

25-5-2018

Internal Quality Assurance Cell (IQAC)

Panampilly Memorial Government College

Potta – 680722, Chalakudy, Thrissur Dt. Kerala
pmgprincipal@gmail.com/pmgciqac@gmail.com/04802701636

Minutes of the Meeting

Date: 25th Friday of May 2018; 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. Planning Faculty Development Programmes and Orientation/Motivational classes
5. Preparation of proposals for developmental activities and new Programmes.
6. Teaching learning process, evaluation and efforts towards academic/research excellence
7. Assignment of other duties to faculties and staff
8. Campus Cleaning and Class Room Arrangements
9. Evaluation of Water Resources and Energy Sources

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.

Decisions:

1. Constituted a subcommittee consisting of all HoDs to prepare a draft of the College Calendar and Academic Plan for the year 2018-19. 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 31st May. Sri Albert Antony is assigned with 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. Decided to conduct effective Faculty Development Programmes during the year ahead and HoDs are directed to submit draft proposals before 31st May 2018.
5. Decided to apply for Funding from Central and State Governments and UGC for the expansion and improvement of campus infrastructure like library, 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 M.Com Finance, MA Hindi, M.Sc. Physics and BBA. All HoDs were directed to propose proposals on time.
6. 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. Dr. Sinitha Xavier of the Department of Economics applied for research fellowship (Major Project) of The Indian Council of Social Science Research (ICSSR), New Delhi.
7. The NSS and Bhoomithra Sena of the college were entrusted with ensuring uninterrupted supply of clean water and campus cleanliness.
8. 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.
9. 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 2018.

Meeting concluded by 12.30 pm



S W
Principal
P.M. Govt. College
Chalakudy

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Minutes of the Meeting

Date: 6th June 2018 Monday: 3.30 pm

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. Recommending Assignment of other duties to members of the faculty and staff
5. Evaluation of FDP and Orientation/Motivational classes
6. Evaluation of proposals for developmental activities and new programmes.
7. Digitalization of the attendance of the students.
8. Research Recognitions and Fellowships.

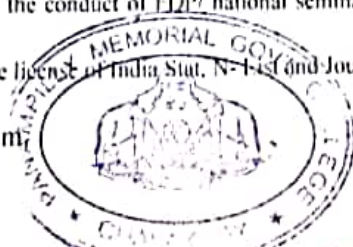
Members Present:

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|--|------|
| 1. Dr. V Manikantan Nair, Principal | Sd/- |
| 2. Dr. Sreerexha N, 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. | |

Decisions:

1. The committee approved and recommended College Calendar and Academic Plan for the year 2018-19.
2. The Committee approved and recommended draft of Individual Time Table, Department Time Table and Master Time Table for the Academic Year 2018-19.
3. 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.
4. Heads of Departments reported that class rooms, toilets and wash rooms were fit and safe.
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. Evaluated the Faculty Development Programmes proposals submitted by HoDs and directed to reframe and resubmit before 30th June 2018.
7. 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 M.Com Finance, MA Hindi, M.Sc. Physics and BBA.
8. 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.
9. Decided to digitalize the attendance of students and recommended to implement it from June 2018 onwards.
10. The committee evaluated the plan proposal of the RUSA fund of Rs 45 Lakh and to give priority to the installation of Solar Panels.
11. Plan fund of Rs 56,000 was allocated to each department of Commerce, Economics, Political Science and Mathematics. Rs 25,000 each were allocated to both the departments of Hindi and Malayalam and Rs. 26,000 to the department of English for the conduct of FDP/ national seminars and suggested to convene the same before October 2018.
12. Recommended to subscribe the license of India Stat. N-List and Journals for the Post Graduate Departments. AW

Meeting concluded by 4.30 pm



Principal
 P.M. Govt. Coll
 Chalakudy

31-8-2018

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Minutes of the Meeting

Date: 31st August 2018 Friday: 3.30 pm

Agenda:

1. Evaluation of the academic performance from June to August 2018.
2. Internal Assessment-Test Paper.
3. Evaluation of University Results, Recognition of Meritorious Students/Staff.
4. Review seminar of research scholars of Research Department of Economics.
5. Flood Relief Camp- August 2018.
6. Other items approved by the Chair

Members Present:

