

Minutes of the meeting of IQAC held on 16-06-2020

Date: 16-06-2020

Time: 2.00 pm

Venue: Principal's chamber

Agenda

- ❖ Analyze the minutes of the previous meeting of IQAC.
- ❖ Review of the activities and achievements of the college during the previous academic year 2019-20.
- ❖ Evaluate the functioning of various IQAC committees.
- ❖ AQAR preparations and submissions
- ❖ Finalization of academic calendar.
- ❖ Plan of the institutions for the current academic year.
- ❖ Discuss institutions social responsibility during COVID-19 period.

Members Present

Dr. Jessy N. C., Principal
Dr. Rekha K.R. - Co-ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Veena Appukuttan, Assistant Professor in Social Science
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Minimol Simon, Office Superintendent
Sri.K.J. Chacko, PTA Representative
Sri Binoy K., Local Representative

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

Minutes

- IQAC coordinator welcomed all to the meeting and presented the events and initiatives undertaken by the college after the last IQAC meeting.
- The overall academic activities and programs of the college during the previous academic year was reviewed. It is decided to organize more outreach community centered programmes in the coming year.
- The meeting evaluated the functioning of IQAC committees. It was decided to organize more academic and other extension activities to meet the requirement of the college in the SSR preparation and for the next NAAC visit.



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- IQAC has submitted all the AQAR till date and decided to start the preparations of AQAR for the year 2020-21 . The responsibility of preparing the criterion wise reports was divided among the faculty members.
 - The academic calendar which was discussed in the last IQAC meeting was finalized and arrangements for getting it are published.
 - Considering the responsibility of PKM to overcome the pandemic situation, the COVID intervention activities of the college for the current year in association with PKM staff association and in collaboration with other agencies are finalized in the meeting.
 - During this crisis period the IQAC decided to give counseling and support under the guidance of each faculty.
 - The college has taken the initiative of organizing more ICT training programmes to make the teachers and students competent in dealing with online classes.
 - Discussed the social responsibility of the institution during the pandemic and planned the current year activities accordingly.
- The meeting came to an end by 4.30 pm.

Action Taken Report

- ❖ It is decided to continue UN-SDGs in institutional activities which was implemented as a part of jubilee year celebration.
- ❖ In the context of COVID pandemic it is decided to focus on health care and sanitation activities.
- ❖ Focused more on criterion wise extension activities on a monthly basis.
- ❖ Submitted pending AQAR's and collected data for 2020-21 AQAR.
- ❖ Finalised Academic Calendar.
- ❖ Inaugurated the COVID intervention programme 'OPPAM'.
- ❖ As a part of mentoring, stress relief tasks are given to students and staff.
- ❖ Organised ICT Training programmes to make teachers and students competent in handling blended classes.


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Minutes of the meeting of IQAC held on 13-10-2020

Date: 13-10-2020

Time: 2.00 pm

Venue: Principal's chamber

Agenda

- Analyze the minutes of previous meeting of IQAC held on 16-06-2020
- Evaluate the quality enhancement measures undertaken by the IQAC from June to September
- IQAC quality initiatives for the next quarter (September to December 2020)
- Review of academic activities and results of the completed semester and action plan for improvement.
- Review the quality initiatives by IQAC and college
- Review of the progress of AQAR works
- Webinar and workshops for students and faculty members.
- Academic activity and related matters
- Review the functioning of IQAC

Member Present

Dr. Jessy N. C., Principal
Dr. Rekha K.R. - Co-ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Veena Appukuttan, Assistant Professor in Social Science
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Minimol Simon, Office Superintendent
Rev.Fr. Jose Nedungattu, Pro Manager
Nithin Nangoth, Alumni Representative
Sri Binoy K., Local Representative

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

Minutes

IQAC coordinator welcomed all to the meeting

- The overall academic activities and programmes were analyzed in tune with the previous IQAC meeting. Also analyzed the need for innovations and inventions in the field of education for development of the college.
- Analyze the quality initiatives by IQAC from June to September and also analyzed the action plan for improvement.

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- Review the previous IQAC meeting held on 16-06-2020, suggestions given and status of compliance.
- Reviewed the academic activities and the progress of online teaching.
- In order to practice the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis IQAC decided to conduct internal audits at the end of the academic year
- IQAC reviewed the report of different committees of the college and suggested parameter for various academic, research and extensions activities as per NAAC guidelines.
- Even in the midst of pandemic and overcoming the limitations, the IQAC planned inductive program and bridge course for one week duration just after the admission of 1st year students.
- Resources and infrastructure requirements as per new NCTE guidelines were analyzed and found that college has all necessary resources and infrastructure as per new NCTE norms.

Action Taken Report

- ❖ Analysed the activities and promoted innovation through academic collaborations.
- ❖ Make necessary changes in the curricular plan as per the feedback.
- ❖ The college under the guidance of IQAC took the initiative of conducting the teaching learning progress during the pandemic period through LMS platform - Teams and other online platforms.
- ❖ It is decided to conduct audits at the end of February.
- ❖ The responsibility of conducting student induction programme for the year 2020-21 is given to Dr. Prasanth Mathew.
- ❖ Updated the institutional requirement as per the NCTE norms.


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Minutes of the meeting of IQAC held on 12-03-2021

Date: 12-03-2021

Time: 3.00 pm

Venue: Principal's chamber

Agenda

- ❖ Review the progress of AQAR works and SSR preparation.
- ❖ Review of the previous IQAC meeting held on 13-10-2020 suggestions given and status of the work done
- ❖ Analyze the current status and prospective plan of PKM.
- ❖ Possibilities of external and internal audit by proper authorities
- ❖ Result analysis
- ❖ Review the placement of students
- ❖ Student feedback
- ❖ Academic calendar preparation for the next academic year

Members Present

Dr. Jessy N. C., Principal (Chairperson)
Dr. Rekha K.R. - Co-ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Veena Appukuttan, Assistant Professor in Social Science
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Minimol Simon, Office Superintendent
Rev.Fr. Jose Nedungattu, Pro Manager
Nithin Nangoth, Alumni Representative
Sri. Jenardanan K J, PTA Representative
Sri Binoy K., Local Representative
Sayooj V V., Student Representative

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Minutes

- AQAR work is progressing as per NAAC new guidelines for teacher education colleges..
- Reviewed the previous IQAC meeting held on 13-10-2020 evaluated the plan and implementation of the activities till date
- Evaluated the functioning of IQAC committees of current academic year for the smooth functioning of the college. Fair distributions of work and a joint effort in needed for quality initiatives.

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- Academic result and other programs organized during the present year in all semesters were analyzed. The college is satisfied with the performance of the students and planned some strategies for improvement in the coming years.
- Reviewed placement of students and support in the career services. Evaluated the activities of the placement cell.
- Decided to conduct a satisfaction survey and other feedback system for the current year. IQAC made arrangements for its review and evaluation and suggested some updations.
- The outline format of the academic calendar for next year prepared incorporating all the plans for the next academic year.
- The meeting decided to complete stock verification before college close for summer holidays. The faculty in charge of each department and labs were responsible for stock verification.

Action Taken Report

- ❖ Discussed the plan for SSR preparation and responsibilities were assigned accordingly.
- ❖ IQAC formed COVID-19 committee and Help desk. COVID intervention activities were planned accordingly.
- ❖ It is decided to promote self study courses among students.
- ❖ Scheduled Career guidance and motivation classes for the students.
- ❖ Conducted Satisfaction Survey and Feedback through online mode.
- ❖ Prepared the first draft of academic calendar -2021-22
- ❖ Stock Verification was completed.

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