

## Minutes of the IQAC meeting held on 03-06-2021

Date: 03-06-2021

Time: 2.00 pm

Venue: IQAC Room

### Agenda:-

- Review the minutes of the previous IQAC meeting held on 16-03-2021.
- AQAR completion and submission
- Updation of college website.
- Academic and administrative audit (2020-21).
- New academic year plan
- IQAC initiatives for the academic year.
- Review of programme of action of academic, outreach and extension activities for the academic year 2020-21.
- Value added courses for the year.
- Yoga training programme for both staff and students.
- Finalization of academic calendar
- Discuss institution's social responsibility during covid-19 period.
- Evaluation of feedback from stakeholders.
- Strategic plan based on New Education Policy.

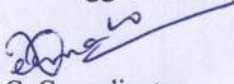
### Members Present

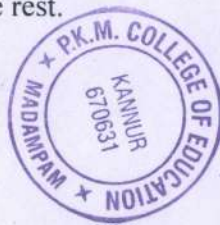
Dr. Jessy N C – Principal  
Dr. Veena Appukuttan - Co-ordinator  
Dr. Prasanth Mathew, Vice Principal  
Dr. Rekha K.R. – Associate Professor in English  
Dr. Sinoj Joseph- Assistant Professor in Physical Education  
Minimol Simon - Office Superintendent  
Rev. Fr. Jose Nedungattu-Pro Manager  
Sri. Jenardanan K J, PTA Representative  
Sri Biju Puthussery., Local representative  
Sri. Sayooj V V., Student Representative

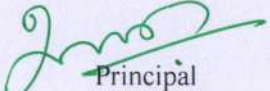
*\*Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

### Minutes

- Meeting reviewed the minutes and Action Taken Report of the previous IQAC meeting held on 16-03-2021. IQAC is able to carry out majority of the planned programmes and suggested measures to complete the rest.

  
IQAC, Co-ordinator



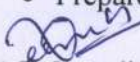
  
Principal  
PRINCIPAL  
P.K.M COLLEGE OF EDUCATION  
P.O. MADAMPAM-670631  
KANNUR

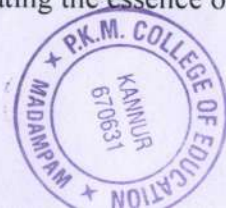



- Committee analyzed the progress of the preparation of AQAR 2020-21. Works are assigned to the criteria in charge teachers and copies of the AQAR format are given.
- It is decided to update the college website. All the faculty members are informed to update their staff profile and department reports.
- All the staff members are informed about the academic and administrative audit. They are also informed to submit their department wise activity report of 2020-21 and curricular plan for the current year to the IQAC.
- Meeting planned the curricular and other extension activities for the current academic year. The activities were prioritized as per NAAC guidelines and institutional values.
- Committee reviewed the programme of action of academic outreach and extension activities of last year and gave suggestions for improvement.
- Committee analysed the conduct of the value added/add on courses. IQAC is satisfied with the way of its conduct. The meeting proposed value added course in association with Red media, a digital platform.
- In connection with the observance of the forthcoming International Yoga day, it is decided to organize a yoga training programme for both staff and students.
- The draft of the academic calendar, which was discussed in the last staff council was finalized in the meeting.
- Institution considered the measures to overcome the challenges of current COVID-19 period as institutional social responsibility. It is decided to carry out some public welfare programmes by the college in collaboration with staff association and IQAC.
- IQAC planned some measures for the systematic evaluation of previous years' feedback from stakeholders.
- Discussed the strategic plan based on NEP.

### Action Taken Report

- College website is updated with necessary documents, staff profiles were updated in June itself. All major programmes reports and schedules of the upcoming programmes were uploaded in the website.
- Verified the academic and administrative reports of each department and gave feedback and suggestions.
- Curricular plan of each departments were submitted to the IQAC.
- Current year academic planning was finalized and IQAC scheduled the programmes in accordance with NAAC guidelines and priorities.
- Reviewed all the programme and activities and IQAC provided suggestions for improvement.
- More value-added courses were introduced.
- Provided yoga classes for staff and students.
- 'Oppam'-COVID-19 initiatives were planned and project was inaugurated by the MLA Sri.Sajeev Joseph.
- Previous years' feedbacks were evaluated and necessary actions were taken.
- Printed and distributed the academic calendar.
- Prepared Strategic plan incorporating the essence of NEP.

