

# MINUTES OF IQAC MEETING

## ONLINE

Date: 03-06-2020,10.00 am  
Venue/Online platform: Google meet

### Members present

Dr. Anil Kumar K	-Principal
Dr.Dileep M.R	-IQAC Coordinator
Dr.Silvi T.S.	- HOD-Dept. of Economics
Mr.Shelji Mathew	- HOD Travel and Tourism
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, Department of Microbiology
Ms. Vijisha M.C	.- Asst. Professor, Department of Microbiology
Mr. Sanoop Kumar P. V.	- Asst. Professor, Dept of Tourism
Ms. SmithaChacko	- Asst. Professor, Dept. Of Microbiology

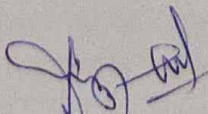
### Agenda

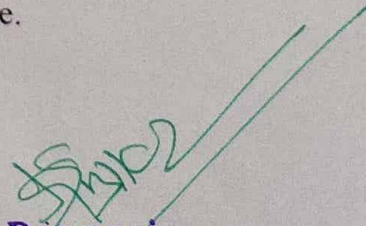
1. Orientation for New Admission
2. Preparation of Academic Calendar
3. Review the Academic Progress
4. ICT Usage for Online Classes
5. PTA Meeting

### Decisions

1. The minutes of the previous meeting was presented and approved. The action taken report was verified and found good.
2. It has been decided to direct the academic monitoring committee to prepare the course schedule, academic Calendar, etc.
3. The Orientation programme for the students have to be done online and more efficiently particularly since the teaching and learning are being done online
4. The certificate courses that are being offered in the academic year have to be executed through online platform.
5. It has also decided to conduct PTA meeting for every programme without delay.
6. It is decided to complete the pending portions at the earliest and to follow the new schedule.
7. Academic monitoring committee has to monitor the effective use of ICT for online classes and interactions to start a new programme in this academic year.
8. Additionally, suitable Covid-19 crisis response activities have to be done.

The meeting ended at 11AM

  
Coordinator  
IQAC  
Pazhassiraja College  
Pulpally

  
Principal  
Pazhassi Raja College  
Pulpally, Pin: 673573

## MINUTES OF IQAC MEETING

Minutes of the Meeting held online (Googlemeet) at 12 noon on 12<sup>th</sup> August 2020

### Members present/ Participated

1. Dr. Anil Kumar K - Principal
2. Dr.Dillep M.R - IQAC Coordinator
3. Mr.Shelji Mathew - HOD. Department of Travel and Tourism
4. Dr.Silvy T.S - HOD. Department of Economics
5. Dr.Joshy Mathew - HOD , Department of History
6. Mr.Jaimon VD - Head, Office
7. Dr.Rani .S. Pillai - Asst. Professor, Department of History
8. Mr. Koshy C.J - Asst. Professor Dept. of commerce.
9. Mr.Abdul Bari K. K - HOD, Dept.of Microbiology
10. Ms. Vijisha M.C. - Asst. Professor, Dept.of Microbiology
11. Mr. Sanoop Kumar P. V.- Asst. Professor, Dept of Tourism
12. Ms. SmithaChacko - Asst. Professor, Dept.of Microbiology
13. Rev. Fr. Varghese Kollammavudy - CEO, PRC
14. Rev.Fr.GeorgeAlummoottil - Bursar, PRC
15. Ms.Anithakumari, Deputy Director, Dept. Of Tourism, Govt. Of Kerala
16. Ms.Seenadevi, Asst. Professor in Economics. NMSM Govt. College
17. Mr.BinoshKunjappan, Secretary, DTPC, Malappuram
18. College Union Chairman 2020-21

### Agenda

- Academic progress
- Admission to first year programmes
- RUSA construction work progress analysis
- NAAC Accreditation preparation

### Decisions

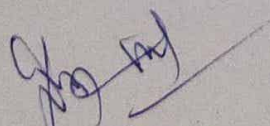
1. Review the academic process in the wake of Covid-19 situation was done and found that the classes are going on well.
2. It has been decided to pursue with the university in expediting the admission process and to make sure that the provision for online admission is also there.

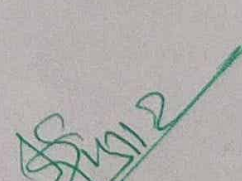
Co ordinator  
IQAC  
Pazhassiraja College  
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3. As the construction work under the RUSA project got stalled due to pandemic situation, it is decided to communicate the agency to resume the work.
4. It has been decided to urge the departments to conduct internal assessment through online platform.
5. With regard to NAAC accreditation, it has been decided to get appraised with the latest announcements from NAAC and the SSR preparation work, got paused due to the pandemic situation need to be continued.
6. Also, the academic monitoring committee has to urge the faculty members to undergo online FDP, webinar , workshops, etc.

The meeting came to a close at 1.10 PM.

  
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IQAC  
Pazhassiraja College  
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## MINUTES OF IQAC MEETING

Minutes of the IQAC meeting (Online-Google meet) held on 1<sup>st</sup> October 2020 at 2pm.

