

# Internal Quality Assurance Cell

## Minutes of The Meeting

Date: 2/6/2021 (3PM)

Online Meeting (Google Meet)

### Members Participated

1. Dr. Anilkumar K, Principal ~~SSUTB~~
2. Dr. Dileep M.P (IQAC Coordinator)
3. Fr. Varghese Kollammarudy (Management Representative)
4. Dr. Goshy Mathew (HoD, Dept. of History)
5. Dr. Danis P. Pillai (Asst. Professor, Dept. of History)
6. Mr. Koshy C.J. (Asst. Professor, Dept. of Commerce)
7. Mr. Abdul Bari (Nac Coordinator)
8. Ms. Vijisha M.c. (Asst. Professor, Dept. of Microbiology)
9. Mr. Sanoothkumar (Asst. Professor, Dept. of Tourism)
10. Ms. Smitha Chacko (Asst. Professor, Dept. of Microbiology)

### Agenda

- Annual Programme Discussion
- SSR Preparation
- Assessment of previous year activities.

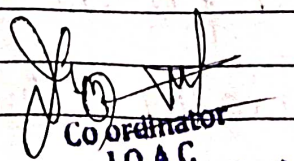
### Decisions

1. Decided to direct every department to submit Course Plans, activities Plans, lists of certificate courses being conducted in this academic year, and students quality enhancement Programme for the academic year 2021-22.
2. Reviewed the activities conducted in the previous year and the action taken report has been approved.



3. Departments have to submit status of the positions handed during the vacation period and the status of the positions to be completed.
4. Decided to direct every Department to update all the files in the Department as per the latest records.
5. ICT Usage needs up gradation and directed all the Departments to assess the level and working condition of Electronics equipment used in classes and laboratories.
6. Every club is directed to submit the Plan of Actions and to conduct the programmes efficiently.
7. Requested the college management to increase the infrastructure, particularly for the new block.
8. It is directed to take adequate measures to equip the admission committee, departments and the college office to conduct the admission process and orientation of the new students in a smooth and efficient manner.
9. The faculties are urged further to submit proposals for research projects, conferences and for publication.
10. Every department has to conduct orientation induction sessions and bridge courses for the

The Meeting came to an end at 4.30 PM.

  
 Coordinator  
 IQAC  
 Pazhassiraja College  
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## Minutes of the meeting

Date & time : 19/07/2021 - 2 pm.

Venue : Principal's chamber.

### Members participated:

1. Dr. Anilkumar K, Principal
2. Dr. Dileep M.R. (IQAC coordinator)
3. Mr. Abdul Bari (NAAC coordinator)
4. Dr. Joshy Mathew (HOD, Dept. of History)
5. Dr. Rani. S. Pillai (Asst. Professor, Dept. of History)
6. Mr. Koshy C. J. (Asst. Professor, Dept. of Commerce)
7. Ms. Vijisha. M. C. (Asst. Professor, Dept. of Microbiology)
8. Mr. Sanoop kumar (Asst. professor, Dept. of tourism)
9. Ms. Smitha Chacko (Asst. professor, Dept. of Microbiology)

### Agenda.

1. Admission review
2. College diary preparation
3. RUSA project review
4. SSR preparation agenda.

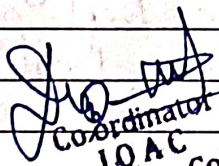
### Decisions

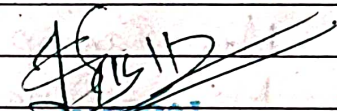
1. Reviewed the minutes of the previous meeting
2. RUSA project is monitored & the construction and renovation programmes are almost completed. The RUSA team is appreciated for the efficient & fast completion of the project.
3. The college diary preparation activities were reviewed & found good.
4. Dr. Silvi T's, Hod of Economics department has been entrusted to review the admission process and report the progress and issues, if any.



