

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 02/06/2022 at 1.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Reconstitution of IQAC 2022-23
3. Conduct of various Institutional programmes

Meeting started at 1.30 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 2022-23 w.e.f. 01/06/2022. Mr. Santhosh George, IQAC Coordinator welcomed all the members.
3. Meeting observed that the programmes organised by various units of the college have been entered in to the Academic and Administrative Management software (To access the PAAMS, visit <https://paams.in/>). It is further decided to continue the online training sessions on PAAMS during this year through IQAC Whats-app group and Google classroom.
4. It is decided to organise many academic and cultural programmes during this academic year and to upload those programmes in College Blog (<https://pcmevents.blogspot.com/>).

Meeting ended at 2.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education

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 19/07/2022 at 12.00 noon. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Academic Calendar
3. Mandatory UGC programmes
4. IQAC activities during the year 2022-23
5. Self Study Report Cycle 4
6. SWOC analysis
7. Post Accreditation Initiatives
8. Modification of Infrastructure facilities
9. Commencement of campus radio

Meeting started at 12.00 noon with silent prayer. Dr. Saji Joseph welcomed all members to the meeting. Dr. Bennichen Scaria delivered the presidential speech by emphasising the main discussion areas. 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 during the academic year 2021-2022 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.
3. It is decided to finalise the academic calendar of the College after incorporating the relevant programmes scheduled in MG University academic calendar and the action plans of different units of the College. Dr. Molly MA and Dr. Tony Thomas of Department of English are entrusted with the task of compiling the academic calendar. Dr. Tony Thomas shall extent his service to QMG 1 also.
4. Mr. Santhosh George, IQAC Member presented UGC circulars containing some programmes to be organised. They include:
 - (a) Regarding differently-abled students, Equal Opportunity Cell of the College (EOC) shall study the library facilities, physical facilities, admission policies, reservations, filling of seats, etc. and handover a report to the Principal through IQAC.
 - (b) Students must be encouraged to participate the National Level Cultural Festival 2022 as part of 'Azadi ka amrut mahotsav'. Dr. Joyce Tom, Coordinator of Arts Club is entrusted with this task.
 - (c) An Internal Compliance Committee shall be empowered and a gender audit must be undertaken. Women Cell of the College is entrusted with this task.
 - (d) UGC, through its circular, recommended certain avenues for internship for students. Mr. Santhosh George is entrusted with the task of enquiring about these avenues and required to submit a report to the IQAC.
 - (e) Women Cell of the College is entrusted with the task of selection of gender champions and is required to submit a report to the IQAC.
 - (f) The College shall organise programmes for the studying and popularising the New Education Policy of Central Government. IQAC is entrusted with the task of organising programmes relating to NEP.
5. Mr. Santhosh George presented the recommendations in the last NAAC peer team report and the actions taken so far based on the recommendations. Meeting discussed these recommendations and decided to:
 - (a) Commence a Coaching Centre for Competitive Examination training. Mr. Santhosh George and Mr. Bibinmon Varghese of Department of History are entrusted with this task.
 - (b) Start a Tribal Study Centre under the supervision of Department of History.
 - (c) Strengthen the career guidance initiatives and conduct placement drives wherever possible. Career Guidance Cell and Placement Cell shall be directed to take the necessary steps.
 - (d) Give intensive training to advanced learners at the supervision of career guidance cell.
6. Meeting congratulated the Department of History for their efforts to streamline the 'Mannan' tribal language by publishing a Book titled "Gothrasmrithi: An Interpretative Study of Mannan Traditional Koothupattu".

7. Dr. Saji Joseph disclosed the IQAC activities regarding the preparation of SSR of 4th Cycle. A time schedule must be prepared and followed to compile the data of the assessment period.
8. Meeting expressed satisfaction on the interface meeting with the QMG coordinators conducted during 2021-22 regarding data capturing and management. It is decided to continue the interface meetings with QMGs in the year 2022-23.
9. Meeting decided to conduct the SWOC analysis of the College. Mr. Jins Mathew and Mr. Bobin George are entrusted with this task.
10. It is decided to approve the duty list of staff members for clubs, cell, forums, activities, committees and other units for the academic year 2022-23 and to issue appointment order to the person concerned.
11. Meeting recommended the necessary infrastructure modifications to the attention of management including the construction of an open stage for student and staff performances.
12. It is decided to start a campus radio using internal facilities. Dr. Joyice Tom, Coordinator of Arts Club is entrusted with this task.

