



**JPM ARTS & SCIENCE  
COLLEGE**

LIGHTS TO ENLIGHTEN  
Affiliated to Mahatma Gandhi University, Kottayam  
Accredited by NAAC at B++ Grade

### Notice

The first meeting of IQAC for the academic year 2022-2023 is arranged to be held in the Placement Cell on Tuesday, 12/07/2022 at 10.45 AM. Members are requested to arrange classes appropriately and attend the same.

#### Agenda:

1. Assessment of IQAC activities
2. Planning of IQAC activities
3. Any other matters permitted by the Chairman

11<sup>th</sup> July 2022

To: Members of IQAC

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1. Office

Principal







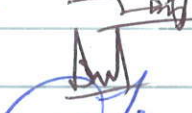




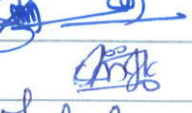
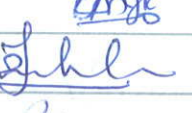
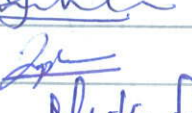
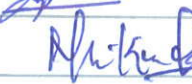
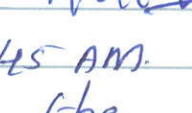
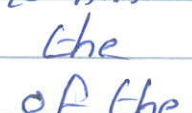
**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D.)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

Minutes of the Meeting of IQAC held on 12<sup>th</sup> July 2022 in the Placement Cell at 10:45 AM

Agenda :

1. Assessment of IQAC activities
2. Planning of IQAC activities
3. Any other matters permitted by the Chairman.

Members Present :

SI NO	NAME	DESIGNATION	SIGNATURE
01.	Dr. Sabu Augustine	Principal	
02	Rev. Fr. Lito Koolipparampil	Vice Principal	
03	Ms. Priya K	Co-ordinator	
04.	Mr. Abid K Markose	Joint Co-ordinator	
05.	Mr. Tomson Joseph	Joint Co-ordinator	
06.	Ms. Sheela S	Member	
07.	Mr. Joy Augustine	Member	
08.	Ms. Sanitha R	member	
09.	Ms. Sandra M.K	Member	
10.	Ms. Chinnu Mary Joseph	Member	
11.	Mr. V.G. Manoj Kumar	Member	
12.	Ms. Tiny Thampan	member	
13.	Ms. Reshma Elizabeth cherian	Member	
14.	Mr. Jose Joseph	Member	
15	Mr. Manikandan S	Member	

The meeting commenced at 10:45 AM. Ms. Priya K Co-ordinator IQAC welcomed the gathering. The meeting passed the minutes of the meeting held on May 25<sup>th</sup> 2022. The meeting considered the following Action Taken Report and approved the same.

Action Taken Report:

01. Constituted Admission Cell for the academic year


- 2022-2023 for the smooth conduct of admission activities.
02. IQAC in association with Admissions Cell organised an online seminar for plus two students on 18th June 2022. Dr. Brijesh George John was the resource person.
  03. IQAC in association with Admissions Cell organised 'PIXEL2K22' Mobile Photography Competition for the students of JPM College.
  04. IQAC was reconstituted for the 2nd cycle of Accreditation. Ms. Priyak was appointed as the Co-ordinator of IQAC. Included Fr. Ponce Chakalayil, Mr. Jose Joseph, Ms. Tiny Thampan, Mr. Manikandan.S, Ms. Chinnia Mary Joseph, Ms. Sandra in IQAC.
  05. Organised Blaze 2k22, a Cultural event on 21st June 2022.
  06. Lesson Planner, Work Diary and Mentor-Mentee Report register for the academic year 2022-23 was restructured and submitted by Mr. Jay Augustine.
  07. Conducted a 'Mega Job Fair' on 9th June 2022.
  08. Initiated procedures for inclusion in Sec 2(f) list of UGC Act. After Detailed discussion on Agenda items the following decisions have been taken:
    01. To submit the Action Plan of IQAC for the year
    02. To Conduct IQAC Meetings once a fortnight regularly.
    03. To appoint Criteria Leaders in IQAC for the second cycle of Accreditation.
      - Criteria 1 - Mr. Manikandan.S
      - Criteria 2 - Mr. Jay Augustine

- Criteria 3 - Ms. Chinnu Mary Joseph  
 Criteria 4 - Mr. Tejio Joseph  
 Criteria 5 - Ms. Rose Maria James  
 Criteria 6 - Fr. Litta Koolipparampil CST  
 Criteria 7 - Mr. Jose Joseph.

03. To appoint Joint Leaders to support Criteria Leaders.
04. To continue 'Conflux of Highfliers' as the Best Practice in the 2<sup>nd</sup> Cycle also
05. To make Social Outreach Program more meaningful by fixing working hours for students.
06. To motivate students to enroll for 'SWAYAM' program. Action - All Faculty.
07. To give financial assistance for Ph.D programs to Staff.
08. To Organise a meeting for NAAC Criteria Leaders on 18<sup>th</sup> July 2022.
09. To Organise an FDP in the 3<sup>rd</sup> week of July.
10. To Organise a Health Orientation Program for students in the 3<sup>rd</sup> week of July.

