	Mr. Tomy Joseph	PTA Vice President

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

An online Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 01/08/2021 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. Awareness Session on PAAMS
3. AQAR 2019-20
4. 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 session on PAAMS was effective in knowledge transfer. (To access the PAAMS, visit <https://paams.in/>). It is decided to conduct online training and interaction sessions on PAAMS regarding the updates.
3. Dr. Saji Joseph, IQAC coordinator disclosed the present status of IQAC activities regarding the preparation of SSR of 4<sup>th</sup> Cycle and of AQAR 2019-20 and thanked the QMGs and other coordinators for their support in quality assurance matters.
4. It is decided to upload AQAR 2019-20 by August 2021.

Meeting ended at 8.15 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

An online Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 06/09/2021 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. Review of Awareness and Interaction Sessions
3. AQAR 2019-20
4. Interface meetings
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 session on PAAMS was effective in knowledge transfer. (To access the PAAMS, visit <https://paams.in/>). It is decided to conduct online training and interaction sessions on PAAMS regarding the updates.
3. Meeting reviewed that the awareness sessions on PAAMS and the interactions thereon were effective and congratulated the efforts of IQAC resource team.
4. Meeting expressed satisfaction on the interface meeting with the QMG coordinators held on 18/08/2021.
5. The AQAR 2019-20 has been uploaded on 31/08/2021. The IQAC expressed its word of gratitude to all the persons behind the submission.

Meeting ended at 8.45 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

A meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 06/10/2021 at 2.30 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 Awareness and Interaction Sessions
3. Merit Day
4. Student Induction Programme
5. Interface meetings
6. Relevant quality issues

Meeting started at 2.30 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. Meeting observed that the online training session on PAAMS was effective. (To access the PAAMS, visit <https://paams.in/>).
3. Meeting reviewed that the conduct of merit day 2021 at the initiative of IQAC was remarkable. It is further opined that this practice may be continued.
4. Decided to conduct induction programme for first year students (2021 admission).

Meeting ended at 3.45 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

A meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 09/11/2021 at 2.30 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 Awareness and Interaction Sessions
3. IQAC Blog
4. SSR Cycle 4
5. Relevant quality issues

Meeting started at 2.30 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. Meeting observed that the online training session on PAAMS was effective. (To access the PAAMS, visit <https://paams.in/>).
3. Meeting observed that the awareness session on IQAC blog was satisfactory.
4. Meeting expressed satisfaction on the interface meeting with the QMG coordinators held on 05/11/2021.
5. Decided to organise an awareness session on SSR (Cycle 4).

Meeting ended at 3.45 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

A meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 12/12/2021 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 Awareness and Interaction Sessions of IQAC
3. Data required for SSR (Cycle 4)
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 Awareness Session (Online) on 03/11/2021, Awareness-cum-Interaction Session (Online) on the Necessity of Database and its Maintenance on 08/11/2021 and Awareness Session on SSR Preparation on 16/11/2021 were effective. The meeting further opined that PAAMS can be made useful in storing and retrieving the required data for SSR and AQAR purposes. (To access the PAAMS, visit <https://paams.in/>).
3. Meeting reviewed the decisions of the joint meeting of IQAC and QMGs held on 05/11/2021.
4. It is decided to conduct joint meeting of IQAC and QMGs to get in touch with quality assurance matters.
5. Decided to organise an awareness session on data requirement for SSR (Cycle 4).

Meeting ended at 3.45 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

A meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 08/01/2022 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 Awareness and Interaction Sessions of IQAC
3. New modules in 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 Awareness Session on SSR (Cycle 4) in December 2021 was effective.
3. It is decided to include certain required modules in PAAMS. (To access the PAAMS, visit <https://paams.in/>).
4. Meeting reviewed the decisions of the joint meeting of IQAC and QMGs held on 07/12/2021.
5. It is decided to conduct whats-app based interaction sessions on quality assurance of the organisation among IQAC and QMGs.
6. Meeting congratulated the participants of NAAC Webinar held on 10/12/2021.

