

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

Date: 15th Monday of May 2017: 10 am

Agenda:

1. Preparation of College Calendar and Academic Plan
2. Master Time Table, Department Time Table and Individual Time Tables
3. Tutor Assignments, Subject Allocation and Teaching Plan
4. Evaluation of Water Resources and Energy Sources
5. Campus Cleaning and Class Room Arrangements
6. Assignment of other duties to faculties and staff
7. Planning Faculty Development Programmes and Orientation/Motivational classes
8. Preparation of proposals for developmental activities and new Programmes.
9. Teaching learning process, evaluation and efforts towards academic/research excellence

Members Present:

1. Dr. V Manikantan Nair, Principal Sd/
2. Dr. Parvathy B, Vice Principal Sd/
3. Dr. Jojomon NA, IQAC, Coordinator Sd/
4. Dr. GN Prakash, HoD, PG Dept. of Mathematics Sd/
5. Dr. Sreekumar S L, HoD, PG Dept. of Political Science Sd/
6. Pauly Raphael, Sr. Superintendent Sd/
7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra.
8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. Sd/

Decisions:

1. Constituted a subcommittee consisting of all HoDs to prepare a draft of College Calendar and Academic Plan for the year 2017.18. The IQAC Coordinator shall be the General Convener of the Committee and Sri. Albert Antony may act as Joint Convener.
2. All HoDs are directed to submit Departmental Time Table and Individual Time Table before 22nd May. Sri Albert Antony is assigned the duty of consolidating the Department Time Tables and preparation of Master Time Table.
3. All HoDs are directed to assign subjects to faculties, assign tutors for classes and preparation of teaching plan.
4. The NSS and Bhoomithra Sena of the college were entrusted with ensuring uninterrupted supply of clean water and campus cleanliness.
5. It has been decided to entrust PTA of the college to look into the repairs and maintenance of electrical, plumbing and other maintenance works in the college.
6. The IQAC Coordinator is directed to propose a draft proposal for the assignment of various duties of co-curricular and extracurricular activities to faculties and other staff before 31st May 2017.
7. Decided to conduct effective Faculty Development Programmes during the year ahead and HoDs are directed to submit draft proposals before 31st May 2017.
8. Decided to apply for Funding from Central and State Governments. RUSA, UGC etc for campus infrastructure improvements like expansion of library, expansion of Girls Hostel, New Examination hall, Open Stage, Campus drainage, New Administrative Block, modernisation of EDUSAT room, Renovation and Modernisation of Indoor stadium and landscaping. It was also decided to apply for MA Malayalam, B.Sc. Physics, M.Com Finance, MA Hindi, M.Sc. Physics and BBA. All HoDs were directed to propose proposals on time.
9. Discussed Teaching learning process existing in the campus and decided to improve ICT enabled learning and enhance the quality of education. All suggested to aim at academic excellence to top university results. Decided to conduct periodic systematic reviews for research scholars to produce quality thesis.

Meeting concluded by 12.30 pm.



J W
Principal
P.M. Govt. College
Chalakudy

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Minutes of the Meeting

Date: 1st June 2017 Thursday: 10 am

Agenda:

1. Recommending College Calendar and Academic Plan
2. Recommending Master Time Table, Department Time Table and Individual Time Tables
3. Recommending Tutor Assignments, Subject Allocation and Teaching Plan
4. Evaluation of Water Resources and Energy Sources
5. Campus Cleaning and Class Room Arrangements
6. Recommending Assignment of other duties to members of the faculty and staff
7. Evaluation of FDP and Orientation/Motivational classes
8. Evaluation of proposals for developmental activities and new programmes.
9. Teaching learning process, evaluation and efforts towards academic/research excellence
10. Research Recognitions and Fellowships.

Members Present:

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|---|------|
| 1. Dr. Suma K K, Principal | Sd/- |
| 2. Dr. Parvathy B, Vice Principal | Sd/- |
| 3. Dr. Jojomon NA, IQAC, Coordinator | Sd/- |
| 4. Dr. GN Prakash, HoD, PG Dept. of Mathematics | Sd/- |
| 5. Dr. Sreekumar S L, HoD, PG Dept. of Political Science. | Sd/- |
| 6. Pauly Raphael, Sr. Superintendent | Sd/- |
| 7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra. | |
| 8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | Sd/- |

Decisions:

