

Internal Quality Assurance Cell (IQAC)

Panampilly Memorial Government College

Potta – 680722, Chalakudy, Thrissur Dt. Kerala

pmgcpinicipal@gmail.com/pmgciqac@gmail.com/04802701636

Minutes of the Meeting (Online): Date: 20th May 2020 Wednesday: 1.30 pm

Agenda:

1. Evaluation of COVID Pandemic situation among students and teachers.
2. Academic activities during COVID Pandemic and possibility of online Classes - Database on Net connectivity and smart phone facility with students.
3. Recommending College Calendar and Academic Plan
4. Recommending Master Time Table, Department Time Table and Individual Time Tables
5. Recommending Tutor Assignments, Subject Allocation and Teaching Plan
6. Recommending Assignment of other duties to members of the faculty and staff
7. Evaluation of developmental activities and new programmes.
8. Online attendance of students.
9. Evaluation of Research Works.
10. Evaluation of the fitness of class rooms, toilets, reading rooms etc.

Members Present:

1	Dr. Jojomon N A	Principal in Charge	Sd/-
2	Dr. Sreerexha N	Vice Principal	Sd/-
3	Dr. Girish M C	IQAC Coordinator	Sd/-
4	Dr. GN Prakash	HoD, PG Dept. of Mathematics	Sd/-
5	Dr. Anilkumar P	HoD, PG Dept. Of Political Science	Sd/-
6	Sri. Baiju S	Sr. Superintendent	Sd/-
7	Sri. George Ommen	CEO, Appollo Tyres Ltd, Perambra	Sd/-
8	Dr. Paul Thachil	CEO, Rapol Saniplast, Meloor	Sd/-

Decisions:

1. Considering the COVID lock down and mobility issues, the committee decided to proceed with online classes till further orders from the Government and the University. Many students, staff and family members were reported to have COVID pandemic. Evaluation of Infrastructure facilities with students showed that nearly 70% of the students are having minimum facilities for online classes. Many have issues with connectivity, wifi, network issues, and financial problems. It has been decided to contact and arrange the needed facilities from local self Governments, well wishers, NGOs and faculty members.
2. The committee approved the College Calendar and Academic Plan for the year 2020-2021.
3. The Committee approved and recommended draft of Individual Time Table, Department Time Table and Master Time Table for the Academic Year 2020-2021.
4. The committee evaluated and recommended Tutor Assignments and Subject Allocation by Heads of Departments and Teaching Plan by faculty members. All are directed to adhere to the same.
5. The draft proposal for assignment of various co-curricular and extracurricular activities to members of the faculties and other staff were approved unanimously.
6. The committee evaluated the ongoing developmental activities of expansion of library, expansion of Girl's hostel, new examination hall, open stage, science block, new canteen and other works. It was also decided to apply for M.Com Finance, MA Hindi, M.Sc. Physics and BBA. It was also suggested to initiate steps to upgrade post graduate department of Commerce as a research centre of the University of Calicut.
7. It was decided to conduct hands on training on Zoom, Google meet, WebEx and LMS to various faculties during the first quarter of the academic year to educate and familiarise online teaching possibilities.
8. The committee opined to have a focussed concentrated move by all departments to frame project works in such a way as to have 360° evaluation of a social phenomena in the academic interest. It was also opined to improve quality of research works.
9. All HoDs were directed to do necessary repairs and maintenance works well in advance to make an academic ambiance in the college.

Meeting concluded by 3.30 pm.



Jain
Principal
P.M. Govt. College
Chalakudy

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Minutes of the Meeting (Online)

Date: 10th June 2020 Wednesday: 10.00 am

Agenda:

1. Evaluation of COVID Pandemic situation.
2. Evaluation of Online classes-attendance, participation, feedback etc..
3. Hands on training on Zoom and Google Meet on 14.6.2020 Saturday.
4. Evaluation of admission procedures during pandemic situation.
5. Awareness class on how to overcome the pandemic situations
6. PhD thesis submission of Vipini K R (Economics)

Members Present:

1	Dr. Jojomon N A	Principal in Charge	Sd/-
2	Dr. Sreerekha N	Vice Principal	Sd/-
3	Dr. Girish M C	IQAC Coordinator	Sd/-
4	Dr. GN Prakash	HoD, PG Dept. of Mathematics	Sd/-
5	Dr. Anilkumar P	HoD, PG Dept. Of Political Science	Sd/-
6	Sri. Baiju S	Sr. Superintendent	Sd/-
7	Sri. George Ommen	CEO, Appollo Tyres Ltd, Perambra	Sd/-
8	Dr. Paul Thachil	CEO, Rapol Saniplast, Meloor	Sd/-

Decisions: The committee observed that the penetration of COVID pandemic and consequent restriction is on the higher side in the community. The society is passing through unprecedented restrictions than ever before. The possibility of offline classes was far off and all were directed to focus on online classes without losing quality and content. Considering feedback from students on the effectiveness of online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.