Mr. Abin K Marikose, Joint Co-ordinator  
 IQAC proposed vote of thanks. The meeting concluded at 12.00 p.m.

12/07/2022

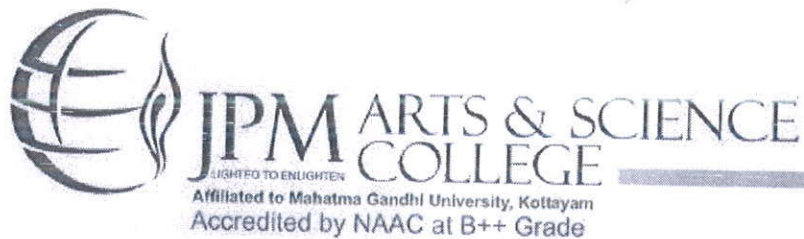
  
 Co-ordinator

  
 Principal

**IQAC Coordinator**  
**JPM Arts and Science College**  
**Kanchiyar P.O., Labakkada**

**Dr. SABU AUGUSTINE**  
 (M.Sc., M.Phil, Ph.D.)  
**PRINCIPAL**  
**JPM ARTS AND SCIENCE COLLEGE**  
 Kanchiyar P.O., Labakkada





## Notice

A meeting of Criteria Heads of IQAC is arranged to be held in the Placement Cell on Monday, 18/07/2022 at 10.45 AM. Members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Submission of AQAR for the year 2021-2022
2. Reconstitution of criteria team and assignment of responsibilities
3. Appointment of Joint Leaders to Criteria Leaders and approval of action plan
4. Strategic planning of IQAC 2022-2023
5. Any other matters permitted by the Chairman

13<sup>th</sup> July 2022



*Dr. Sabu Augustine*  
Principal  
(M.P., M.Phil., Ph.D.)  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Kottayam

To: Joint Co-ordinators and Criteria Heads of IQAC

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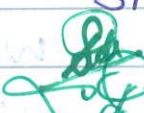

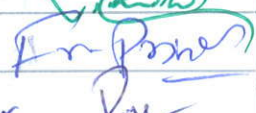
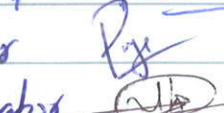
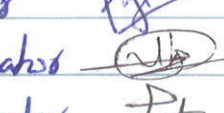



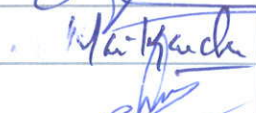




1. Office

Minutes of the Meeting of Criteria Heads of IQAC held on 18<sup>th</sup> July 2022 in the Placement Cell at 10.45 AM

Agenda:

1. Submission of AQAR for the year 2021-2022
2. Reconstitution of Criteria teams and assignment of responsibilities.
3. Appointment of Joint-Leaders to Criteria Leaders and approval of Action Plan.
4. Strategic planning of IQAC 2022-2023
4. Any other matters permitted by the Chairman.

Members Present:

Sl. NO	NAME	DESIGNATION	SIGN
1.	Dr. Sabu Augustine	Principal	
2.	Rev. Fr Litta Koolipparampil	Vice Principal	
3.	Rev. Fr Ponce Chakkalayil	Member	
4.	Ms. Poyal K	Co-ordinator	
5.	Mr. Abin K Markose	Joint-Co-ordinator	
6.	Mr. Tomson Joseph	Joint-Co-ordinator	
7.	Ms. Sheela S	Member	
8.	Mr. Joy Augustine	Member	
9.	Mr. Manikandan S	Member	
10.	Ms. Chinnu Mary Joseph	Member	
11.	Mr. Tojio Joseph	Member	
12.	Ms. Rose Maria James	Member	
13.	Mr. Jose Joseph	Member	

The meeting commenced at 10.45 AM with prior notice to the members. Mr. Tomson Joseph welcomed the gathering. The meeting passed the minutes of the previous meeting held on 12<sup>th</sup> July 2022. The meeting considered the following Action Taken Report

and approved the same.

### Action Taken Report:

1. Scheduled FDP on 'My Role as a Teacher in JPM; Let's look inward and to the Future' on 19<sup>th</sup> July 2022 by IQAC in association with FDP Cell.
2. Scheduled NCD Day Celebration on 19<sup>th</sup> July 2022.
3. Organised Gujarathi Dancu Fiesta' on 15/07/2022, Conducted by Dept of Social Work.

After detailed deliberations and discussions of the agenda items the following decisions were taken:

1. To approve action plan of IQAC for the year 2022-2023.
2. Mr. Manikandan S. Ms Chinnu Mary Joseph and Mr. Jose Joseph were assigned with the charge of AQAR preparation.
3. To prepare final draft of AQAR by September 2022, and after verification to submit first draft of AQAR in the month of August.
4. To arrange a meeting of AQAR team with higher authorities in the 3<sup>rd</sup> week of July.
5. To appoint the following persons as Joint Heads to Criteria Heads.
 