  
IQAC, Co-ordinator



  
Principal  
PRINCIPAL  
P.K.M COLLEGE OF EDUCATION  
P.O. MADAMPAM-670631  
KANNUR



## Minutes of the IQAC meeting held on 07-10-2021

Date: 07-10-2021  
Time: 3.00 pm  
Venue: IQAC Room

### Agenda:-

- Status of AQAR preparation works.
- Mid semester evaluation plans.
- Evaluation of programme of action of each department
- Evaluation of outreach and extension activities.
- Evaluate the quality initiatives undertaken by IQAC from June to September.
- Action plan discussion for the quality initiatives of the next quarter (September to December 2021)
- Review of the academic results and other achievements and proposed action plan.
- Capacity building initiatives for both staff and students.
- Discussion on routine academic activities and related matters.
- Review of the functioning of IQAC committees.
- Effectiveness of online learning.

### Members Present

Dr. Jessy N C – Principal  
Dr. Veena Appukuttan - Co-ordinator  
Dr. Prasanth Mathew, Vice Principal  
Dr. Rekha K.R. – Associate Professor in English  
Dr. Sinoj Joseph- Assistant Professor in Physical Education  
Minimol Simon - Office Superintendent  
Rev. Fr. Jose Nedungattu-Pro Manager  
Sri. Jenardanan K J, PTA Representative  
Sri Biju Puthussery., Local representative  
Sri. Sayooj V V., Student Representative

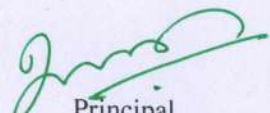
*\*Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

### Minutes

- Meeting reviewed the AQAR work progress. Staff in charge of each criteria updated their work progress. Teachers are intimated to complete the work.
- Meeting discussed the plans for mid-semester evaluation. It is decided to make changes in the curricular plan as per mid-semester evaluation.
- IQAC evaluated the programme of action of each department and provided proper feedback.

  
IQAC, Co-ordinator



  
Principal  
PRINCIPAL  
P.K.M COLLEGE OF EDUCATION,  
P.O. MADAMPAM-670631  
KANNUR



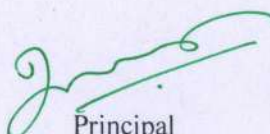
- Meeting evaluated the organization of outreach and extension activities. IQAC shared the importance of more outreach activities to meet the challenges of COVID-19 pandemic.
- Meeting analysed the quality initiatives carried out by IQAC from June to September. All are satisfied with the activities of the college during the period.
- IQAC initiatives for the next term from September to December 2022 was discussed. Workshops and training programmes are planned as per the NAAC guidelines.
- Academic and non-academic achievements of the students were analysed. The meeting decided to give the students more opportunities to participate in competitive exam. The proposed action plan targeted 100% pass in qualitative exam like NET, SET, KTET, CTET etc.
- It is decided to conduct more capacity building initiatives and welfare measures for the staff members. As part of it a staff training programme was scheduled before December 2022.
- It is decided to organize the routine academic and other extra activities as per the prepared academic calendar.
- Meeting received the functioning of the IQAC committee. The committee like vigilance, anti ragging, anti harassment committee, anti drug committee has more responsibilities. The meeting reminded them about it.
- IQAC evaluated the online learning and is satisfied with the online learning platform used by college for both academic and other activities.

### Action Taken Report

- Criterion wise AQAR was submitted by the teachers. Corrections were done by the IQAC.
- Mid semester evaluation plan was prepared. Made changes in curricular plan of the next semester as per the evaluation.
- Feedback was given to each department based on their curricular plan and programme of action.
- Prepared a schedule for activities of the second term from September onwards to meet the challenges of COVID-19 and also prepared the list of activities to be organized by IQAC.
- Strengthened the functioning of IQAC committees.
- Organized all the routine activities as per the academic calendar.