Mr. Santhosh George expressed vote of thanks. Meeting ended at 1.35 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joyice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education
16	Dr. T. M. Joseph	External Member, IQAC
17	Prof. Anice K.P	Former Principal, Pavanatma College
18	Mr. Sijo Mathew	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 02/08/2022 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Documentation of programmes
3. Conduct of various Institutional programmes
4. Discussion on feedback collected.

Meeting started at 2.30 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. For the documentation of programmes organised by the units, google drive (g-suite) shall be used. For easy access to the documentation files the college blog shall be popularised. (<https://pcmevents.blogspot.com/>).
3. Meeting observed that the programmes organised by various units of the college have been served as a boost to the academic community and other stakeholders. It is further decided to continue to giving support to all such programmes from the part of IQAC. As far as possible, collaborations can be entertained.
4. As per the decision of the administrative council held on 10/07/2022, IQAC was entrusted with the task of framing a list of actions to be taken on the feedback collected by the feedback cell. IQAC meeting analysed the feedback report and prepared an analysis report on the same and a plan of actions to be taken.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joyice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education

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 06/09/2022 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Evaluation of programmes conducted
3. Other relevant quality issues

Meeting started at 2.30 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 college blog is used for the purpose of documentation of activities related to the college. (<https://pcmevents.blogspot.com/>).
3. Meeting reviewed that the programmes organised by various units of the college for the past months have been served as a boost to the academic community and other stakeholders. It is further decided to continue to giving support to all such programmes from the part of IQAC. As far as possible, collaborations can be entertained.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education

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 12/10/2022 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Evaluation of programmes conducted and documentation
3. AQAR 2021-22
4. Other relevant quality issues

Meeting started at 2.30 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 college blog is used for the purpose of documentation of activities related to the college. (<https://pcmevents.blogspot.com/>).
3. The AQAR for the year 2021-22 is under preparation. The meeting expressed its satisfaction about the dedication and performance of various QMG Coordinators and members.
4. Meeting reviewed that the programmes organised by various units of the college were effective for bringing mental satisfaction to all the stakeholders especially to students, teachers, parents, alumni, etc. It is further decided to continue to giving support to all such programmes from the part of IQAC. As far as possible, collaborations shall be entertained.
5. Meeting appreciated the joint effort of IQAC and Documentation Committee for keeping the documents of programmes of the college through blogs, social media platforms, google drives, etc.
6. IQAC expressed its satisfaction about the keeping of consolidated list of programmes and events by the documentation committee.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joyice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education

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 17/11/2022 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Evaluation of programmes conducted and documentation
3. AQAR 2021-22
4. NIRF 2022
5. Assessment of feedback from stakeholders
6. Other relevant quality issues

Meeting started at 2.30 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. The data collection and sorting for the AQAR 2021-22 is going on. Different units of the college are directed to supplement data with supporting documents timely.
3. Meeting reviewed that the programmes organised by various units of the college during the past month were effective for bringing mental satisfaction to all the stakeholders. As far as possible, collaborations shall be entertained.
4. Meeting appreciated the joint effort of IQAC and Documentation Committee for keeping the documents of programmes of the college through blogs, social media platforms, google drives, etc.
5. IQAC expressed its satisfaction about the keeping of consolidated list of programmes and events by the documentation committee.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education

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 12/12/2022 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:





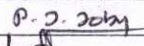










1. Review of the decisions of previous IQAC meeting.
2. Evaluation of programmes conducted and documentation
3. AQAR 2021-22
4. NIRF 2022
5. National Level Volleyball Championship
6. Other relevant quality issues

Meeting started at 2.30 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 reviewed that the programmes organised by various units of the college during the past month were effective for bringing mental satisfaction to all the stakeholders. As far as possible, collaborations shall be entertained.
3. Meeting appreciated the joint effort of IQAC and Documentation Committee for keeping the documents of programmes of the college through blogs, social media platforms, google drives, etc. IQAC expressed its satisfaction about the keeping of consolidated list of programmes and events by the documentation committee.
4. The data collection and sorting for the AQAR 2021-22 is at its final stage. The data templates and supporting documents may be uploaded to HEI portal by the end of this month.
5. Meeting reviewed the progress of preparations for the National Level Volleyball Championship scheduled to be commenced in December 2022.
6. Meeting reviewed the NIRF related activities of the College and expressed satisfaction.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member		Designation with Department
1	Dr. Bennichen Scaria		Principal and IQAC Chairperson
2	Dr. Saji Joseph		Associate Professor of Physics
3	Mr. Saji K. Jose		Associate Professor of Chemistry
4	Mr. Sijo P. George		Assistant Professor of Mathematics
5	Dr. Jobi John		Assistant Professor of History
6	Dr. B Sindhu		Assistant Professor of Commerce
7	Mr. Christo Mathew		Assistant Professor of Economics
8	Mr. Santhosh George		Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA		Assistant Professor of English
10	Dr. Jayas Mattam		Management Representative
11	Mr. Anoop Joseph		Assistant Professor of Commerce
12	Mr. Shajimon Scaria		Senior Administrative officer
13	Mr. Jimmy George		Assistant Professor of Vocational Studies
14	Dr. Joyce Tom		Assistant Professor of Hindi
15	Mr. Gijo George		Assistant Professor of Physical Education