Criteria 1	- Ms. Saritha S
Criteria 2	- Mr. Jithin Joy Jose
Criteria 3	- Ms. Sneha Emmanuel
Criteria 4	- Ms. Reshma Joseph



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## ACTION PLAN OF IQAC FOR THE ACADEMIC YEAR 2022-2023

NO	PROGRAM	OUTPUT/SOURCE OF CONTRIBUTION	DATE	CO- ORDINATOR
	NAIONAL LEVEL FDP	Empowered teaching staff  SOURCE-PO6	February2023	Manikandan.S  FDP Cell
	HOLISTIC EDUCATION FOR STUDENT EMPOWERMENT(HESE)	Morally and spiritually empowered students SOURCE-PO3,PO4	Monthly twice on 5 <sup>th</sup> day by shortening the hours	Abin K Markose
	PLACEMENT ORIENTATION	Professional students SOURCE- PO8	Yearlong Process	Placement Cell
	ORIENTATION FOR 2 <sup>ND</sup> CYCLE OF ACCREDITATION AND ON AQAR SUBMISSION	Initiating 2 <sup>nd</sup> cycle activities SOURCE-PO6	August last week	Priya.K
	PREPARATION OF AQAR FOR 2021-2022	AQAR	September last week	Manikandan.S Chinnu Mary Joseph Jose Joseph



18. Departments to submit Activity Record in every term.
19. To organise a Seminar in association with Management and Commerce department.
20. To forward notification regarding FDP to the official mail id of teachers and teachers to attend atleast 2 FDP/year

Mr. Joy Augustine proposed  
Vote of Thanks. The meeting concluded  
at 11-30 PM.

18/07/22

*[Signature]*

IQAC Co-ordinator

IQAC Coordinator  
JPM Arts and Science College  
Kanchiyar P.O., Labbakkada

*[Signature]*

Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil., Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada





### Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Monday, ~~01/08/2022~~ at 10:45 AM. Members are requested to arrange classes appropriately and attend the same.

#### Agenda:

1. Guidelines for AQAR submission
2. Result analysis of 2nd semester UG(2020-2023batch)
3. Guidelines regarding preparation of Action Plan by Departments
4. Finalization of College Calendar 2022-3023
5. Any other matters permitted by the Chairman

27<sup>th</sup> July 2022

  
Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labakkada

To: Members of IQAC



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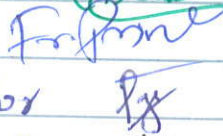
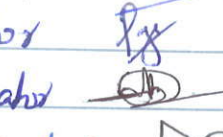
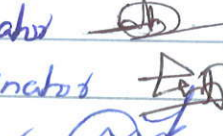
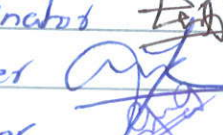

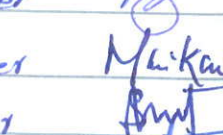
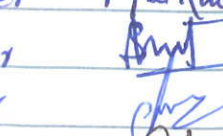
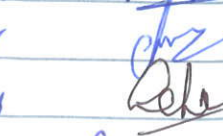
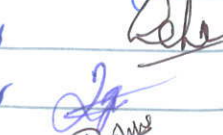

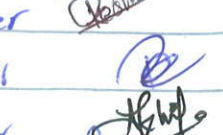
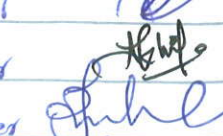


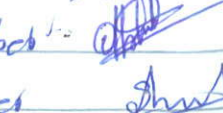


1. Office

Minutes of the Meeting of IQAC held on  
1st August 2022 in the Placement Cell at 10:45 AM

Agenda:

1. Guidelines for AQAR Submission
2. Result analysis of 2<sup>nd</sup> Semester
3. Guidelines regarding preparation of Action Plan by Departments
4. Finalization of College Calendar 2022-2023
5. Any other matters permitted by the chairman.

Members Present:

SINO	NAME	DESIGNATION	SIGN
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Lito Koolipparampil	Vice Principal	
3.	Fr. Ponci Chakkalayil	Member	
4.	Ms Priya K	Co-Ordinator	
5.	Mr. Abin K Markose	Joint Co-ordinator	
6.	Mr. Tomson Joseph	Joint Co-ordinator	
7.	Mr. Joy Augustine	Member	
8.	Mr. Jithin Jay Jose	Member	
9.	Mr. Marikandan S	Member	
10.	Ms. Sanitha S	Member	
11.	Ms Chinna Mary Joseph	Member	
12.	Ms. Sneha Emmanuel	Member	
13.	Mr. Jijo Joseph	Member	
14.	Ms. Reshma Joseph	Member	
15.	Ms. Rose Maria James	Member	
16.	Mr. Akhil Kumar	Member	
17.	Ms - Reshma Elizabeth Cherian	Member	
18.	Mr. Jose Joseph	Member	
19.	Ms. Abbila S	Member	
20.	Ms. Shreya S	Member	

- |     |                      |        |                       |
|-----|----------------------|--------|-----------------------|
| 21. | Ms Sandra M.K.       | Member | Andra                 |
| 22. | Ms Tivy Tampan       | Member | Christie              |
| 23. | Mr. V.G. Manoj Kumar | Member | <del>Christie</del> M |

The meeting commenced at 10.45AM with prior notice to the members. Ms Reshma Elizabeth Cherian proposed welcome address. Principal Dr. Sabu Augustine chaired the meeting. The meeting discussed the need of initiating innovative programs under the supervision of IQAC team. The meeting approved the minutes of last meeting and the following Action Taken Report.