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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

A meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 06/02/2022 at 12.15 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 Awareness and Interaction Sessions of IQAC
3. Training on New modules in PAAMS
4. Relevant quality issues

Meeting started at 12.15 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 Awareness Session on PAAMS (new modules) held on 19/01/2022 was effective.
3. It is decided to conduct training sessions online on new modules of PAAMS. (To access the PAAMS, visit <https://paams.in/>).
4. Meeting reviewed the decisions of the joint meeting of IQAC and QMGs held on 20/01/2021.
5. It is decided to continue whats-app based interaction sessions on quality assurance of the organisation among IQAC and QMGs.
6. Meeting observed that the Awareness and Interaction Session on SSR Preparation - Phase 2 held from 03/01/2022 to 17/01/2022 was effective.

Meeting ended at 1.20 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

A meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 03/03/2022 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 IQAC activities February 2022
3. New programmes
4. AQAR 2020-21 - Finalisation
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 Awareness-cum-Interaction Session on SSR Preparation - Phase 3 held in February 2022 was effective.
3. It is observed that the conduct of training session (online) on new modules of PAAMS was effective and contributed significantly for quality assurance of the organisation. (To access the PAAMS, visit <https://paams.in/>).
4. Meeting decided to finalise the data required for AQAR 2020-21 by April 2022 and to submit the AQAR in May 2022. IQAC shall prepare a time schedule for the same.
5. Meeting appreciated the conduct of online interaction session on AQAR 2020-21 using IQAC Whats-app group.
6. It is decided to entrust the admission committee to prepare in advance for admission process of 2022-22 in accordance with MG University directions. If possible, new programmes may be started in the coming year.
7. It is decided to collect, analyse and report feedback from different stakeholders of the institution, as directed by the Administrative Council of the College. Feedback cell is entrusted with this task.

Meeting ended at 1.20 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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
16	Dr. T. M. Joseph	External Member, IQAC
17	Prof. Anice K.P	Former Principal, Pavanatma College
18	Mr. Tomy Joseph	PTA Vice President

### 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 28/04/2022 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. Review of IQAC activities March and April 2022
3. Report generation using PAAMS
4. AQAR 2020-21
5. 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. Meeting observed that the interaction sessions on AQAR 2020-21 were effective.
3. It is observed that the conduct of awareness session on PAAMS was effective and contributed significantly for quality assurance of the organisation. (To access the PAAMS, visit <https://paams.in/>).
4. Meeting decided to scrutinise the data required for AQAR 2020-21 and to submit the AQAR in May 2022. Meeting reviewed that the schedule prepared by IQAC regarding AQAR is followed by different stakeholders.
5. Meeting expressed satisfaction about the conduct of Interaction session on the Necessity of Report Generation for activities in PAAMS with supporting documents.
6. Meeting appreciated the efforts of QMG Coordinators and Members for the timely collection and sorting of required information for AQAR 2020-21.

Meeting ended at 12.15 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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)

A meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 11/05/2022 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. Review of IQAC activities 2020-21
3. AQAR 2020-21 Submission
4. Relevant 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. Meeting reviewed the programmes both online and off-line organised by IQAC during the academic year 2020-21 and approved the list of the same.
3. It is observed that the role of PAAMS was inevitable for quality assurance of the organisation. (To access the PAAMS, visit <https://paams.in/>).
4. Meeting decided to upload AQAR 2020-21.
5. Meeting appreciated the efforts of all stakeholders such as coordinators of clubs, cells, forums, activities, committees, QMGs, etc. in connection with the AQAR 2020-21.
6. Meeting expressed gratitude to the IQAC Chairperson Dr. Johnson V. (Principal), for all his contributions to the IQAC. Meeting wished him a very happy retirement life.
7. Meeting discussed the progress of action plans chalked out for the academic year 2021-22 and commented as follows:
  - AQAR 2019-20 and 2020-21 were uploaded.
  - Reports of Feedback from various stakeholders were analysed and directed the feedback cell to take up necessary steps to include more stakeholders for survey. It is further commented that more enrichment programmes be organised in the coming years.
  - Staff Awareness and Interaction Sessions on PAAMS were useful.
  - Encouraged the use of ICT in various teaching learning activities.
  - Conducted the Merit Day 2021-22.
  - Induction programme for First Year Students was conducted.

Meeting ended at 3.00 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	Christo Mathew	Assistant Professor of Economics
8	Jins Mathew	Assistant Professor of Commerce
9	Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	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