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 20/01/2023 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Evaluation of programmes conducted and documentation
3. AQAR 2021-22
4. NIRF 2022
5. Evaluation of National Level Volleyball Championship
6. Other relevant quality issues

Meeting started at 2.30 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 reviewed that the programmes organised by various units of the college during the past month were effective for bringing mental satisfaction to all the stakeholders. As far as possible, collaborations shall be entertained.
3. Meeting appreciated the joint effort of IQAC and Documentation Committee for keeping the documents of programmes of the college through blogs, social media platforms, google drives, etc. IQAC expressed its satisfaction about the keeping of consolidated list of programmes and events by the documentation committee.
4. Meeting observed that the AQAR data with supporting documents have been uploaded and decided to verify the data as soon as possible. IQAC working group is entrusted with this task.
5. Meeting reviewed the conduct of National Level Volleyball Championship and expressed satisfaction and gratitude.
6. Meeting reviewed the progress of NIRF related activities of the College and expressed satisfaction.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell of Pavanatma College, Murickassery, Idukki, was held on 07/02/2023 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Online Diploma Courses
3. AQAR 2021-22
4. NIRF Data and Supporting documents
5. Self Study Report Cycle 4
6. Action taken on feedback collected through Student Satisfaction Survey
7. Relevant Quality Issues

Meeting started at 2.30 pm with prayer. Mr. Santhosh George welcomed all members to the meeting. Dr. Bennichen Scaria delivered the presidential speech by emphasising the main discussion areas. The major proceedings and decisions are:

1. The meeting reviewed that, the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.
2. Meeting reviewed the conduct of diploma courses for the academic year 2021-22. It is suggested based on NAAC and NIRF guidelines that, for the academic year 2022-23 students are encouraged to attend online courses in SWAYAM platform (<https://swayam.gov.in/NPTEL>). For discussing the possibilities a meeting of Diploma Cell needs to be conducted at the earliest. Class Mentors and HoDs should encourage the students to join and complete the courses. The overall coordination of the programme is entrusted with Dr. Sonia Jose, Diploma Cell Coordinator.
3. Meeting observed that the regular updating of PAAMS data is mandatory. (To access the PAAMS, visit <https://paams.in/>). It is decided to direct the departments:
 - (a) to ensure the scores of internal examinations and assignments are entered in PAAMS by the concerned faculty member time-bound.
 - (b) to ensure the timely recording of activities or programmes organised by departments in PAAMS.
 - (c) to make sure that the guest lecturers completed the updating of data regarding their Cell activities, programmes attended by them, etc. in PAAMS.
4. The AQAR 2021-22 is in verification stage. Uploading of AQAR shall be completed time-bound.
5. SSR (Cycle 4) shall be prepared and uploaded after the AQAR related works.
6. NIRF data submission from the part of the College is completed. Supporting data and other documents shall be updated by 15th February 2023. It is decided to direct the departments to update the data regarding Placements, Progressions and Competitive Examinations passed.
7. Meeting expressed its gratitude to the College Management and Fr. Bursar for the timely completion of 2 open stages and Tribal Study Centre & Heritage Museum.
8. The semester promotion of even semester shall be done w.e.f 03.01.2023.
9. It is decided to reschedule the timing of College Play Ground with immediate effect. New timing - 3.30 PM to 5.30 PM.
10. It is decided to organise the endowment lecture by 20th February 2023.
11. Meeting decided to organise the sports day of the College. Mr. Gijo George is entrusted with this task.
12. Actions taken on the Students' feedback are presented in the meeting by the IQAC Coordinator. The meeting evaluated the actions taken and reviewed the implementation of actions to be taken framed in the IQAC meeting held on 02/08/2022 and expressed satisfaction. The Principal was entrusted to communicate the feedback analysis report on the curriculum to the University at the earliest.

