

Internal Quality Assurance Cell (IQAC)

Panampilly Memorial Government College

Potta - 680722, Chalakudy, Thrissur Dt. Kerala

pmg.principal@gmail.com pmg.iqac@gmail.com/00771676

Minutes of the Meeting

Date: 17th May, Thursday of 2021. 10.30 am

Agenda:

1. Evaluation of teaching learning activities during the COVID Pandemic.
2. Preparation of College Calendar, Academic Plan, Master Time Table, Dept & Individual Time Tables.
3. Proposals for developmental activities and new Programmes/Research Programmes, and certifications.
4. Subject allocation, Tutor Assignments, and Teaching Plan.
5. Teaching learning process, evaluation and efforts towards academic/research excellence.
6. Assignment of other duties to faculties and staff.
7. Campus Cleaning and Class Room Arrangements.
8. Other items approved by the Chair.

Members Present:

- | | |
|---|------|
| 1. Dr. Jojomon N.A., Principal | Sd/- |
| 2. Dr. Sreerekha N, Vice Principal | Sd/- |
| 3. Dr. Girish MC | Sd/- |
| 4. Sri. Albert Antony T | Sd/- |
| 5. Dr. Anilkumar P | Sd/- |
| 6. Dr. Sintha Xavier | Sd/- |
| 7. Dr. Jomy John | Sd/- |
| 8. Office Superintendent | Sd/- |
| 9. Sri. George Oommen, CEO, Appollo Tyres Ltd, Perambra | |
| 10. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | |

Decisions:

1. The committee evaluated the teaching learning activities during the pandemic and directed to take online education effective and to search possibilities of conducting offline classes.
2. Constituted a subcommittee with HoDs to prepare a College Calendar and Academic Plan for the year 2021-22. The IQAC Coordinator shall be the General Convener of the Committee and Sri. Albert Antony may act as Joint Convener. All are directed to submit Departmental Time Table and Individual Time Table before 31st May. Sri Albert Antony is assigned the duty of Master Time Table.
3. Committee evaluated the progress of developmental activities in the campus. It includes expansion of Library, expansion of Hostel, Construction of new examination hall, Construction of open stage, construction of leisure lobby, drainage, fencing of wall, paving interlock bricks, rain water re-charging, UV drinking water system, courtyard pavements, landscaping and gardening.
The committee urged certification process for ISO 21001 and Green campus. The committee entrusted IQAC to speed up ISO 21001 certification processes and Bhoomithra Sena Club to take initiative to conduct green audit in the campus get green campus certification.
The committee assessed the working condition of electrical and plumbing and other fittings in every room and entrusted PTA secretary to do the needful and to make everything fit for use.
4. All HoDs are directed to assign subjects to faculty members, tutors and teaching plan.
5. It was decided to conduct test papers, Assignment and seminar on time. Decided to conduct Faculty Development Programmes and HoDs are directed to submit draft proposals before June 2021. It evaluated the initiative for upgrading P.G Departments of Mathematics, Political Science and Malayalam to be upgraded as research Centres.
6. The committee evaluated and proposed for faculty development submitted by HoD
7. The Committee entrusted PTA to set right all electrical, plumbing and other fittings and furniture to welcome new academic year. It was also decided to conduct a thorough campus cleaning programme in the wake of COVID pandemic and monsoon.

Meeting concluded by 1 pm.



Jain
Principal
PM Govt College

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Potta – 680722, Chalakudy, Thrissur Dt. Kerala
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Minutes of the Meeting

Date: 1st June 2021 Tuesday: 11.30 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. 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.

Members Present:

1. Dr. Jojomon N.A , Principal Sd/-
2. Dr. Sreerekha N, Vice Principal Sd/-
3. Dr. Girish M C. IQAC, Coordinator Sd/-
4. Jeepamol J Palathingal, HoD, PG Dept. of Mathematics Sd/-
5. Dr. Anilkumar P, HoD, PG Dept. of Political Science. Sd/-
6. Prema B, 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 2021-22.
2. The Committee approved and recommended draft of Individual Time Table, Department Time Table and Master Time Table for the Academic Year 2021-22.
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. The committee scrutinised and accepted various faculty development proposals submitted by HoDs.

Meeting concluded by 1.30 pm.