### Action Taken Report :

01. The AQAR team started collecting previous year database for AQAR preparation.
02. IQAC in association with NSS conducted Health Orientation and Health Checkup for students, on 19<sup>th</sup> July 2022. A seminar to create health awareness, poster making competition, health check up for both faculty and students were organised in association with Taluk Hospital Kattappana under the brand name 'Care N Cure' as a part of NCD Day celebration.
03. Scheduled Holistic Education program on 1<sup>st</sup> August 2022 by shortening hrs of 5<sup>th</sup> day time table.

After detailed discussion of agenda items the following decisions have been taken.

01. Criteria Leaders to ensure the presence of either Joint Leaders or Leaders in every IQAC meeting
02. To issue Criteria wise key indicators for the

- purpose of AQAR preparation to 7 teams  
Action: AQAR Team.
03. To Conduct Criteria wise meeting by 2<sup>nd</sup> week of August.
  04. To issue Certificates to all Add-on Courses, and make it Certificate Courses, give advertisement outside and invite applications to widen the scope of Add-on Courses.
  05. To assign and delegate Mr. Tomson Joseph (Joint Co-ordinator, IQAC) the Supervision of Criteria's 1, 2 and 3 and Mr. Abin K Markose (Joint Co-ordinator, IQAC) with Criteria's 4, 5, 6 and 7.
  06. To identify the Best Practices of the College by next IQAC meeting  
Action: Mr. Abin K Markose
  07. Inform the University results and internal examination results to parents through Whatsapp groups  
Action: All Class Teachers.
  08. To prepare the reports of result analysis including suggestive measures to be taken and submit on next HoD meeting.  
Action: All HoD's
  09. To lodge a Complaint to University on result published of 2<sup>nd</sup> Semester UGT Examination of 2021 batch. Action: All Departments.
  10. To forward PO to the Governing Body to revisit the same.
  11. To map Departmental Action Plan against PO of College and modify it considering the Action Taken Report of FDP Conducted on

19<sup>th</sup> July 2022

12. To Submit Departmental Action Plan by Friday 5<sup>th</sup> August 2022.
13. To incorporate Celebration of commemoration of National Leaders of importance related with the course by each Department in their action plan  
Action: All HoD's.
14. To assign with the charge of preparation of College Calender for the academic year 2022-2023 to Mr. Tomson Joseph, and Ms. Akhila Treesa Cyriac.
15. To appoint Ms. Chinnu Mary Joseph as the Department Co-ordinator of Tourism instead of Fr. Ponce Chakkalayi, the external co-ordinator.
16. To constitute a meeting of College Council in the 3<sup>rd</sup> week of August.
17. To Submit timetable and work allotment by every department on 2<sup>nd</sup> August 2022.
18. To Organise a Faculty meeting on 2<sup>nd</sup> August 2022 at 2.15 PM.
19. Departments to Collect previous year's activity list of each Faculty and Submit to IQAC
20. To appoint File Co-ordinators by Departments and Keep Activity Record for the academic year 2022-2023.
21. To Celebrate Independence day with wide variety of programs.
22. To Conduct 2<sup>nd</sup> internal examination for 2<sup>nd</sup> UG, soon after the announcement of their 2<sup>nd</sup> Semester University examination
23. IQAC, Cells, Clubs, and various Committees

to Submit their Action Plans by 16<sup>th</sup> August 2022.

Mr. Akhil Kumar proposed Vote of Thanks. The session concluded at 11:50 AM.

1/08/2022

IQAC Co-coordinator

**IQAC Coordinator**  
**JPM Arts and Science College**  
**Kanchiyar P.O., Labbakkada**

Principal

**Dr. SABU AUGUSTINE**  
**(M.Sc., M.Phil., Ph.D)**  
**PRINCIPAL**  
**JPM ARTS AND SCIENCE COLLEGE**  
**Kanchiyar P.O., Labbakkada**





**JPM ARTS & SCIENCE  
COLLEGE**  
LIGHTED TO ENLIGHTEN  
Affiliated to Mahatma Gandhi University, Kottayam  
Accredited by NAAC at B++ Grade

## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Monday, 29/08/2022 at 10.30 AM. Members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Commencement of 1st year UG and PG Classes
2. AQAR submission
3. Division and assignment of IQAC work
4. Reporting and Documentation
5. Any other matters permitted by the Chairman

27th August 2022

To: Members of IQAC

Copy

1. Office



Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada



Minutes of Meeting of IQAC held on  
29<sup>th</sup> August 2022 in the placement Cell  
at 10:30 AM

Agenda:

1. Commencement of I<sup>st</sup> year UG and PG classes
2. AQAR Submission
3. Division and assignment of IQAC work
4. Reporting and Documentation
5. Any other matters permitted by the Chairman.