1. The committee approved and recommended College Calendar and Academic Plan for the year 2017.18.
2. The Committee approved and recommended draft Individual Time Table, Departmental Time Table and Master Time Table for the Academic Year 2017.18.
3. The committee evaluated and recommended Tutor Assignments and Subject Allocation by Heads of Departments and Teaching Plan by members of faculty. All are directed to adhere to the same
4. The Committee appreciated the efforts of NSS and Bhoomithra Sena in ensuring clear clean uninterrupted supply of water. The committee also appreciated the initiatives for making the campus clean and tidy.
5. Heads of Departments reported that class rooms, toilets and wash rooms were fit and safe.
6. The draft proposal for assignment of various co-curricular and extracurricular activities to members of the faculties and other staff were approved unanimously.
7. Evaluated the Faculty Development Programmes proposals submitted by HoDs and directed to reframe and resubmit before 30th June 2017.
8. The committee evaluated the draft proposal for developmental activities and entrusted the IQAC Coordinator to propose draft proposal in PWD price software at an early date and submit to Government. It was also decided to search for funding sources across all avenues. It was also decided to apply for MA Malayalam, B.Sc. Physics, M.Com Finance, MA Hindi, M.Sc. Physics and BBA.
9. Decided to improve the teaching learning process existing in the campus and decided to improve ICT enabled learning and enhance quality of education. All suggested to aim at academic excellence to top university results. Decided to conduct periodic and systematic reviews to produce quality thesis.
10. Recommended the proposal of Dr. Sinitha Xavier to apply for the research grant of Dr. K N Raj Fellowship from Centre for Development Studies Thiruvananthapuram.

Meeting concluded by 12.30 pm.



Principal
P.M. Govt. College,
Chalakudy

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Minutes of the Meeting

Date: 31st August 2017 Thursday: 3 pm

Agenda:

1. Evaluation of academic performance from June to August 2017
2. First Internal Assessment Test Paper
3. FDP/Seminars/Workshops etc
4. Developmental activities
5. Preparation for Registration for Research Scholars
6. Evaluation of University Results, Recognition of Meritorious Students/Staff/Involvement of Alumnae
7. Other items approved by the Chair

Members Present:

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|--|------|
| 1. Dr. N Jayakumar, Principal. | Sd/- |
| 2. Dr. Parvathy B, Vice Principal | Sd/- |
| 3. Dr. Jojomon NA, IQAC, Coordinator | Sd/- |
| 4. Dr. GN Prakash, HoD, PG Dept. of Mathematics | Sd/- |
| 5. Dr. Sreekumar S L, HoD, PG Dept. of Political Science | Sd/- |
| 6. Pauly Raphael, Sr. Superintendent | Sd/- |
| 7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra. | |
| 8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | Sd/- |

Decisions:

1. The committee evaluated the academic and other activities going on in the campus and recognised positively. All expressed concern over fall in effective working days due to heavy monsoon. Decided to conduct extra classes and special classes to make good the loss.
2. Decided to conduct first Internal Assessment - Test Paper as scheduled in Academic Plan after Onam vacation during Second Week of September 2017. A subcommittee was assigned with the duty of conducting the Internal Assessment – Test paper and making a report under the leadership of Vice Principal Dr. B Parvathy.
3. Decided to allocate Plan Fund to various departments as follows: Commerce : Rs. 80,000, Political Science Rs. 80,000, Economics Rs. 60,000, Malayalam Rs. 60000, Hindi, Rs. 40,000, English Rs. 40,000, Physical Education Rs. 40,000. The Proposals submitted by the HoDs were recommended and suggested to maintain utmost integrity and quality at all levels of its implementation. All HoDs are directed to maintain all required registers and other documents in this connection.
4. The Committee evaluated the proposals for developmental activities but could not be finalised as the proposal and estimate in 'price software' were not received from the PWD. Decided to discuss in the ensuing meetings.
5. The Committee appreciated the registration of two Research Scholars leading to Doctoral Degree under the Guidance of Dr. Sinitha Xavier of Economics Department. The committee congratulated Dr. Sinitha Xavier on getting Dr. KN Raj Fellowship (Rs. 50,000) by Centre for Development Studies, Thiruvananthapuram. The committee also appreciated Dr. Sinitha Xavier on her successful completion of Post Doctoral Fellowship of Government of Kerala (Rs. 2, 50,000).
6. The committee appreciated toppers of various programmes, Rank Holders and those who have qualified UGC/NET/JRF and other national and international competitive examinations. The committee congratulated the following students on their meritorious results:

Sl. No.	Name of the Student	Programme	Position/Recognition
1	Kavitha Thilakan	B.Sc. Mathematics	IV Rank
2	Reshma Varghese	B.Sc. Mathematics	IV Rank
3	Gopika Raveendran	M.Sc Mathematics	VI Rank

Meeting concluded by 4.30 pm



Principal
P.M. Govt. College
Chalakudy

27-11-2017

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Minutes of the Meeting

Date: 27th November 2017 Monday: 3 pm

Agenda:

1. Evaluation of academic performance from September to November 2017.
2. Second Internal Assessment - Test Paper
3. FDP/Seminars/Workshops etc
4. Developmental activities
5. Sasthrayan 2017 (RUSA)
6. Other items approved by the Chair

Members Present:

- | | |
|---|------|
| 1. Dr. N Jayakumar, Principal | Sd/- |
| 2. Dr. Parvathy B, Vice Principal | Sd/- |
| 3. Dr. Jojomon NA, IQAC, Coordinator | Sd/- |
| 4. Dr. GN Prakash, HoD, PG Dept. of Mathematics. | Sd/- |
| 5. Dr. Sreekumar SL, HoD, PG Dept. of Political Science | Sd/- |
| 6. Pauly Raphael, Sr. Superintendent. | Sd/- |
| 7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra. | |
| 8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | Sd/- |

Decisions:

1. The committee evaluated the academic and other activities going on in the campus and contended that everything is going on as planned.
2. Decided to conduct Second Internal Assessment - Test Paper as scheduled in Academic Plan after Christmas vacation during First Week of January 2018. A subcommittee was assigned with the duty of conducting the Internal Assessment - Test paper and making a report under the leadership of Vice Principal Dr. B Parvathy.

