

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 02/06/2023 at 3.00 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 for 2023-24
3. Conduct of various Institutional programmes
4. Action Plan for 2023-24

Meeting started at 3.00 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 2023-24 w.e.f. 01/06/2023. 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/>).
4. It is decided to organise various academic and cultural programmes during this academic year and to enter those programmes in College Blog (<https://pcmevents.blogspot.com/>).
5. It is decided to direct various units of the College about the preparation of action plan for the current academic year. The communication channels such as Google Classroom and Whatsapp group can be used in this regard.

Meeting ended at 3.45 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 07/07/2023 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. Career Guidance
4. Self Study Report Cycle 4
5. Other quality issues

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 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.
4. Meeting discussed the activities of the Coaching Centre for Competitive Examination training and expressed satisfaction.
5. Career Guidance Cell and Placement Cell shall be directed to take the necessary steps to strengthen the career guidance initiatives and conduct placement drives wherever possible. For this training to advanced learners at the supervision of career guidance cell can be arranged.
6. Discussed the IQAC activities regarding the preparation of SSR of 4th Cycle and suggested modifications.
7. It is decided to approve the duty list of staff members for clubs, cell, forums, activities, committees and other units for the academic year 2023-24 and to issue appointment order to the person concerned.

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

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	
19	Ms. Namitha Tom	Student Representative	

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 04/08/2023 at 3.00 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 3.00 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-suit) 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, IQAC was entrusted with the task of framing a list of actions to be taken on the feedback collected for 2022-23 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. These reports are hosted in the College website.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 08/09/2023 at 3.00 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. NAAC Preparations
4. Other relevant quality issues

Meeting started at 3.00 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.
4. Meeting reviewed the institutional preparations for the ensuing NAAC visit (Cycle 4) and suggested a comprehensive study on the SWOC report prepared.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 12/10/2023 at 3.00 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 2022-23
4. IIQA
5. Other relevant quality issues

Meeting started at 3.00 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/>). IQAC expressed its satisfaction about the keeping of consolidated list of programmes and events by the documentation committee.
3. The AQAR for the year 2022-23 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. The IIQA (Institutional Information for Quality Assessment) is about to submission. IQAC expressed gratitude to all well-wishers for their timely support and cooperation.

Meeting ended at 3.45 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 13/11/2023 at 3.00 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 2022-23
4. NIRF 2023
5. IIQA Submission
6. Assessment of feedback from stakeholders
7. Other relevant quality issues

Meeting started at 3.00 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 2022-23 and SSR Cycle 4 are 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. It is suggested that, collaborations shall be entertained as far as possible.
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. It is decided to participate in the NIRF 2023. IQAC will extend all favours in this regard.
6. Meeting expressed satisfaction about the IIQA data. It is decided to submit the IIQA tomorrow.

Meeting ended at 3.30 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 12/12/2023 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. Evaluation of programmes conducted and documentation
3. AQAR 2022-23
4. NIRF 2023
5. Other relevant quality issues

Meeting started at 12.00 noon 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 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.
3. The data collection and sorting for the AQAR 2022-23 is at its final stage. The data templates and supporting documents may be uploaded to HEI portal by the end of this month.
4. Meeting reviewed the NIRF related activities of the College and expressed satisfaction.

Meeting ended at 1.00 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
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12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 04/01/2024 at 3.00 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 2022-23
4. NIRF 2024
5. Other relevant quality issues

Meeting started at 3.00 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. Collaborations are appreciated.
3. Meeting expressed its satisfaction about the digital documentation of programmes and events using blogs.
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 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	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Shajimon Scaria	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 06/02/2024 at 3.00 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 2022-23
4. NIRF Data and Supporting documents
5. KIRF 2024
6. Self Study Report Cycle 4
7. Action taken on feedback collected through Student Satisfaction Survey
8. Relevant Quality Issues

Meeting started at 3.00 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 2023-24 and expressed satisfaction.
3. Meeting reminded that the regular updating of PAAMS is mandatory. (To access the PAAMS, visit <https://paams.in/>).
4. The AQAR 2022-23 is in the final stage. Uploading of AQAR shall be completed time-bound.
5. The meeting observed that SSR (Cycle 4) is ready for submission and decided to submit the SSR by this month.
6. The NIRF data is submitted for 2023-24.
7. Meeting evaluated the progress of KIRF (Kerala Institutional Ranking Framework) participation of the College and decided to submit the required data by March 2024.
8. Actions taken on the feedback reports are presented in the meeting and the meeting expressed satisfaction.