5. The admission process is reviewed and found good. Ph admissions may be delayed due to the delay taking place at the university level.
6. Directed every department to assess the level and working condition of the electronic equipment used in the classes & laboratories
7. Revised the action taken report and it has been approved.
8. The SSR preparation activities are monitored & found good.

The meeting ended at 3.15 pm.

  
Coordinator  
IQAC  
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PULPALLY 675 575



## Minutes of the Meeting.

Date and Time : 06/10/2021 - 3 PM

Venue : IQAC office.

### Members Participated

1. Dr. Anil Kumar Principal ~~(IQAC)~~
2. Dr. Dileep M.R. (IQAC Coordinator) ~~(IQAC)~~
3. Mr. Abdul Bari (NAAC Coordinator) ~~(NAAC)~~
4. Fr. Varghese Kollammavudy (Management Representative)
5. Fr. Lasser Puthenkandathil (Management Representative)
6. Dr. Joshy Mathew (HoD, Dept. of History) ~~(History)~~
7. Dr. Ranil S. Pillai (Asst. Professor, Dept. of History) ~~(History)~~
8. Mr. Koshy C. J. (Asst. Professor, Dept. of Commerce) ~~(Commerce)~~
9. Ms. Vijisha M.C. (Asst. Professor, Dept. of Microbiology) ~~(Microbiology)~~
10. Mr. Sanoop Kumar (Asst. Professor, Dept. of Pounism) ~~(Pounism)~~
11. Ms. Smitha Chacko (Asst. Professor, Dept. of Microbiology) ~~(Microbiology)~~

### Agenda.

1. Review the minutes of the previous meeting
2. SSR preparation and IQA submission
3. Evaluation of academic activities.

### Decisions.

1. Approved the minutes of the previous meeting and the action taken report was verified.
  2. The SSR preparation status is verified and found good.
  3. It has been decided to submit the IQA to NAAC on or before 15 November 2021
  4. Discussed the annual extracurricular activities and the arts fest schedule and finalised.
  5. Reviewed the union activities, particularly the arts and sports activities.
  6. Directed all the departments to continue the certificate courses
  7. The progress of academic activities are reviewed and found good.
- The meeting ended at 4.20 PM.

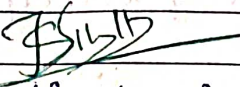
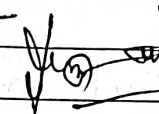
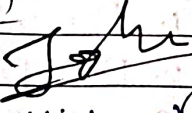








# Minutes of the meeting

Time and Date : 3pm, 03/01/2020.

Venue : principal's chamber.

## Members participated

1. Dr. Anil Kumar (principal) 
2. Dr. Dileip M.R (IQAC coordinator) 
3. Dr. Joshy Mathew (HOD, dept. of History). 
4. Dr. Rani S. Pillai (Asst. professor, dept. of History) 
5. Ms. Koshy C.J (Asst. professor, dept. of Commerce) 
6. Mr. Abdul Bazi (Asst. professor, dept. of Microbiology) 
7. Ms. Vijisha M.C (Asst. professor, Dept. of Microbiology) 
8. Ms. Sanoop Kumar (Asst. professor, dept. of Tourism). 
9. Ms. Smitha Chacko (Asst. professor, dept. of Microbiology.) 

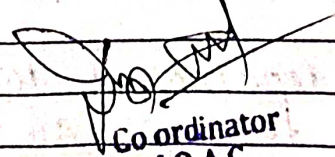
## Agenda.


- Review of SSR submission
- Review of Academic Activities

## Decisions.

1. The last date for SSR submission is 27 January 2020. The IQAC team has beefed up the procedure. The process is found going well. Departments and office are urged to cooperate the SSR preparation team for making the SSR submission successfully before the last date.
2. The academic programmes and other allied activities are reviewed and progressing well.
3. Internal Exam committee has asked to conduct the even semester exams without delay.

The meeting came to a close at 4pm.

  
Co-ordinator  
IQAC  
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## Minutes of meeting

Time and date: 12.30PM, 28/03/2022.