The committee evaluated the report of the First Internal Assessment Test Paper and suggested all HoDs to conduct review meetings and take corrective measures if necessary. All appreciated the conduct of internal assessment test paper in a very systematic manner.

3. All Heads of Departments were directed to conduct FDPs on time as planned.
4. The Committee evaluated the proposals for developmental activities but could not be finalised considering the modification and revision in the plan proposal.
5. The IQAC viewed the proposed 'Sasthrayan' under the aegis of RUSA. It was decided to conduct the same in a systematic manner at an early date.

Meeting concluded by 4 pm.



S E W
Principal
P.M. Govt. College
Chalakudy

28-2-2018

Internal Quality Assurance Cell (IQAC)

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pmgcpincipal@gmail.com/pmgciqac@gmail.com, 04802701636

Minutes of the Meeting

Date: 28th February 2018 Wednesday: 3 pm

Agenda:

1. Evaluation of performance during December 2017 to February 2018
2. FDP/Seminars/Workshops etc
3. Developmental activities
4. Sasthrayan 2017 (RUSA)
5. Other items approved by the Chair

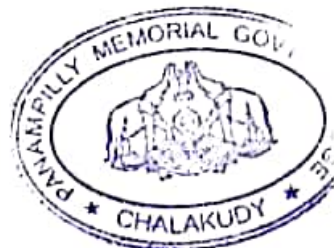
Members Present:

- | | |
|---|------|
| 1. Dr. V Manikantan Nair, Principal. | Sd/- |
| 2. Dr. Parvathy B, Vice Principal. | Sd/- |
| 3. Dr. Jojomon NA, IQAC, Coordinator | Sd/- |
| 4. Dr. GN Prakash, HoD, PG Dept. of Mathematics. | Sd/- |
| 5. Dr. Sreekumar SL, HoD, PG Dept. of Political Science | Sd/- |
| 6. Pauly Raphael, Sr. Superintendent | Sd/- |
| 7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra. | |
| 8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | Sd/- |

Decisions:

1. The committee evaluated the academic performance from Dec 2017- to Feb 2018 and other activities going on in the campus and contended that everything is going on as planned.
2. The committee expressed its contention on the systematic futuristic conduct of FDP as planned by all departments.
3. The Committee evaluated the proposals for developmental activities and decided to submit to the Government for Sanction.
4. The IQAC viewed the proposed 'Sasthrayan 2017' under the aegis of RUSA. All expressed their satisfaction in the wonderful execution of 'Sasthrayan 2017' under the aegis of RUSA.

Meeting concluded by 4 pm.



S W
Principal
P.M. Govt. College
Chalakudy

30-3-2018

Internal Quality Assurance Cell (IQAC)

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Minutes of the Meeting

Date: 30th March 2018 Friday: 2 pm

Agenda:

1. Evaluation of performance during the academic Year 2017-2018
2. Evaluation of Major activities and mile stones during the year
3. Evaluation of achievements and Merits
4. Evaluation of the fund utilisation
5. Evaluation of students' feedback review
6. Review seminar of Research Scholars.
7. Other items approved by the Chair

Members Present:

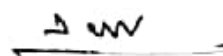
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|---|------|
| 1. Dr. V Manikantan Nair, Principal | Sd/- |
| 2. Dr. Parvathy B. Vice Principal | Sd/- |
| 3. Dr. Jojomon NA, IQAC, Coordinator | Sd/- |
| 4. Dr. GN Prakash, HoD, PG Dept. of Mathematics | Sd/- |
| 5. Dr. Sreekumar SL, HoD, PG Dept. of Political Science | Sd/- |
| 6. Pauly Raphael, Sr. Superintendent | Sd/- |
| 7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra. | |
| 8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | Sd/- |

Decisions:

1. The committee evaluated the academic and other activities conducted during the year 2017-18.
2. The committee evaluated the major constructions of Second floor to B. Block and Girls amenity centre funded by the RUSA and satisfied with the progress. The committee assessed other construction activities like drinking water projects, renovation of unused well and overhead water tank. All were happy with the progress of the work.
3. The committee congratulated Dr. Jayasree Paul for securing Ph.D in Economics from CUSAT Ernakulum.
4. The committee discussed the progress of Plan fund utilisation. All reported that funds received were utilised in full.
5. The committee entrusted IQAC coordinator and Heads of Departments to take students feedback and suggest corrective measures if necessary.
6. The committee congratulated Research and Post Graduate Dept of Economics for having successfully conducted periodic research review meeting.
7. The Committee evaluated the proposals for developmental activities and decided to submit to the Government for Sanction.

Meeting concluded by 4 pm.




Principal
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Chalakudy