Meeting ended at 3.50 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Binoy Thomas	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 20/03/2024 at 3.00 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. Core Committee Formation
3. KIRF Data Submission
4. AQAR 2022-23 submission
5. Relevant Quality Issues

Meeting started at 3.00 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 certificate courses for the year 2023-24 are going on well. It is directed that, the documentation for this should be done time bound.
3. Meeting expressed satisfaction about the regular updating of PAAMS data such as TPR, etc. by the concerned persons. (To access the PAAMS, visit <https://paams.in/>).
4. The AQAR 2022-23 is submitted on 19/03/2024. The IQAC expressed gratitude to the hard-works from various corners.
5. SSR for (Cycle 4) is submitted on 20/02/2024. It is directed that all units of the College should be ready to give DVV clarifications on demand.
6. The College participated in Kerala Institutional Ranking Framework 2023-24 (KIRF 2023-24) and the required data is submitted on 14/03/2024.
7. It is decided to constitute various committees and sub-committees for the ensuing NAAC visit. A draft list is prepared and examined in the meeting.
8. It is decided to organise the Annual Academic Evaluation (Audit) 2023-24 and Staff Meeting soon.

Meeting ended at 4.00 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Binoy Thomas	Senior Administrative officer	
13	Mr. Manu V.G	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	
17	Ms. Namitha Tom	Student Representative	

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 12/04/2024 at 7.00 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. DVV of SSR
3. Relevant Quality Issues

Meeting started at 7.00 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 DVV process (SSR clarifications) is completed on 10/04/2024 and expressed gratitude to the persons behind the whole process.
4. For the ensuing NAAC visit, the College needs preparation. The meeting decided to direct the staff to prepare for this regard. The staff can make use of holidays.
5. The meeting directed the staff members to carry out the election duty received regarding the Parliament Election 2024.

Dr. Saji Joseph expressed vote of thanks. Meeting ended at 7.50 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Binoy Thomas	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 24/05/2024 at 7.00 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. NAAC Visit preparations
3. Faculty Training
4. Mock Visit
5. Relevant Quality Issues

Meeting started at 7.00 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 preparations for NAAC visit and suggested modifications.
3. It is decided to organise a faculty training on curriculum in the beginning of the academic year.
4. Meeting expressed satisfaction about the arrangements made so far by the admission committee regarding the admissions in light of the modified FYUGP for the academic year 2024-25.
5. A mock visit will be arranged in June 2024. Dr. TM Joseph, IQAC External Member be invited to the mock visit.

Meeting ended at 7.45 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
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. Jolly K.V	Assistant Professor of English	
10	Dr. Philip Mattam	Management Representative	
11	Mr. Anoop Joseph	Assistant Professor of Commerce	
12	Mr. Binoy Thomas	Senior Administrative officer	
13	Mr. Manu V.G	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	Ms. Namitha Tom	Student Representative	

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 04/06/2024 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. Reconstitution of IQAC 2024-25
3. NAAC Visit (Cycle 4)
4. Action Plan
5. Conduct of various Institutional programmes

Meeting started at 12.00 noon 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 is reconstituted for the year 2024-25 w.e.f. 01/06/2024 by including all criterion coordinators as members. Mr. Santhosh George, IQAC Coordinator welcomed all the members.
3. Meeting emphasised the need for updating the programmes and events into the management software and decided to direct the staff members to update it regularly. (To access the PAAMS, visit <https://paams.in/>).
4. It is decided to continue the practice of entering events and programmes in College Blog (<https://pcmevents.blogspot.com/>).
5. The meeting evaluated the progress of NAAC visit preparations and commented on it. All committees constituted for this purpose started meetings and works.
6. It is decided to conduct the mock visit on 20/06/2024. IQAC will invite the resource person formally.
7. It is decided to direct various units of the College about the preparation of action plan for the current academic year. IQAC communication channels such as Google Classroom and Whatsapp group can be used in this regard.