Members Present:

S.No.	NAME	DESIGNATION	SIGN
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Ponce Chakkalayil	Vice Principal	
3.	Ms. Pooja K	Co-ordinator	
4.	Mr. Abio K Markuse	Joint Co-ordinator	
5.	Mr. Tomson Joseph	Joint Co-ordinator	
6.	Mr. Joy Augustine	member	
7.	Ms. Sheela S	member	
8.	Mr. Jithin Joy Jose	member	
9.	Mr. Manikandan S	member	
10.	Ms. Reshma Elizabeth Cherian	member	
11.	Mr. Jose Joseph	member	
12.	Ms. Abhila S	member	
13.	Ms. Chinu Maria Joseph	member	
14.	Ms. Sandra M K	member	
15.	Ms. Tiny Tampam	member	
16.	Ms. Rose Maria James	member	
17.	Mr. Jothin Joseph	member	
18.	Ms. Sanitha R	member	
19.	Ms. Sneha Emmanuel	member	

The meeting commenced at 10.30 am with prior notice to the members. Principal Dr. Sabu Augustine chaired the meeting. Mr. Manikandan S welcomed the gathering. The meeting approved the minutes of previous meeting held on 1st August 2022. The meeting also approved the following Action Taken Report:

1. Introduced Holistic Education Programme for Students on 1st August 2022. The class teachers
2. led the class on the theme 'Respect' and given with various assignments on the topic.
2. Preparation of Criteria team members for AQAR. Commenced criteria-wise meetings were organised.
3. Add-on Course proposals were submitted and presented by Dept. of Commerce.
4. Departments Submitted Action Plans for 2022-2023 Academic year.
5. Preparation for College Calendar is going on.
6. Constituted College Council meeting on 26th August 2022.
7. Departments Submitted Time Table and Work allotment for the current Semesters.
8. Organised Faculty Meeting on 2/8/2022.
9. Celebrated Independence Day on 12th August with wide variety of programs like arrangement of Freedom walk, Independence day Quiz, Flash mob, and Flag distributions by NCC in association with NSS.
10. Dept. of Management Studies Organised Amritam Gramya, a social outreach.

- program, distributed Flags among Students of St. Mary's LP School, Kanethiyar.
11. NSS of IPM organised a Letter to Prime Minister' Competition on 12<sup>th</sup> August 2022 to Commemorate International Youth Day, on the topic Indian Youth; Prospects and Challenges.
  12. A spiritual renewal program was arranged for all staff members on 17<sup>th</sup> August 2022. Rev. Dr. George Edayachyil CSI (Provincial, St. Joseph Province, Kottayam) was the resource person.
  13. Rev. Fr. Litta Koolippazampil, Vice Poupal was given Farewell and New Vice Poupal Rev. Fr. Ponie Chakkalegil was given with a warm welcome by the staff on the same occasions. (11/08/2022)
  14. The first meeting of mentoring was held on 17<sup>th</sup> August 2022.
  15. Meetings of different clubs / cells / committees were organised from 17-23 August 2022. And the Poupal approved the Action Plans submitted by them.
  16. Creative Captures 2k22 Photography Competition was organised by Dept of Management Studies on World Photography Day August 19.
  17. Training on Practical Counselling is scheduled on 29/08/2022.
  18. Organised Professional Development (PD) program for IPM Com Students from 16<sup>th</sup> August onwards. All 2<sup>nd</sup> PG Students were given with soft skill Development Program from 24-26<sup>th</sup> August 2022. Mr. Krishna Raj S

Soft Skill Trainer was the resource person.

19. Activities done by all Departments for the academic year 2021-2022 were collected and filed by IQAC.
20. Departments appointed File Co-ordinators and Activity Record Co-ordinators. <sup>HA</sup> etc
21. Class teachers collected contact number of parents of (2021-2024 batch) UG students and communicated 2nd Semester University results.

After detailed discussion on agenda items, the following decisions were taken.

01. To Commence PG Courses for the academic year from 31<sup>st</sup> August 2022 and UG Courses from 12<sup>th</sup> September 2022 onwards.
02. Arrange an induction Program for 1<sup>st</sup> PG with official meeting introduction of Faculty and activities on 31<sup>st</sup> August 2022 from 9.30 AM - 1 pm.
03. To make shortened hrs for IUG and give them orientation in last hour and teachers to engage in AQAR work during the time.
04. To give 5 questions to each Criteria on 13<sup>th</sup> September and presentation on 16<sup>th</sup> September.
05. To provide AQAR orientation on 13<sup>th</sup> September and 16<sup>th</sup> September. Action: AQAR Team.
06. To make a Technical team for the College including Nithin Ansal Antony, Tiny Tampan and Jithin Joy Jose for the purpose of preparing templates for brochures, certificates etc.
07. To approve the proposal of IQAC to conduct yearlong celebration of 75<sup>th</sup> year of Independence and to arrange Blood Donation of 75 students.

