

Minutes of the IQAC meeting held at IQAC Office, Pashassinaja College on 14/6/2019

### Members Present

1. Dr. Dileep M.R. - Principal Incharge & IQAC Control
2. Dr. Joshy Mathew, H.O.D Dept of History <sup>History</sup>
3. Dr. Ravi S. Pillai, Asst. professor, Dept of History <sup>History</sup>
4. Mr. Koshiy C.J. " Dept of Commerce <sup>Commerce</sup>
5. Mr. Abdul Bari " Dept of Microbiology <sup>Microbiology</sup>
6. Ms. Vijisha M " Dept of Microbiology <sup>Microbiology</sup>
7. Mr. Sanoop Kumar " Dept of ~~Technology~~ <sup>Technology</sup>
8. Ms. Smitha Chacko " Dept of ~~Microbiology~~ <sup>Microbiology</sup>

### Agenda.

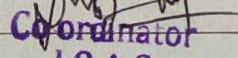
Annual Program discussion quality enhancement programmes to be finalized  
Assessment of previous year activity.

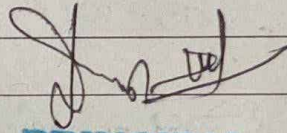
### Decisions

1. It is decided to direct every department to ~~submit~~ <sup>submit</sup> course plan, activity plans and students quality enhancement programmes for the academic year 2020
2. The meeting reviewed the activities conducted in the previous years and the action taken report has been approved in this meeting.
3. It has been decided to direct every department to update every file in their departments as per the latest records.
4. It has been decided to continue certificate course by various departments to impart skills and value addition.
5. Every department is directed to assess the level and working conditions of electronic equipments used in classes and laboratories.

6. The college Management is requested to increase infrastructure particularly for the new batch.
7. Departments are directed to equip themselves to conduct admission process and orient the new students.
8. It has been decided to motivate the faculty to submit proposals for research projects, conferences and to ensure public works.

IQAC Coordinator

  
Coordinator  
IQAC  
Pazhassiraja College  
Pulpally



PRINCIPAL  
PAZHASSI RAJA COLLEGE  
PULPALLY 673 579

Minutes of IOAC Meeting held at Principal's Chamber on 15-7-2019.

Members Present,

1. Dr. Dileep M.P.
2. Dr. Joshy Mathew
3. Dr. Rani S. Pillai
4. Mr. Kishy C.J.
5. Mr. Abdul Bari
6. Ms. Vijsha M.C.
7. Mr. Sanoop Kumar
8. Ms. Smitha Chacko

IOAC Coordinator  
Principal Incharge

*(Signatures of members)*

Absentees - NIL

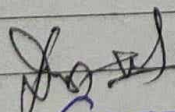
Agenda

- \* College Library Preparation
- \* Evaluate Exam Hall Building Construction
- \* UGC B.Voc Programmes
- \* RUSA

Decisions

1. The Meeting reviewed the meeting.
2. The IOAC team congratulates the RUSA Project Preparation Team in preparing and submitting the proposal on time.
3. The college library preparation activities are reviewed and found good.
4. Dr. Sivi T.S. HOD, of Economics has been entrusted to review the admission process and report the progress and issues if any.
5. The meeting decided to initiate the management to complete the Exam hall building without delay.

6. Every department is directed to assess the level and working conditions of electronic equipments used in classes and laboratory.
7. The meeting revised the action taken report and it has been approved in the meeting.
8. IQAC Committee assessed the progress of working of infrastructure facility.

IQAC  Coordinator,

Co ordinator  
IQAC  
Pazhassiraja College  
Pulpally

  
PRINCIPAL  
PAZHASSIRAJA COLLEGE  
PULPALLY 673 579

MINUTES OF IOAC MEETING HELD  
AT PRINCIPAL'S CHAMBER ON  
05-08-2019

MEMBERS PRESENT

1. Dr. Anil Kumar ~~Isk~~
2. Dr. DILEEP MR ~~for~~
3. Dr. JOSHY MATHEW ~~SSP~~
4. Dr. RANI S. PILLAI
5. Mr. KOSHY CJ
6. Mr. ABDUL BARIK R
7. Ms. VIJISHA MC
8. Mr. SANDOOP KUMAR PV
9. Ms. SMITHA CHACKO

Agenda

1. IOAC DISCUSSION
2. SSP PREPARATION
3. CURRICULUM

DECISIONS

1. THE MEETING DECIDED TO FINALISE THE IOAC, BY INCLUDING THE POINTS DISCUSSED IN THE MEETING. THE IOAC WILL BE SENT IN THE COMING MONTH.
2. THE MEETING REMINDS THE FACULTY AND AUTHORITIES CONCERNED ABOUT THE NEED FOR GETTING PREPARED FOR THE SSP PREPARATION THAT HAS TO

BE DONE BY MID OF NEXT ACADEMIC YEAR

3. ALL DEPARTMENTS WERE ASKED TO SUBMIT THE DETAILS OF STUDENTS JOINED FOR THE CERTIFICATE COURSES AND PROGRESS OF THEM

A. IT WAS ALSO DECIDED TO REVIEW THE FEEDBACK ON TEACHERS AND CURRICULUM BY ALL THE STAKE HOLDERS.

*[Signature]*  
IQAC Coordinator  
Pazhassiraja College  
Pulpally

*[Signature]*  
PRINCIPAL  
PAZHASSIRAJA COLLEGE  
PULPALLY 673 579

# Minutes of IQAC meeting

Date: 9/12/2019

Venue: IQAC office.