Meeting ended at 1.15 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson	
2	Dr. Saji Joseph	Professor of Physics	
3	Mr. Saji K. Jose	Associate Professor of Chemistry	
4	Dr. Sonia Jose	Assistant Professor of Malayalam	
5	Dr. Sunish K K	Assistant Professor of History	
6	Dr. Jins Mathew	Assistant Professor of Commerce	
7	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)	
8	Dr. Philip Mattam	Management Representative	
9	Mr. Binoy Thomas	Senior Administrative officer	
10	Dr. Joyice Tom	Assistant Professor of Hindi	
11	Mr. Gijo George	Assistant Professor of Physical Education	
12	Ms. Helen Jose	Student Representative	

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 04/07/2024 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. Modification of Infrastructure facilities

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. 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.
3. The meeting ensured that the actions taken on the recommendations in the last NAAC peer team report are in accordance with the same.
4. Meeting mentioned the IQAC strategies regarding the preparation for NAAC visit 2024. A tentative time schedule must be prepared and followed.
5. It is decided to approve the duty list of staff members for clubs, cell, forums, activities, committees and other units for the academic year 2024-25 and to issue appointment order to the person concerned.
6. Meeting evaluated the progress of the management incubation centre annexed to the commerce department. It is observed that the incubation centre will start functioning soon.
7. The recommendations of the mock visit conducted on 20/06/2024 are reviewed in the meeting. IQAC will direct the staff to implement the recommendations on time. After this, a second mock visit will be organised in August 2024.

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

Members Present:

No.	Name of the Member	Designation with Department	Signature
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson	
2	Dr. Saji Joseph	Professor of Physics	
3	Mr. Saji K. Jose	Associate Professor of Chemistry	
4	Dr. Sonia Jose	Assistant Professor of Malayalam	
5	Dr. Sunish K K	Assistant Professor of History	
6	Dr. Jins Mathew	Assistant Professor of Commerce	
7	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)	
8	Dr. Philip Mattam	Management Representative	
9	Mr. Binoy Thomas	Senior Administrative officer	
10	Dr. Joyice Tom	Assistant Professor of Hindi	
11	Mr. Gijo George	Assistant Professor of Physical Education	
12	Ms. Helen Jose	Student Representative	
13	Ms. Josmy Varghese	Assistant Professor of Commerce	
14	Mr. Anoop Joseph	Assistant Professor of Commerce	

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 30/08/2024 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. Principal's presentation during NAAC visit
3. Recommendations of the Mock Visit - 2
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. Meeting observed the Principal's presentation and suggested modifications wherever required.
3. Meeting reviewed the programmes organised by various units of the College so far during this academic year and decided to continue the support through collaborations.
4. As per the decision of the administrative council, IQAC was entrusted with the task of framing a list of actions to be taken on the feedback collected for 2023-24 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. Further, IQAC ensured that these reports are hosted in the College website.
5. Meeting discussed the recommendations of the second mock visit peer team and decided to direct the staff to execute these recommendations as early as possible.

Meeting ended at 5.30 PM.

Members Present:

No.	Name of the Member	Designation with Department	Signature
1	Dr. Bennichen Scaria	Principal and IQAC Chairperson	
2	Dr. Saji Joseph	Professor of Physics	
3	Mr. Saji K. Jose	Associate Professor of Chemistry	
4	Dr. Sonia Jose	Assistant Professor of Malayalam	
5	Dr. Sunish K K	Assistant Professor of History	
6	Dr. Jins Mathew	Assistant Professor of Commerce	
7	Mr. Santhosh George	Assistant Professor of History (Co-ordinator)	
8	Dr. Philip Mattam	Management Representative	
9	Mr. Binoy Thomas	Senior Administrative officer	
10	Dr. Joyice Tom	Assistant Professor of Hindi	
11	Mr. Gijo George	Assistant Professor of Physical Education	
12	Ms. Helen Jose	Student Representative	
13	Ms. Josmy Varghese	Assistant Professor of Commerce	
14	Mr. Anoop Joseph	Assistant Professor of Commerce	