Venue : Principal's chamber.

Members participated.

1. Dr. Anilkumar, Principal. ~~15/12~~ ~~15/12~~
2. Dr. Dileep M.R (IQAC coordinator) ~~15/12~~
3. Mr. Abdul Bari (NAAC coordinator) ~~15/12~~
4. Fr. Varghese Kollamavudy (Management representative)
5. Fr. Lasser Perthenkanda-thil (Management representative)
6. Dr. Joshy Mathew (HOD, department of History) ~~15/12~~
7. Dr. Rani S. Pillai (Asst. Professor, Dept. of History) ~~15/12~~
8. Dr. Koshy C.J (Asst. Professor, Dept. of Commerce) ~~15/12~~
9. Ms. Vijisha M.C (Asst. Professor, Dept. of Microbiology) ~~15/12~~
10. Mr. Sanoop Kumar (Asst. Professor, Dept. of Tourism). ~~15/12~~

## Agenda.

1. DVV process
2. Review of academic and extra curricular activities
3. Conduct of AAA.

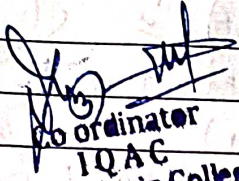
## Decisions

1. IQAC appreciated every member contributed in the successful completion of the SSR and also, the DVV process is over.
2. It has urged every department to get ready for the NAAC visit.
3. Reviewed and passed the action taken report of the activities. Also, the programmes of activities and file verification of all the departments were reviewed and found satisfied.
4. The file verification of department IQAC files is reviewed and urged the departments to comply all the remarks of verification.



5. AAA forms are to be completed and submitted fast to undertake the process, without delay.

The meeting came to a close at 1.15 PM.

  
Co-ordinator  
IQAC  
Pazhassiraja College  
Pulpally

  
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## Minutes of the Meeting.

Date : 03/06/2022 (3PM)

Venue : Principals Chamber

### Members Participated

1. Dr. Anil Kumar K, Principal ~~Principals Chamber~~
2. Dr. Dileep M.R. (IQAC Coordinator) ~~Principals Chamber~~
3. Mr. Abdul Bari (NAAC Coordinator) ~~Principals Chamber~~
4. Fr. Varghese Kollammarudy (Management Representative)
5. Fr. Lasser Puthenkandathil (Management Representative)
6. Dr. Jishy Mathew (HoD, Dept. of History) ~~Principals Chamber~~
7. Dr. Ravi S. Pillai (Asst. Professor, Dept. of History) ~~Principals Chamber~~
8. Dr. Koshy C. J. (Asst. Professor, Dept. of Commerce)
9. Ms. Vijisha M.C. (Asst. Professor, Dept. of Microbiology) ~~Principals Chamber~~

### Agenda

1. Annual Programme Discussion
2. SSR preparation
3. Assessment of previous year activities.

### Decisions:

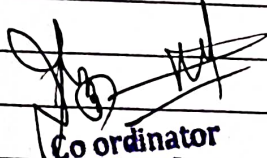
1. Every department has to submit course plans, activity plans, list of certificate courses being conducted in this academic year, and students quality enhancement programme for the academic year 2022-23 to the Academic Monitoring Committee in this week itself.
2. Reviewed the activities conducted in the previous year and the action taken report has been approved.
3. Departments have to present the NAAC visit presentation on or before 15 June 2022.
4. Decided to direct every department to update all the files in the department as per the latest records.
5. All the clubs are also directed to submit the plan of action and to conduct the programmes efficiently.
6. It is directed to take adequate measures to equip the admission committee, departments and the college office to conduct the admission process and orientation of the new students in a smooth and

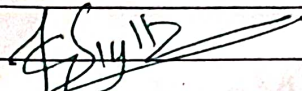


efficient manner.

7. Every department has to conduct orientation/ induction sections and bridge courses for the

The meeting came to an end at 4:00 PM.

  
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