  
IQAC, Co-ordinator



  
Principal  
PRINCIPAL  
P.K.M COLLEGE OF EDUCATION  
P.O. MADAMPAM-670631  
KANNUR



## Minutes of the IQAC meeting held on 15-03-2022

Date: 15-03-2022

Time: 2.30 pm

Venue: IQAC Room

### Agenda: -

- Review the minutes of the previous IQAC meeting held on 07-10-2021 and analyse the action taken report and status of work done.
- Institutional achievements during the period.
- AQAR finalization and submission.
- Quality enhancement measures and future plan of IQAC.
- SSR preparation
- Reporting of activities from September to December.
- Result analysis of the previous semester.
- Plan for the activities of the placement cell.
- Student feedback analysis.
- Evaluation of the quality initiatives of IQAC during the year.
- Upgradation of IT infrastructure and installation of ILMS and LMS.
- Strategic plan for the year 2022-23.
- Staff welfare programmes especially a faculty development programme.
- Recommendation to avail seed money for research.
- Value added courses.

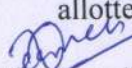
### Members Present

Dr. Jessy N C – Principal  
Dr. Veena Appukuttan - Co-ordinator  
Dr. Prasanth Mathew, Vice Principal  
Dr. Sinoj Joseph- Assistant Professor in Physical Education  
Minimol Simon - Office Superintendent  
Rev. Fr. Jose Nedungattu-Pro Manager  
Sri. Jenardanan K J, PTA Representative  
Sri Biju Puthussery., Local representative  
Sri. Hrishikesh Babu M C., Student Representative

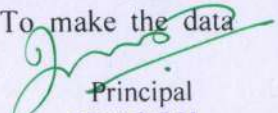
*\*Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

### Minutes

- Meeting reviewed the minutes and action taken report of the previous IQAC meeting held on 07-10-2021.
- Institutional achievements during 2021-22 were analysed. The meeting decided to implement more quality initiatives during the coming academic year.
- It is decided to complete the AQAR at the earliest. Members are asked to complete the allotted work and mail it to the IQAC email before the closing. To make the data

  
IQAC, Co-ordinator



  
Principal  
PRINCIPAL  
P.K.M COLLEGE OF EDUCATION  
P.O. MADAMPAM-670631  
KANNUR




collection from each department easier, IQAC has decided to send the template to the teachers in charge of each department and they are requested to submit it at the end of each semester.

- Future plans of IQAC were discussed. It is decided to implement more quality measurers to prepare for the NAAC visit at the earliest.
- After the completion of the AQAR it is in decided to start the work of SSR. Meeting prepared and finalised a schedule for SSR preparation.
- Each faculty incharge summarized the activities conducted from June. Analysed the strength and weakness of the programmes.
- Previous semester result analysis was done. Faculty in charge presented the report meeting and appreciated the staff for the outstanding results.
- It is decided to strengthen the activities of the placement cell. It is planned to have a campus interview for the students in March.
- Meeting evaluated the activities of IQAC and decided to implement more quality initiatives in the next academic year.
- It is the need of the hour to have IT Infrastructure updation. The meeting recommended the installation of ILMS and LMS from the next academic year.
- It is decided to organize more welfare programmes for the staff like training programmes and faculty development programmes.
- IQAC recommended the staff members to avail seed money for the research purposes.
- It is decided to implement more value added courses in the next academic year to make the students more competent.

### Action Taken Report

- Minutes of the last IQAC meeting was approved by the members.
- Next academic year's list of quality initiatives and its plan were prepared.
- Draft AQAR was received and core committee reviewed the AQAR.
- Schedule for SSR preparation plans was prepared and finalized.
- Evaluation of programmes and programme abstract were prepared.
- Result analysis was done. Remedial measures planned for the needy students.
- Organized campus interview in association with a career consultancy.
- Next year quality initiatives were listed.
- Submit a proposal to the college management for the implementation of ILMS and LMS.
- Finalized the staff welfare programme and handed over its responsibility to P.K.M. Staff association.
- Recommended for seed money to the researchers.
- Plan for the value-added courses were finalized and duties were handed over to the staff co-ordinators.

  
IQAC, Co-ordinator



  
Principal  
PRINCIPAL  
P.K.M COLLEGE OF EDUCATION,  
P.O. MADAMPAM-670631  
KANNUR