Dr. Saji Joseph expressed vote of thanks. Meeting ended at 3.40 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joyice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education
16	Mr. Bineesh Jose	Assistant Professor of Computer Science
17	Dr. T. M. Joseph	External Member, IQAC
18	Prof. Anice K.P	Former Principal, Pavanatma College
19	Mr. Sijo Mathew	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 13/03/2023 at 2.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Feedback for the year 2022-23
3. Use of open stages for programmes
4. Relevant Quality Issues

Meeting started at 2.30 pm with prayer. Mr. Santhosh George welcomed all members to the meeting. Dr. Bennichen Scaria delivered the presidential speech by emphasising the main discussion areas. 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 diploma courses for the year 2022-23 are going on well. It is directed that, the documentation for this should be done time bound.
3. Meeting observed that the regular updating of PAAMS data is performing by the concerned persons. (To access the PAAMS, visit <https://paams.in/>).
4. The AQAR 2021-22 is in verification stage. Some data and documents need modification.
5. SSR for (Cycle 4) shall be prepared and uploaded after the AQAR 2022-23.
6. Meeting observed that the students and staff are using the newly constructed open stages for various programmes.

Dr. Saji Joseph expressed vote of thanks. Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joyce Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education
16	Mr. Bineesh Jose	Assistant Professor of Computer Science

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 18/04/2023 at 7.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. AQAR 2021-22 submission
3. Relevant Quality Issues

Meeting started at 7.30 pm with prayer. Mr. Santhosh George welcomed all members to the meeting. Dr. Bennichen Scaria delivered the presidential speech by emphasising the main discussion areas. 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 diploma courses for the year 2022-23 are going on well. It is directed that, the documentation for this should be done time bound.
3. Meeting observed that the AQAR 2022-23 shall be submitted immediately after the commencement of academic year 2023-24. Meeting directed QMG Coordinators for starting the preliminaries for the same.
4. The AQAR 2021-22 is in verification stage. Some data and documents need modification.
5. SSR for (Cycle 4) shall be prepared and uploaded after the AQAR 2022-23.
6. Meeting observed that the students and staff are using the newly constructed open stages for various programmes.

Dr. Saji Joseph expressed vote of thanks. Meeting ended at 8.15 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joyce Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education
16	Mr. Bineesh Jose	Assistant Professor of Computer Science

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 24/05/2023 at 7.30 PM. Dr. Bennichen Scaria, IQAC Chairperson, presided over the function. The agenda of the meeting:

1. Review of the decisions of previous IQAC meeting.
2. Admission 2023 - Preliminaries
3. AQAR 2021-22 submission
4. Relevant Quality Issues

Meeting started at 7.30 pm with prayer. Mr. Santhosh George welcomed all members to the meeting. Dr. Bennichen Scaria delivered the presidential speech by emphasising the main discussion areas. 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 that the available data may be processed for AQAR 2022-23. Meeting observed that QMG Coordinators started the preliminaries for the same.
3. The AQAR 2021-22 is submitted. The IQAC expressed its gratitude to all the persons behind this task.
4. Meeting expressed satisfaction about the arrangements made so far by the admission committee regarding the UG and PG admissions for the academic year 2023-24.

Dr. Saji Joseph expressed vote of thanks. Meeting ended at 8.30 PM.

Members Present:

No.	Name of the Member	Designation with Department
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson
2	Dr. Saji Joseph	Associate Professor of Physics
3	Mr. Saji K. Jose	Associate Professor of Chemistry
4	Mr. Sijo P. George	Assistant Professor of Mathematics
5	Dr. Jobi John	Assistant Professor of History
6	Dr. B Sindhu	Assistant Professor of Commerce
7	Mr. Christo Mathew	Assistant Professor of Economics
8	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)
9	Dr. Molly MA	Assistant Professor of English
10	Dr. Jayas Mattam	Management Representative
11	Mr. Anoop Joseph	Assistant Professor of Commerce
12	Mr. Shajimon Scaria	Senior Administrative officer
13	Mr. Jimmy George	Assistant Professor of Vocational Studies
14	Dr. Joice Tom	Assistant Professor of Hindi
15	Mr. Gijo George	Assistant Professor of Physical Education
16	Mr. Bineesh Jose	Assistant Professor of Computer Science