

IOAC MEETING MINUTES held at
Principal's chamber on 6/06/2016 10:00 AM

Members Present

1. Dr. A. O Roy - Principal *Rayto*
2. Dr. Silvi T. S. IOAC Coordinator, *Silvi*
3. Mr. Rajin Copalan
4. Mr. Saheel - M.M. *Shukr.*
5. Mr. Shelji Mathew *RJA*
6. Dr. Joshy Mathew *Joshy*
7. Mr. Abdul Bari *Abdul Bari*

Agenda

- ① Academic Calendar
- ② ACOAR Preparation
- ③ Annual cultural and Extracurricular Activities Planning,
- ④ Remedial classes

Discussion & Decision

1. As the new team begins the report of the academic and extracurricular activities are verified
2. The committee entrusted Dr. Joshy Mathew, HOD, History Department to prepare Academic Plan and Calendar for new academic year.
3. The meeting planned and discussed the Annual Arts Programme, and Sports should be conducted time boundly

A All departments were asked to submit the details of students joined for the certificate course and progress should be intimated to Mr. Abdul Bari,

5 The committee entrusted Mr. Shely Mathew for coordinating remedial teaching for weaker students.

6 The committee decided to publish all internal marks of student on before of each semester ends.

Co-ordinator

Coordinator
IQAC
Pazhassiraja College
Pulpally

Principal

Principal
PAZHASSI RAJA COLLEGE
PULPALLY-673 579

IQAC meeting minutes held at Principal's chamber on 04/08/2016, 11:00 AM

Members Present

- 1) Dr. A. O. Roy - Principal
- 2) Dr. Silvi T.S - IQAC Coordinator
- 3) Mr. Rajagopalan
- 4) Mr. Saleed M.M
- 5) Mr. Shelli Mathew
- 6) Dr. Jony Mathew
- 7) Mr. Abdul Bari

[Handwritten signatures and initials in blue ink, including 'Silvi', 'Raj', 'Saleed', 'Shelli', 'Jony', and 'Abdul']

Agenda

- 1) Completion of IQAC files
- 2) Publications with impact factor, e-book, e-magazine
- 3) Various clubs - activities
- 4) Industrial visits and study tours
- 5) self-financing courses.

Decisions

The meeting evaluated that library facility has been improved, KOLTA has been installed, e-books and e-journals subscribed. Study tours conducted and industrial visits too in various departments. Many teachers participated in various training and workshops. Based on the findings of the departmental visit of IQAC files, it is decided that more emphasis should be given to extension work of students besides academics. It is also decided in the meeting that a coordinator for the self-financing stream to be appointed in the college to assist the Principal for the efficient working of self-financing stream. The coordinator should initiate steps to encourage

teachers in seasonal work and inscribe them
a positive working environment. The meeting started
by 11:00 AM and 12:30 AM.

Coordinated

Coord
14
Pazhassiraja College
Pulpally

Principal.
PRINCIPAL
PAZHASSI RAJA COLLEGE
PULPALLY 673 579

INTERNAL QUALITY ASSURANCE CELL (IQAC) 2016-17

Date: 3/10/2016

Venue: IQAC Office

Time: 10.00 AM - 12.00 PM

Members Present

1. Dr. A. O. Roy - Principal
2. Dr. Silvy T.S. - IQAC Coordinator
3. Mr. Rajagopalan K. - Jt. Convener
4. Mr. Saleel - mm
5. Mr. Shaji Mathew
6. Dr. Joshy Mathew
7. Dr. Abdul Bari

Agenda

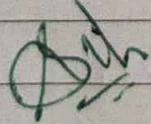
1. Presentation of Previous reports
2. Approval of Department Action Plans
3. Teaching Learning Evaluation

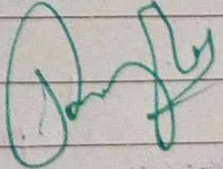
Discussion

1. Dr. Silvy T.S. IQAC Coordinator presented the previous minutes and approved without any changes. The high lights of the presentation were, value added course, Workshop Seminars and FDP

2. Verified the department Action Plan and improvement has been proposed and the suggestions were noted.

- 2. 1. To plan for new certificate course.
 - 2. To revise the syllabus for certificate/valued added course
 - 3. To disseminate information relating to admission process and norms through website.
 - 4. To circulate Academic Calendar prior to the commencement of each semester
 - 5. Periodical follow up report should be collect from all departments
3. Mr. Abdul Basid Submitted feedback form for all the facilities available in our college.


 Co ordinator
 IQAC
 Pazhassiraja College
 Pulpally


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 PULPALLY 673 570

Minutes of IQAC Meeting held at IQAC office on 14/12/2016 at 10:00 AM

Members Present

- 1) Dr. A. O Roy - Principal
- 2) Dr. Sini T.S - IQAC co-ordinator
- 3) Mr. K. Rajagopalan
- 4) Mr. M.M. Saleel
- 5) Mr. Sanof Kumar P.V
- 6) Lt. Sushmita James
- 7) Mr. P.R Babu
- 8) Dr. K.P. Saju
- 9) Mr. Shelli Mathew
- 10) Dr. Joshy Mathew
- 11) Mr. Kashy C.J
- 12) Dr. Teena
- 13) Mr. Abdul Bari
- 14) Mr. Shibilin
- 15) Dr. Jom et
- 16) Dr. Mebin. S. Thadathil

[Handwritten signatures and initials corresponding to the list of members present, including names like Sini, Rajagopalan, Saleel, Sanof, Sushmita, Babu, Saju, Shelli, Joshy, Kashy, Teena, Abdul Bari, Shibilin, Jom et, and Mebin. S. Thadathil.]