- to Commemorate the Same.
08. To appoint Mr. Joy Augustine as Secretary of College PTA
09. To prepare questionnaire and collect feedback from parents of I.P.G.T students on 31st August. Action: Mr. Joy Augustine
10. To complete Ambition Survey for Confuse of Highfliers by 20th September 2020. Action: Mr. Tomson Joseph.
11. To conduct Entry level Test and Bridge Course for Newcomers. Action: Mr. Jithin Joy Jose

Mr. Jithin Joy Jose proposed vote of Thanks. The meeting concluded at 11:55 A.M.

29/08/2022

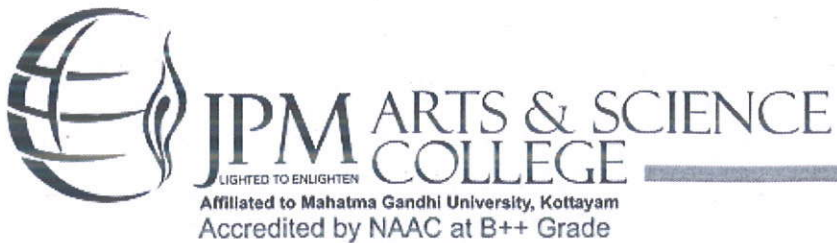
IQAC Co-ordinator

IQAC Coordinator  
JPM Arts and Science College  
Kanchiyar P.O., Labbakkada

Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada





## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Thursday, 15/09/2022 at 10.30 AM. Members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Evaluation of first AQAR meeting
- 2.Enrollment in SWAYAM/NPTEL Courses,
- 2.Registration in Professional Association
- 3.Yoga,meditation classes for students
- 4.Any other matters permitted by the Chairman

13September 2022

To: Members of IQAC

Copy

1. Office



**Principal**

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)

PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Lathakkada

Minutes of Meeting of IQAC held on  
15/09/2022, Thursday in the Placement Cell  
at 10.30 A.M.

Agenda:

1. Evaluation of First AQAR Meeting
2. Enrollment of Students and Faculty in SWAYAM / NPTEL Courses.
3. Registration in Professional Associations by Faculty
4. Yoga, Meditation classes for students
5. Any other matters permitted by the Chairmen

Members Present :

SINO	NAME	DESIGNATION	SIGN
1.	Dr Sabu Augustine	Principal	
2.	Fr. Pina Chakkalayil	Vice Principal	
3.	Ms. Priya K	IQAC Co-ordinator	
4.	Sanitha R	Member	
5.	Rose Mariya James	Member	
6.	Manikandan. S	Member	
7.	Rehuma Joseph	Member	
8.	Abin Monrose	Joint Coordinator	
9.	Tomson Joseph	Joint Coordinator	
10.	Joy Augustine	member	
11.	Chinna Mary Joseph	member	
12.	Athira Raj	Member	
13.	Jose Joseph	Member	
14.	Sandra M. K	Member	

The meeting commenced at 10.30 am on 15<sup>th</sup> September 2022, with prior notice to the members of IQAC. Principal and chairmen of, IQAC JPM College Dr. Sabu Augustine chaired the meeting.

The meeting initiated with a Silent Prayer and Ms. Sandra M, Librarian and member IQAC welcomed the gathering. The meeting approved previous minutes of meeting held on 29<sup>th</sup> August 2022 and also considered and approved the Action Taken Report.

Action Taken Report:

1. I PG classes started on 31<sup>st</sup> August 2022 and conducted an Induction Program from 9.30 am - 1 pm on the same day.
2. Commenced I UG classes on 12<sup>th</sup> September 2022 and organised an Induction Program on the same day from 10.00 am - 12.30 pm.
3. Organised 1<sup>st</sup> meeting of AQAR on 14<sup>th</sup> September. Assigned 5 questions each from 7 Criteria to the Criteria Team.
4. Mr Joy Augustine is appointed as General PTA Secretary.
5. PTA Secretary prepared a questionnaire and collected feedback from the parents of I PG students on the orientation day.
6. Prepared questionnaire for Ambition Survey as a part of Innovative Practice 'Confluence of Highfliers' by Mr. Tomson Joseph, Joint - Co-ordinator IQAC and got approved.

After Detailed discussion on agenda items, the following decisions were taken

1. To Organise PTA executive Meeting on 25/10/2022
2. Entrusted co-ordination of SWAYAM / NPTEL Courses to Mr. Jithin Joy Jose
3. Department Heads to take initiative to promote Professional association membership of Faculty.