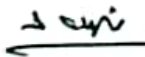
1. Dr. V Manikantan Nair, Principal Sd/-
2. Dr. Sreerekha N, Vice Principal Sd/-
3. Dr. Jojomon NA, IQAC, Coordinator Sd/-
4. Dr. GN Prakash, HoD, PG Dept. of Mathematics Sd/-
5. Dr. Sreekumar S L, HoD, PG Dept. of Political Science Sd/-
6. Pauly Raphael, Sr. Superintendent Sd/-
7. Sri. George Ommen,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

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 Internal Assessment - Test Paper as scheduled in Academic Plan from 24th October 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. Sreerekha N.
3. Decided to conduct periodic review seminars of the research scholars of the department of Economics.
4. The committee decided to honour Jeepamol Palathingal of the department of Mathematics for participating in the International Mathematics Conference in Brazil, Nikitha, MSc Student of the same department for publishing paper in the International Journal and Anju K S, Haritha and Farzana Muhammed of the Department of Commerce for qualifying UGC NET 2018.
5. College provided facilities for the smooth conduct of flood relief camp for the affected people of the Chalakudy Taluk. College provided shelter for more than 2300 severe flood affected persons. Considering request from local authorities and common public. It was suggested to provide maximum facilities to the flood affected.

Meeting concluded by 4.30 pm.




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Minutes of the Meeting

Date: 20th December 2018 Thursday: 3.30 pm

Agenda:

1. Evaluation of academic performance during the period from September to December 2018
2. Second Internal Assessment - Test Paper
3. FDP/Seminars/Workshops etc
4. Developmental activities
5. Starting of New Courses (MA Malayalam and BSc Physics)
6. Counselling Centre
7. Arrangement of Compensatory Classes
8. Co-Curricular activities
9. Other items approved by the Chair

Members Present:

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|--|------|
| 1. Dr. V Manikantan Nair, Principal | Sd/- |
| 2. Dr. Sreerexha N, Vice Principal | Sd/- |
| 3. Dr. Jojomon NA, IQAC, Coordinator | Sd/- |
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| 6. Pauly Raphael, Sr. Superintendent. | Sd/- |
| 7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra. | |
| 8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | |

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 2019. 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. Sreerexha N.

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. A One day seminar on "Parliamentary Literacy" was proposed to conduct and entrusted Prathap Thevarthottam of the department of Political Science.
5. The committee proposed to select the students to participate in Inter-zone Youth Festival and deputed Nazeer P K, staff advisor to the College Union.
6. The committee proposed to conduct a two day residential programme in association with Scholar Support Programme for the overall development of the students.
7. The committee proposed to compensate classes for the working days lost due to severe flood.
8. The Committee proposed to apply for the various courses such as post graduate courses of English, Computer Science, Finance, Physics and Hindi and one degree course in Chemistry.
9. The committee congratulated the Government and the college administration for starting new courses of BSc Physics and MA Malayalam.
10. IQAC decided to conduct a one day motivational seminar for students who were affected by the severe flood of Kerala 2018.

Meeting concluded by 4.30 pm.



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Minutes of the Meeting

Date: 22nd March 2019 Friday: 12.30 pm

Agenda:

1. Performance Evaluation for the Academic Year 2018-19
2. Appraisal of Major activities and mile stones during the year
3. Evaluation of Academic Excellence and Merits
4. Evaluation of Research Excellence
5. Assessment of Students Feed Back
6. Evaluation of Career Guidance
7. Orientation to teachers to promote presentation and publication of research papers.
8. Other items approved by the Chair

Members Present:

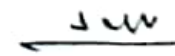
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| 7. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perumbra. | |
| 8. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | |

Decisions:

1. The committee assessed the academic and other activities conducted during the year 2018-19.
2. The committee assessed the major constructions of New Science Block funded by KIIFB, construction of Second floor of the B. Block and Girls amenity centre funded by the RUSA and Administrative Block funded from the Plan Fund of the Government of Kerala and is satisfied with the progress of the works. The committee also assessed the works of constructions such as drinking water projects, revamped the unused well and evaluated the work of the overhead water tank which was in the finishing phase.
3. The committee congratulated Mr. Tobio P D of the Department of Political Science for giving an invited lecture in the All India Radio in the programme "Nervazhi".
4. The committee congratulated all the members of the faculty who participated and presented and published papers in the National and International Seminars and reputed journals.
5. The committee entrusted IQAC coordinator and Heads of Departments to take students feedback and suggest corrective measures.
6. The committee assessed the various career guidance classes, service oriented classes, NET coaching and other motivational classes conducted during the academic year.
7. The Committee proposed developmental and academic activities for the coming academic year.

Meeting concluded by 2 pm




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