Agenda

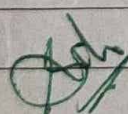
- 1) Evaluation of NAAC visit
- 2) chalk out Annual Plan of IQAC for the academic year 2016-17

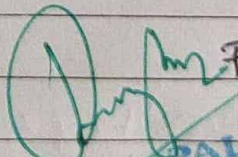
Decisions

- 1) The Annual IQAC meeting discussed the matter regarding academic and co-curricular progress of the college.
- 2) The members suggested the strengthening of the tutorial system in an effective manner and extend the same to departments. It is also decided to celebrate national

and International days of importance under the auspice of college union.

- 3) It is decided to initiate the activities of IQAC for the new year by giving more emphasis on teachers research, student support programmes and increase industry collaboration programmes, strengthening PTA, preparation of annual plan in departments.
- 4) The teacher in charge of the program should submit the report of WWS and SSP to the principal and the tutors should evaluate the result directly from the students. Dr. Silvi, Kashy S and MS Philomina KU should facilitate in the meeting of FLAIC at Calicut. Dr. Jomet is entrusted to make an MOU with LP Institute Coonoor, Tamil Nadu.


 IQAC Coordinator
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 Pazhasiraja College
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 Principal.
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Minutes of IQAC Meeting.

Time: 10.00 AM

Date: 17/01/2017

Venue: IQAC Office.

Members Participated.

1. Dr. A. D. Roy Principal

2. Dr. Silvy T.S. IQAC Coordinator

3. Mr. Raja Appalar K.

4. Mr. Saleel M.M.

5. Mr. Sheji Mathew

6. Dr. Joshy Mathew

7. Mr. Abdul Bani

Agenda

1. IQAC File Verification
2. Review of last minutes
3. Action Plan evaluation
4. Teaching Learning evaluation

Resolutions

IQAC Coordinator Dr. Silvy T.S. welcomed the gathering and she gave an introductory talk about the urgency of IQAC file completion.

Steering Committee passed the last minutes of the committee and Cooridinator presented the progress of Annual Academic schedule and found good.

The committee discussed the progress of Curriculum plan and reviewed updation in course plan and department action plan.

Action plans for improvement has been proposed and suggestions were noted.

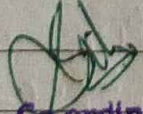
- To plan for new value added course.
- To revise the syllabus for value added course on the basis of regional demands.

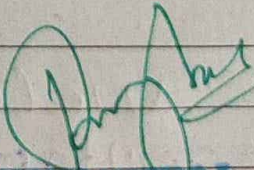
Decided to circulate the revised academic calendar prior to the commencement of each semester through website.

Periodical follow up report from department to be published in our college website.

An action plan was proposed for research activities by Dr. Rani S. Pillai and Dr. Silvy IS. Unanimously accepted.

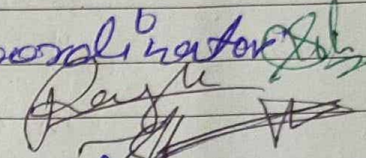
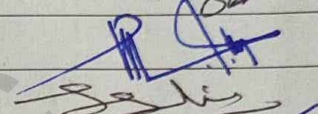
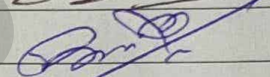
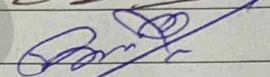
To increase the number of journals and books of different authors for subjects of study and general reading.


Coordinator
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PULPALLY 573 579

Minutes of IQAC meeting held at
IQAC Office on 20/3/2017 at 10:00 AM

Members Presents

1. Dr. A. D Roy - Principal
2. Dr. Silvy T. S. IQAC Coordinator
3. Mr. Rajagopalak. 
4. Mr. Saleel. MM
5. Mr. Shelji Mathew 
6. Dr. Joshy Mathew 
7. Mr. Abdul Bari 

Agenda:

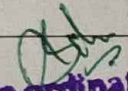
1. Assessment of Annual Analyst Report
2. IQAC File Completion
3. Remedial classes

Discussion

1. The action taken Report of the activities were reviewed and passed. Also the programmes of the Students Union also discussed and found satisfied.
2. File verification, Internal marks, Result analysis were done
3. Meeting took decision on their part to take more students in Certificate course conducted by

Various departments

4. It is asked to all department to conduct remedial classes to weaker students.
5. The committee reviewed as IQAC file should be complete in annual basis and all department should submit all files related to IQAC to office on before March-15/2018.


Coordinator
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Pazhassiraja College
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