4. To arrange an aerobics class for girls on the 4<sup>th</sup> week of September and also to arrange Yoga classes by Sports Instructors of the College and to appoint trained students as Instructors for the next batch. To conduct Kick Boxing Coaching on 29<sup>th</sup> September.
5. To organise Self-Defence Workshop for 1<sup>st</sup> year girls from 10.30 am to 1 pm on 19<sup>th</sup> September. Action - Department of Management Studies.
6. To organise a Filmshow for the newly admitted male students on 19<sup>th</sup> September 10.30 - 1 pm.
7. To complete ambition Survey and do analysis before 27<sup>th</sup> September 2022.
8. To forward the proposal regarding Green Audit, Energy Audit and Gender Audit to Apex Body for making final decision.
9. To conduct 1<sup>st</sup> Edition of Conflux of Highfliers on 27<sup>th</sup> September in Online mode.
10. To conduct Department Meetings on
  - 1) Dept. of English - 19<sup>th</sup> September
  - 2) Dept. of Social Work - 20<sup>th</sup> September
  - 3) Dept. of Computer Science - 23<sup>rd</sup> September
 Mr. Joy Augustine - proposed vote of thanks. The Meeting concluded at 11.35 am.

*[Signature]*



*[Signature]*

Principal  
Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)

15/09/2022

IQAC Co-ordinator

IQAC Co-ordinator



**JPM ARTS & SCIENCE  
COLLEGE**  
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Accredited by NAAC at B++ Grade

## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Tuesday, 25/10/2022 at 2 PM. All criteria Heads are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Evaluation of AQAR Presentation
2. Refining criteria by Joint-co-ordinators for AQAR preparation
3. Usage of ICT tools
4. Planning of ED Club activities
5. Preparation of Master timetable
6. Criteria appraisal by Joint-co-ordinators for AQAR preparation
7. Any other matters permitted by the Chairman

20th October 2022

To: Joint Co-ordinators

All criteria Heads of IQAC

Copy

1. Office

2. ED Club Co-ordinator



Principal


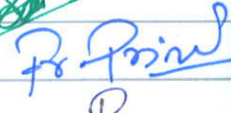
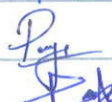








**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

Minutes of Meeting of IQAC held on 25/10/2022  
in the Placement Cell at 2 PM

Agenda:

1. Evaluation of AQAR Presentation
2. Refining Criteria by Joint - Co-ordinators for AQAR Preparation
3. Usage of ICT Tools
4. Planning of ED Club Activities
5. Preparation of Master Timetable
6. Criteria appraisal for AQAR Preparation by Joint - Co-ordinators
7. Any other matter permitted by the Chairman.

Members Present:

S.NO	NAME	DESIGNATION	SIGN
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Prince Chakkalagil	Vice Principal	
3.	Ms. Priya K	Co-ordinator	
4.	Mr. Tomson Joseph	Joint Co-ordinator	
5.	MANIKANDAN. S.	Member.	
6.	Chinme Mary Joseph	member	
7.	Abhila S	Member	
8.	Joy Augustine	Member	
9.	Jojo Joseph	member	
10.	Rose Maria James	member	
11.	Athira Raj	Member	

The meeting started at 2 PM on 25<sup>th</sup> October 2022 at Placement Cell with prior notice to the Criteria leaders. Principal, Dr. Sabu Augustine chaired the meeting. The meeting started with a silent prayer and Mr. Joy Augustine (member and Head

Criteria 2) proposed welcome address. The meeting considered the following Action Taken Report and approved the same.

### Action Taken Report :

1. Conducted 'SMART AND STRONG' Women's Self Defence Workshop for 1<sup>st</sup> years on 19<sup>th</sup> September 2022. The program was organised by Department of Management Studies and IQAC, in association with Janamaito Polia, Kattappang, under the auspices of Vanitha Cell, Idukki.
2. Conducted 'a Film Show for 1<sup>st</sup> year Boys on 19<sup>th</sup> September 2022 in JPM Conference Hall. It was a Film Review on "The Peanut Butter Falcon".
3. Conducted Ambition Survey among students as a part of 'Conflux of Highfliers' the Best Practice of JPM, and did analysis.
4. Conducted 1<sup>st</sup> Edition of 'Conflux of Highfliers' for the Academic year 2022-2023 on 30<sup>th</sup> September 2022 through Google Meet as online Platform. Department of Management Studies in association with IQAC Organised the event. Mr. Biju Prabhakar IAS CMD KSRTC was the resource person.
5. Conducted AQAR presentation of Criteria 1 and Criteria 2 on October 6<sup>th</sup> 2022
6. AQAR Orientation was Organised on 16<sup>th</sup> 20<sup>th</sup> and 27<sup>th</sup> September in JPM Conference Hall. Criteria wise meeting was also arranged

- on the same day.
7. AQAR presentation for Criteria 3 and Criteria 5 on 7/10/2022.
  8. AQAR presentation for Criteria 4 Criteria 6 and Criteria 7 was on 10/10/2022.
  9. Conducted Kick Boxing Coaching for students on 29<sup>th</sup> September 2020.