1. Considering demand from faculties and staff, online hands on workshop has been arranged on 14th of June 2020.
2. The committee discussed the concern on the kind of admission procedures to be followed during the year in the wake of COVID protocols. However it has been suggested to take necessary precautionary measures like Face shields, sanitizers, thermal scanners, gloves, soaps and hand wash at all places of admission. It was also decided to maintain a centralised register of visitors with all necessary particulars including mobile number and body temperatures. It was suggested to get help from NSS, ASHAs and other NGOs in this connection. It was also suggested to publish different time slots for various students to avoid crowding.
3. It was suggested to conduct an awareness class on how to abstain and how to overcome COVID19 with the help of health authorities.
4. The committee congratulated the PG Research Department of Economics and Dr. Sinitha Xavier (Research Guide) for having successfully guided the research work of Smt. Vipini K R leading to PhD Degree.

Meeting concluded by 12.30 pm.



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Minutes of the Meeting (Online)

Date: 22nd August 2020 Saturday: 10.00 am

Agenda:

1. Evaluation of COVID Pandemic situation - Community works
2. Evaluation of Online classes-attendance, participation, feedback etc..
3. I Internal Assessment Test Paper
4. Evaluation of admission procedures during pandemic situation.
5. Evaluation of University Results.
6. Evaluation of ongoing developmental activities
7. Other items approved by the chair

Members Present:

1	Dr. Jojomon N A	Principal in Charge	Sd/-
2	Dr. Sreerekha N	Vice Principal	Sd/-
3	Dr. Girish M C	IQAC Coordinator	Sd/-
4	Dr. GN Prakash	HoD, PG Dept. of Mathematics	Sd/-
5	Dr. Anilkumar P	HoD, PG Dept. Of Political Science	Sd/-
6	Sri. Baiju S	Sr. Superintendent	Sd/-
7	Sri. George Ommen	CEO, Appollo Tyres Ltd, Perambra	Sd/-
8	Dr. Paul Thachil	CEO, Rapol Saniplast, Meloor	Sd/-

Decisions:

1. The committee observed that the penetration of COVID pandemic and consequent restriction is on the higher side in the community. The society is passing through unprecedented restrictions than ever before. The possibility of offline classes was far off and all were directed to focus on online classes without losing quality and content. Considering feedback from students on the effectiveness of the online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.

The committee considered the directions of the District Collector to depute faculty members for community developmental works in connection with COVID pandemic. Nearly Nine senior faculty members including the principal in charge served as Sectoral Magistrate in the community teaching and demonstrating COVID precautionary measures.

2. The committee observed that the possibility of offline classes was far off and all were directed to go ahead with online classes without losing quality and content. Considering feedback from students on the effectiveness of the online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.
3. It was decided to conduct I Internal Assessment Test Paper during 3,4 & 7th of September 2020. The committee entrusted the IQAC Coordinator for the smooth conduct of the examinations.
4. The committee made a general evaluation of the progress of various developmental activities going on the campus.
5. The committee welcomed Ms. Sathya and Sri. Naval Kishore, two new research scholars in the PG Research Department of Economics.

Meeting concluded by 11.30 am.



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Minutes of the Meeting (Online)

Date: 10th October 2020 Saturday: 10.00 am

Agenda:

1. Evaluation of COVID Pandemic situation
2. Evaluation of Online classes-attendance, participation, feedback etc... June to September 2020
3. II Internal Assessment Test Paper
4. Evaluation of ongoing developmental activities
5. Other items approved by the chair

Members Present:

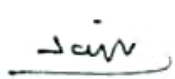
1	Dr. Jojomon N A	Principal in Charge	Sd/-
2	Dr. Sreerekha N	Vice Principal	Sd/-
3	Dr. Girish M C	IQAC Coordinator	Sd/-
4	Dr. GN Prakash	HoD, PG Dept. of Mathematics	Sd/-
5	Dr. Anilkumar P	HoD, PG Dept. Of Political Science	Sd/-
6	Sri. Baiju S	Sr. Superintendent	Sd/-
7	Sri. George Ommen	CEO, Appollo Tyres Ltd, Perambra	Sd/-
8	Dr. Paul Thachil	CEO, Rapol Saniplast, Meloor	Sd/-

Decisions:

1. The committee observed that the penetration of COVID pandemic and consequent restriction is on the higher side in the community. The society is passing through unprecedented restrictions than ever before. The possibility of offline classes was far off and all were directed to focus on online classes without losing quality and content. Considering feedback from students on the effectiveness of the online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.
2. The committee observed that the possibility of offline classes was far off and all were directed to go ahead with online classes without losing quality and content. Considering feedback from students on the effectiveness of the online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.
3. It was decided to conduct II Internal Assessment Test Paper during last week of October 2020. The committee entrusted the IQAC Coordinator for the smooth conduct of the examinations.
4. The committee made a general evaluation of the progress of various developmental activities going on the campus.
5. The committee congratulated Dr. Jojomon N A, Associate Professor of Commerce on his recognition as research guide in commerce at SCAM Government College Thrissur.