Principal
P.M. Govt. College

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Minutes of Meeting

Date: 5th August 2021 Thursday: 2.00 pm

Agenda:

1. Evaluation of the academic performance from June to August 2021
2. Conducting of Internal Assessment test papers.
3. Review of the progress of research proposals
4. Evaluation of Waste Management System, Water Management System, Energy conservation practices
5. Evaluation of the progress of Green Campus Initiatives and ISO Certification.
6. Up gradation of P.G dept of Mathematics , Malayalam, Political Science as Research Centres.
7. Decided to Start Regular classes in the campus.
8. Other items approved by the Chair.

Members Present:

1. Dr. Jojomon N.A , Principal Sd/-
2. Dr. Sreerekha N, Vice Principal Sd/-
3. Sri. Girish M C, IQAC Co-ordinator Sd/-
4. Sri. Albert Antony T Sd/-
5. Dr. Anilkumar P Sd/-
6. Dr. Sinitha Xavier Sd/-
7. Dr. Jomy John Sd/-
8. Office Superintendent Sd/-
9. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra.
10. Dr. Paul Thachil, CEO, Rapol Saniplast, Melloor.

Decisions:

1. The committee assessed the progress of teaching evaluation process during the COVID pandemic and contented that everything is going on well as planned.
2. The committee suggested to conduct Internal Assessment - Test Paper as scheduled in Academic Plan
3. The committee evaluated the progress of research works going on in the campus.
4. The committee urged the improvement of Waste Management System with more appropriate practices. It was decided to get help and assistance from Ground Water Authority to make Rain Water Recharging more effective.
5. It was decided to conduct a green audit in the campus and to get accredited appropriately by Government of Kerala. The committee suggested the labelling of plants and herbs with sufficient information. The Committee also assessed the progress of ISO 21001 certification process.
6. The committee decided to initiate proposals to upgrade existing P.G Departments of Mathematics, Malayalam and Political Science as approved research Centres by the University of Calicut, Respective Heads of Departments are directed to prepare for inspection by University officials.
7. The committee discussed the possibility of regular classes, and the precaution to be taken. It was decided to resume regular classes on a phased manner and to provide hand wash, sanitizer, mask etc... to all department students.

Meeting concluded by 4 pm.




Principal
P.M. Govt. College
Chalakudy

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Minutes of Meeting

Date: 25th Oct 2021 Monday: 3.30 pm

Agenda:

1. Evaluation of the academic performance -Sept to Oct 2021.
2. Internal Assessment-Seminar and Assignment
3. Evaluation of Research Centre in Commerce Research -Paper presentation and Publications.
4. Up gradation of P.G Dept of Mathematics , Political Science and Malayalam.
5. Evaluation of Status of 'Jeevani Centre for well being'
6. Offline Classes.
7. Other items approved by the Chair.

Members Present:

- | | |
|---|------|
| 1. Dr. Jojomon N.A , Principal | Sd/- |
| 2. Dr. Sreerekha N, Vice Principal | Sd/- |
| 3. Dr. Girish M C IQAC Coordinator | Sd/- |
| 4. Sri. Albert Antony T | Sd/- |
| 5. Dr. Anilkumar P | Sd/- |
| 6. Dr. Sinitha Xavier | Sd/- |
| 7. Dr. Jomy John | Sd/- |
| 8. Office Superintendent | Sd/- |
| 9. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra. | |
| 10. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor. | |

Decisions:

1. The committee evaluated the academic and other activities going on in the campus and found to be satisfactory.
2. Decided to conduct Internal Assessment - Seminar and Assignment for the students under the supervision of Heads of Departments and tutors.
3. The committee evaluated the research presentations by Kadambari P.G, Krishnakumar P.G, Sini G, Vishnupriya P.P, Swathy M.P, Bibin Vasu, Anila Balan, Anwar, Gayathri, Kosher M.V, Silpa, Sruthy P.K, Keerthana T.U, Aney Antony Vattoly and Renjini Ramachandran and directed the research Centre coordinator to ensure the quality at all level.
4. The committee urged heads of Departments of the upcoming inspection for recognition as research centre by the University Officials and directed to prepare well for the same.
5. The committee discussed the possibility of appointing a psychology apprentice under the aegis of 'Jeevani centre for well being' to provide psychological counselling and assistance to students.
6. College completed all hectic preparation in connection with resuming regular offline classes after COVID lockdown.
7. IQAC decided to appreciate the teachers who presented and published papers in various seminars and journals.

Meeting concluded by 5 pm.