### Members present/ Participated

Dr. Anil Kumar K	-	Principal
Dr.Dileep M.R	-	IQAC Coordinator
Mr.Shelji Mathew	-	HOD. Department of Travel and Tourism
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
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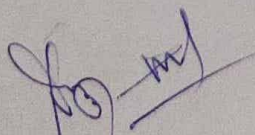
### Agenda

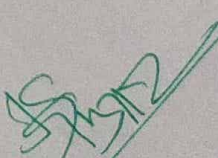
- Academic schedule rescheduling
- Certificate courses
- Orientation for new admissions

### Decisions

1. The progress of online classes are assessed and found good.
2. The orientation for the newly admitted students have to be done online. Google meet platform can be used
3. Academic monitoring committee has to revise the schedule to cope up with the changes in admission etc.
4. Online certificate courses are to be conducted using the purchased zoom platform.
5. Every department, clubs and associations have to organize webinars, online workshops, etc. using the Zoom platform.

The meeting came to an end at 2.45 pm.

  
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Pazhassiraja College  
Pulpally

  
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# MINUTES OF IQAC MEETING

Minutes of the IQAC meeting (Online) held on 4<sup>th</sup> January 2021 at 2pm.

Date : 04-01-2021

Platform: Google meet

## 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

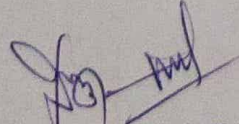
## Agenda

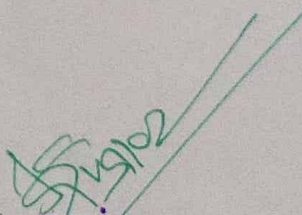
- Commencement of offline classes, based on government order.
- Monitoring of the work progress of RUSA project

## Decisions

- Urgent measures have to be taken to manage classes into batches. Academic monitoring committee has to make necessary arrangements. It is ideal to have classes batchwise.
- Academic monitoring committee has to use the modified feedback mechanism for gathering feedback department wise.
- The project work, internship, laboratory experiment of the students have to be given priority while off line courses are being done
- RUSA infrastructure development work has been found good. The building construction is

By 2.30 pm, the meeting came to an end.

  
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Pazhassiraja College  
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# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## Minutes of the Meeting

Date : 25-03-2021

Venue : IQAC /Google meet

Time: 10.00 A M to 12.00 PM

### Members present/ Participated

1. Dr. Anil Kumar K - Principal
2. Dr.Dileep M.R - IQAC Coordinator
3. Dr.Joshy Mathew - HOD, Department of History
4. Dr.Rani .S. Pillai - Asst. Professor, Department of History
5. Mr. Koshy C.J - Asst. Professor, Dept. of commerce.
6. Mr.Abdul Bari K. K - HOD, Dept.of Microbiology
7. Ms. Vijisha M.C. - Asst. Professor, Dept.of Microbiology
8. Mr. Sanoop Kumar P. V.- Asst. Professor, Dept. of Tourism
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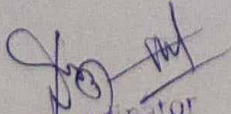
### Agenda

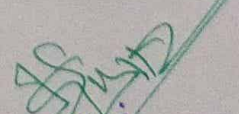
- Assessment of academic year
- AQAR and SSR preparation

### Decisions

- The reporting of academic monitoring committee was assessed and found good.
- The action taken report of activities were revised and passed.
- It has been decided to continue the teaching and learning activities, to do the revision of completed portions, etc., during vacation as well.
- IQAC files of the departments are verified, and asked the concerned department to complete the files, whichever are applicable.
- AQAR finalisation and submission has to be done without delay.
- SSR preparation activities need to be continued.

The meeting came to a close at 12 noon.

  
Coordinator  
IQAC  
Pazhassiraja College  
Pulpally

  
Principal  
Pazhassi Raja College  
Pulpally. Pin: 673573

## MINUTES OF IQAC MEETING

Minutes of IQAC meeting held on 02 June 2021 on Google meet platform, at 2pm.

### **Members present/ Participated**

1. Dr. Anil Kumar K - Principal
2. Dr.Dileep M.R - IQAC Coordinator
3. Mr.Abdul Bari - NAAC Coordinator
4. Dr.Joshy Mathew - HOD , Department of History
5. Dr.Rani .S. Pillai - Asst. Professor, Department of History
6. Mr. Koshy C.J - Asst. Professor Dept. of commerce.
7. Mr.Abdul Bari K. K - HOD, Dept. of Microbiology
8. Ms. Vijisha M.C. - Asst. Professor, Dept. Of Microbiology
9. Mr. Sanoopkumar- Asst. Professor, Dept of Tourism
10. Ms. SmithaChacko - Asst. Professor, Dept.of Microbiology

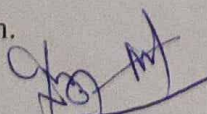
### **Agenda**

- Academic Schedule
- Review the Academic Progress
- ICT Usage for Online Classes
- PTA Meeting
- RUSA project progress assessment
- AQAR and SSR

### **Decisions**

1. Reports of the previous academic year has been reviewed and urged the necessary modification
2. As pandemic situation prevails, it has been decided to have a Learning Management System (LMS) in place and to use it effectively.
3. Academic monitoring committee has to finalise the activity schedule without delay, and present in the College council meeting for approval.
4. RUSA infrastructure development activities are assessed and found satisfactory. The new building block is ready for inauguration.
5. Online teaching has been decided to continue.
6. PTA meeting has to be convened without delay.
7. Efforts have to be taken to finalise the portions of the first year students as the admission got delayed in the last academic year.
8. As the college are closed continually due to the second wave of corona, the paused AQAR and SSR preparations have to be continued and to be submitted.

The meeting ended by 3 pm.

  
**Co ordinator  
IQAC  
Pazhassiraja College  
Pulpally**

  
**Principsi  
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