Meeting concluded by 11.30 am.




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Chalakudy

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Minutes of the Meeting (Online)

Date: 31st December 2020 Thursday: 3.00 pm

Agenda:

1. Evaluation of COVID Pandemic situation
2. Evaluation of Online classes-attendance, participation, feedback etc... June to September 2020
3. I Internal Assessment Test Paper
4. Evaluation of ongoing developmental activities
5. Recognition of PG Department of Commerce as Research Centre
6. Other items approved by the chair

Members Present:


1	Dr. Jojomon N A	Principal in Charge	Sd/-
2	Dr. Sreerekha N	Vice Principal	Sd/-
3	Dr. Girish M C	IQAC Coordinator	Sd/-
4	Dr. GN Prakash	HoD, PG Dept. of Mathematics	Sd/-
5	Dr. Anilkumar P	HoD, PG Dept. Of Political Science	Sd/-
6	Sri. Baiju S	Sr. Superintendent	Sd/-
7	Sri. George Ommen	CEO, Appollo Tyres Ltd, Perambra	Sd/-
8	Dr. Paul Thachil	CEO, Rapol Saniplast, Meloor	Sd/-

Decisions:

1. The committee observed that the penetration of COVID pandemic and consequent restriction is on the higher side in the community. The society is passing through unprecedented restrictions than ever before. The possibility of offline classes was far off and all were directed to focus on online classes without losing quality and content. Considering feedback from students on the effectiveness of the online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.
2. The committee observed that the possibility of offline classes was far off and all were directed to go ahead with online classes without losing quality and content. Considering feedback from students on the effectiveness of the online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.
3. It was decided to conduct I Internal Assessment Test Paper during second week of January 2021. The committee entrusted the IQAC Coordinator for the smooth conduct of the examinations.
4. The committee made a general evaluation of the progress of various developmental activities going on the campus.
5. The committee congratulated the PG Department of Commerce on getting recognition as research centre in Commerce of the University of Calicut.
6. The committee congratulated Dr. Jojomon N A, Associate Professor of Commerce on his recognition as research guide in commerce at P M Government College Chalakudy.

Meeting concluded by 4.30 pm.




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Minutes of the Meeting (Online)

Date: 13th March 2021 Saturday: 10.00 am

Agenda:

1. Evaluation of COVID Pandemic situation
2. Evaluation of Online classes-attendance, participation, feedback etc...
3. II Internal Assessment Test Paper
4. Evaluation of ongoing developmental activities
5. Recognising Dr. Vipini K R, II PhD in Economics Department.
6. Other items approved by the chair

Members Present:

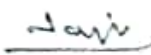
1	Dr. Jojomon N A	Principal in Charge	Sd/-
2	Dr. Sreerekha N	Vice Principal	Sd/-
3	Dr. Girish M C	IQAC Coordinator	Sd/-
4	Dr. GN Prakash	HoD, PG Dept. of Mathematics	Sd/-
5	Dr. Anilkumar P	HoD, PG Dept. Of Political Science	Sd/-
6	Sri. Baiju S	Sr. Superintendent	Sd/-
7	Sri. George Ommen	CEO, Appollo Tyres Ltd, Perambra	Sd/-
8	Dr. Paul Thachil	CEO, Rapol Saniplast, Meloor	Sd/-

Decisions:

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2. The committee observed that the possibility of offline classes was far off and all were directed to go ahead with online classes without losing quality and content. Considering feedback from students on the effectiveness of the online classes, all faculties were directed to take remedial classes to those students who find it difficult to follow. All are directed to strengthen the online attendance system and to follow up absentees.
3. It was decided to conduct II Internal Assessment Test Paper during last week of March 2021. The committee entrusted the IQAC Coordinator for the smooth conduct of the examinations.
4. The committee made a general evaluation of the progress of various developmental activities going on the campus.
5. The committee congratulated Dr. Vipini K R for having awarded PhD degree in Economics. The committee also congratulated Dr. Sinitha Xavier as the research supervisor of Dr. Vipini K R.
6. The committee suggested to take extra classes and finish topics on time

Meeting concluded by 11.30 am.




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