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Principal
P.M. Govt. College
Chalakudy

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Minutes of Meeting

Date: 6th January 2022 Monday : 2.30 pm

Agenda:

1. Evaluation of academic performance during the period from November to December 2021
2. Second Internal Assessment - Test Paper
3. NET Coaching and Career guidance.
4. Starting of New Courses.
5. Jeevani- councillor appointment.
6. Feed back of online classes.
7. Other items approved by the Chair

Members Present:

1. Dr. Jojomon N.A , Principal Sd/-
2. Dr. Sreerekha N, Vice Principal Sd/-
3. Dr. Girish M C Sd/-
4. Sri. Albert Antony T Sd/-
5. Dr. Anilkumar P Sd/-
6. Dr. Sinitha Xavier Sd/-
7. Dr. Jomy John Sd/-
8. Office Superintendent Sd/-
9. Sri. George Ommen, CEO, Appollo Tyres Ltd, Perambra.
10. Dr. Paul Thachil, CEO, Rapol Saniplast, Meloor.

Decisions:

1. The committee evaluated the academic and other activities going on in the campus and expressed the satisfaction.
2. Decided to conduct Second Internal Assessment - Test Paper as scheduled in Academic Plan during Second Week of January 2022. 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. 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. NET, SET classes are arranged under the leadership of the IQAC NET Coaching classes were conducted for year P.G students. Classes were conducted from 3.30 pm to 5.30 pm.
4. The Committee proposed to apply for the various courses such as post graduate courses of, M.Com Cost Management, M.A-English, M.Sc -Computer Science, M.A Hindi, and four year Integrated BPE, M.Sc Physics, BBA, B.Voc Logistics Management and B.Sc. Chemistry.
5. Decided to appoint a psychology counselling centre under aegis of Jeevani.
6. The Committee evaluated the situation after resuming regular classes. It was observed that the precautionary measures taken by the college were effective.

Meeting concluded by 4.30 pm.




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(Present Dr. Jojomon N.A., Principal in Charge)

Minutes of Meeting

17th March 2022 (Thursday) at 3.30 p.m.

Agenda:

1. Performance Evaluation for the Academic Year 2021-2022.
2. Appraisal of Major activities and mile stones during the year.
3. Evaluation of Academic Excellence and Merits.
4. Assessment of Students Feed Back.
5. Evaluation of Career Guidance.
6. Other items approved by the Chair.

Members Present:

Sl. No.	Name	Designation	Signature
1	Dr. Dr.Jojomon N.A	Principal.	Sd/-
2	Dr. Jeepamol J Palathingal.	Vice Principal.	Sd/-
3	Dr. Girish M C	IQAC, Coordinator.	Sd/-
4	Albert Antony T	HoD, P.G. Dept. of Mathematics.	Sd/-
5	Dr. Anilkumar. P.	HoD, P.G. Dept. of Political Science.	Sd/-
6	Sri. Prema B	Senior Superintendent.	Sd/-
7	Sri. George Oommen.	CEO, AppolloTyres Ltd, Perambra.	
8	Dr. Paul Thachil.	CEO, Rapol Saniplast, Meloor.	

The meeting commenced at 3.30 p. m. with a welcome speech by the Vice – Principal and read out the agenda. All members actively participated in the meeting. Discussed the matter as per the agenda and the following decisions were taken.

Decisions:

1. The committee assessed the level of completion of syllabus, reports of internal assessment and other activities under taken during the year and contented that everything took placed as planned and maintained the level of standards expected of each activity.
2. The committee expressed contentment on the completion of the construction and furnishing of expanded girls hostel , expanded library , new examination hall, new administrative block, canteen etc.
3. The committee congratulated Kum. Arya Shaji M, (M.Com IInd Rank), Amrutha Shajan (M.Com IIIrd Rank), Shanmariya M.S. (M.Com 7th Rank), Seethalakshmi K.M (M.Com 9th Rank), Keerthy T.M (M.Com 10th Rank) , Gopika Santhosh (B.A Political Science 1st Rank) and NET JRF holders.
4. The committee evaluated the special atmosphere in the campus during the post COVID period. It considered the special mind set of students who had undergone both online and offline classes during the same academic year. The IQAC Coordinator and Heads of Departments were directed to have in-depth assessment of feedback and suggest corrective measures.
5. The committee appreciated the initiative taken by the career guidance and placement cell in directing the student community about higher centers of learning in India and abroad. It also appreciated the efforts taken to offer employment in India and abroad.

The IQAC Co- Coordinator expressed the vote of thanks and the meeting ended by 5 p. m.

Meeting concluded by 5 pm.




Principal
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Chalakudy