

## Minutes of IQAC Meeting Conducted on 08<sup>th</sup> August 2018

### Agenda

- ❖ Functioning of college till new Principal is appointed.
- ❖ Examination results.
- ❖ Strategies for maintaining institutional quality.

### Members Present

Dr. Rekha K.R., Principal in Charge & Co-ordinator  
Dr. Jessy N C, Associate Professor in Malayalam  
Dr. Sholy Joseph K., Assistant Professor in Mathematics  
Dr. Prasanth Mathew, Assistant Professor in Physical Science  
Rev. Fr. Jose Nedgungattu, Pro-Manager  
Dr. Jose James, Educational Expert  
Sri. Jobish M. Joseph, Alumni Representative  
Sri. N. C. Thomas, PTA Representative  
Sri Binoy K., Local Representative  
Ms. Riya Mary Thomas., Student Representative

*\*Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

### Minutes:

The meeting discussed how the college can function effectively till the new Principal is appointed. It was decided that effective strategies should be developed for handling the English optional classes since the additional responsibility of Principal is to be handled by the English optional teacher. Care should be taken by each staff member in maintaining institutional quality. The examination result of the last batch was analyzed and it was decided that further steps should be thought of to enhance the number of distinction holders.

### Action Taken Report:

- ❖ For the effective functioning of the college duties are distributed among staff members.
- ❖ It was decided to reschedule the time table for the convenience of the principal in charge to handle both the responsibilities.
- ❖ As per the analysis of the university examination result it was advised to provide subject enrichment classes to enhance learning.



  
ASSOCIATE PROFESSOR  
IN CHARGE OF PRINCIPAL  
P.K.M COLLEGE OF EDUCATION  
MADAMPAM, KAITHAPRAM P.O.  
KANNUR DIST., KERALA - 670 631



## Minutes of IQAC Meeting Conducted on 04<sup>th</sup> January 2019

### Agenda:

- ❖ New leadership - Institutional strengthening
- ❖ New administrative strengthening - Vice Principal
- ❖ Review of the academic year & future plan.

### Members Present

Dr. Jessy N C, Principal  
Dr. Rekha K.R., Co-ordinator  
Dr. Sholy Joseph K., Assistant Professor in Mathematics  
Dr. Prasanth Mathew, Assistant Professor in Physical Science  
Rev. Fr. Jose Nedgungattu, Pro-Manager  
Sri. Jobish M. Joseph, Alumni Representative  
Sri. N. C. Thomas, PTA Representative  
Sri Binoy K., Local Representative  
Sri. Nithin Jose. Student Representative

*\*Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

### Minutes

The meeting appreciated Dr. Jessy N.C. for assuming the chair of the Principal. The meeting hoped to have strengthening of the institution under the new leadership.

The meeting also expressed the joy over having set up a new administrative position by establishing the post of Vice-Principal. Dr. Prasanth Mathew was appreciated for occupying the newly set up administrative position.

The meeting exhorted the members to set up future plans to minimize the short comings occurred in the working of the institution. It was decided to prepare the draft calendar before the closing for summer vacation.

### Action Taken Report

- ❖ As a part of strengthening the administration, it is decided to give more training programmes for the staff.
- ❖ It is intimated the members to setup future plans as a part of Jubilee year celebration.
- ❖ The duty of academic calendar preparation was handed over to calendar committee.

  
IQAC, Co-ordinator



  
Principal  
P.K.M COLLEGE OF EDUCATION