## Members Present

Dr. Anilkumar K.	Principal
Dr. Dileep MR.	IQAC Coordinator
Dr. Joshy Mathew	HOD, History
Dr. Rani S. Pillai	History Dept
Mr. Koshy C.J	Dept of Commerce
Mr. Abdul Bari	Dept of Microbiology
Ms. Vijisha M.C	"
Mr. Sanoo Kumar	d of Tourism
Ms. Smitha Chacko.	" of Microbiology

## Agenda.

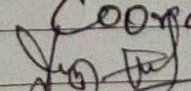
Review of Last meeting.  
 Research activities  
 Extra Curricular activities  
 Evaluation of Academic Activities.

## Decisions

1. The meeting approved the minutes of the previous meeting and action taken report was verified.
2. The meeting decided to have basic facilities to support the physically handicapped students.
3. The meeting discussed its Annual extra curricular Activities/Arts fest.

4. The Union activities, particularly the arts and sports activities are reviewed.
5. It is decided to urge the faculty to engage in research activities and to write papers in the UGC Care list.
6. All Department should be continue Certificate course.
7. The IQAC team Congratulates the RUSA project Preparation team in preparing and submitting the proposal on time.

IQAC Coordinator,

  
 Coordinator  
 IQAC  
 Pazhassiraja College  
 Pulpally

Principal,

  
 PRINCIPAL  
 PAZHASSIRAJA COLLEGE  
 PULPALLY 673 579



## Minutes of IQAC Meeting

Date : 07/01/2020

Venue : IQAC Office

### Members Present

Dr. Anil Kumar K - Principal

Dr. Dileep MR - IQAC Coordinator

Dr. Jashy Mathai - HOD, Dept. of History

Dr. Rami S Pillai - Asst. Professor, Dept. of History

Mr. Koshiy CJ - Asst. Professor, Dept. of Commerce

Mr. Abdul Babi KK - HOD, Dept. of Microbiology

Ms. Vijisha MC - Asst. Professor, Dept. of Microbiology

Mr. Sanoo Kumar PV - Asst. Professor, Dept. of Tourism

Ms. Smidha Chacko - Asst. Professor, Dept. of Microbiology

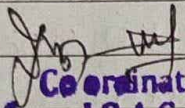
### Agenda

Extracurricular activities, Remedial classes, Submission of IQAC files.

### Decisions.

- 1) As the new team begins the report of the academic and extracurricular activities are verified.
- 2) The meeting decided all the departments to go for remedial classes for the weaker students urgently as the report hinted at the lacuna in the area.

- 3) Departments are asked to speed up the completion of the portions.
- 4) It has been decided to ask the departments and staff for the timely submission of up-to-date IQAC files.

  
**Coordinator**  
**IQAC**  
**Pazhassiraja College**  
**Pulpally**

  
**PRINCIPAL**  
**PAZHASSI RAJA COLLEGE**  
**PULPALLY 673 579**

## Minutes of IQAC Meeting

Date : 06/03/2020

Venue : Principal's Chamber

### Members Present

Dr. Anil Kumar K - Principal

Dr. Dileep M.R - IQAC Coordinator

Dr. Jashy Mathew - HoD, Dept. of History

Dr. Rami's Pillai - Asst. Professor, Dept. of History

Mr. Koshy C.J - Asst. Professor, Dept. of ~~Education~~

Mr. Abdul Bari K.K - HoD, Dept. of Microbiology

Ms. Nishitha M.C - Asst. Professor, Dept. of Microbiology

Mr. Sanoo P. V - Asst. Professor, Dept. of Tamil

Ms. Smitha Chacko - Asst. Professor, Dept. of Microbiology

### Agenda

Assessment, IQAC files submission

### Decisions

- 1). The action taken report of the activities were reviewed and passed. Also the programmes of the activities and file verification of all the departments were reviewed and found satisfied.
- 2) IQAC files submitted one checked and resubmitted back the missing areas.
- 3). It is decided to have more certificate courses and skill based courses in the next academic year by each departments.

## MINUTES OF IQAC MEETING

Minutes of the online (Google meet) meeting held on 21<sup>st</sup> April 2020 at 2pm.

Members present/ Participated

- Dr. Anil Kumar K-Principal
- Dr.Dileep M.R-IQAC Coordinator
- Dr.Joshy Mathew – HOD , Department of History
- Dr.Rani .S. Pillai-Asst. Professor, Department of History
- Mr. Koshy C.J –Asst. Professor Dept. of commerce.
- Mr.Abdul Bari K. K – HOD, Dept.of Microbiology
- Ms. Vijisha M.C.- Asst. Professor, Dept.of Microbiology
- Mr. Sanoop Kumar P. V.- Asst. Professor, Dept of Tourism
- Ms. SmithaChacko – Asst. Professor, Dept.of Microbiology

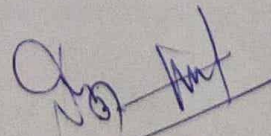
### Agenda


- Continuing the classes using ICT tools
- Preparation of digital study material.

### Decisions

1. The usage of ICT in teaching is discussed as virtual learning is required in the Covid-19 Pandemic situation.
2. The RUSA funding and its implementation is evaluated and the progress of the work up to the national close down was good.
3. The faculties are suggested to prepare digital learning materials for teaching purpose of the students.
4. Evaluation of the activities of 2019-2020 academic year is done and some of the remaining portions/revision need to be completed urgently with the help of online class tools.
5. It has been decide to use Zoom or Google classroom for continuing the classes.
6. Academic monitoring committee has to ensure that the departments are forming Edmodo, Moodle or Google classroom and the teaching and evaluation is done with the help of online video meeting platforms, like Zoom and Google meet.

The meeting came to a close at 3.15 pm.

  
Co ordinator  
IQAC  
Pazhassiraja College  
Pulpally

  
Principal  
Pazhassi Raja College  
Pulpally. Pin:673579