After detailed discussion of agenda items the following decisions were taken:

1. To Submit Criteria work for AQAR before IQAC in the next meeting scheduled to be on 28/11/2022.
2. IQAC Joint Co-ordinators to verify the criteria work within one week after submission.
3. Faculty to use ICT Tools for assignments, and give atleast 1 assignment through ICT Tools.
4. IPR Cell to organise a program in the month of January.
5. HoD's to prepare Subject wise Time table for the odd Semester and prepare Subject wise Timetable from this academic year onwards.
5. To prepare Subject wise master Time table for the odd Semester and for all Semesters from this academic year onwards.
6. Action: Mr. Jithin Joy Jose HoD's to collect an affidavit on

Syllabus Completion of 2<sup>nd</sup> Semester UG  
 duly signed by subject teachers countersigned  
 by HOD's and Submit to Principal  
 before 26/10/2022.

7. To form an internal exam squad for  
 the smooth conduct of internal  
 examination.
8. To make a student team for IQAC  
 Choose 1 girl and 1 boy from each class  
 to make IQAC student team.
9. To organise a meeting of Minority Cell  
 on 27/10/2022 Action: Minority Cell Co-ordinators
10. Departments to submit activity record  
 to Principal and IQAC on 31<sup>st</sup> October  
 2022.
11. AQAR final verification meeting Schedule  
 on 1/11/2022  
 Criteria 1 and 7 - 2pm - 2.15pm  
 Criteria 3 and 6 - 2.15 - 2.30pm  
 Criteria 4 and 5 - 2.30 - 2.45pm  
 Criteria 2 - 2.45 - 3.10pm
12. To organise 'Cantique De Noel' Season 3  
 Carol Singing Competition on 3/12/2022.
13. To conduct induction program for UG  
 students on 3<sup>rd</sup> November 2022
14. Department of Social work and WDC to  
 Organise a 'Gender Awareness Campaign' program
12. Criteria Leaders to submit revised version after  
 final verification to joint Co-ordinators by 10/11/2022
13. Departments to conduct Staff Exchange  
 and Student exchange programs.
14. AQAR Committee to submit extension  
 profile and Data of institution before

30/11/2022.

15. To start Cluster wise uploading of AQAR by 29/11/2022.
16. To Conduct 5<sup>th</sup> Semester model examination from 26<sup>th</sup> November 2022
17. To Conduct College union elections on 29<sup>th</sup> November. Mr. Sajeer Thomas was appointed as Returning Officer.
18. HoD's to ensure the conduct of 'Goodmorning Talk' and Thought of the day in every 1<sup>st</sup> hour by the class teacher.
19. To ensure distribution of Handbook / Calendar to the students.

Ms Abhila S proposed  
vote of thanks and the meeting ended  
at 3 PM.



Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada



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### Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Monday, 28/11/2022 at 10.45 AM. All members are requested to arrange classes appropriately and attend the same.

#### Agenda:

1. Submission of AQAR
2. Christmas celebration
3. College Union Election
4. AISHE survey 2021-2022
5. Department/club/cells activities
4. Any other matters permitted by the Chairman

26/11/2022



**Principal**  
**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

To: All members of IQAC

Copy

1. Office



Minutes of Meeting of IQAC held on 28/11/2022  
in the Placement Cell at 10.45 AM

### Agendas

1. Submission of AQAR
2. Christmas Celebration
3. College Union election
4. AISHE Survey 2021-2022.
5. Department / Club / cells activities
6. Any other matters permitted by the chairman.

Members Present :

SINO	NAME	DESIGNATION	SIGN
1.	Dr. Sabu Augustini	Principal	
2.	Fr. Ponce Chakkalayil	Vice Principal	
3.	Ms. Poye K	IQAC Co-ordinator	
4.	Mr. Tomson Joseph	Joint Co-ordinator	
5.	Mr. Abin K Markose	Joint Co-ordinator	
6.	Mr. Manikandan. S	member	
7.	Ms. Tiny Tampan	Member	
8.	Ms. Sandra mk	Member	
9.	Mr. Jay Augustini	Member	
10.	Mr. Akhil Kumar M	Member	
11.	Mr. Jatin Joseph	Member	
12.	Ms. Adhira Raj	Member	
13.	Ms. Abhila S	Member	
14.	Ms. Socha Emmanuel	Member	
15.	Ms. Sheela S	Member	

The meeting started with a silent prayer. Dr. Sabu Augustini chaired the meeting. Mr. Akhil Kumar welcomed the gathering. The meeting considered the following action taken report and approved the same.

Action Taken Report:

1. HOD's prepared Subjectwise Timetable for the Semester and Submitted.
2. HOD's Collected Syllabus Completion report of 2<sup>nd</sup> Semester UG and Submitted to Principal.
3. IQAC Student Team was made by choosing one girl and one boy representatives from each class.
4. Departments Submitted Activity Record to Principal and IQAC.
5. Criteria Leaders Submitted revised version of Criteria for AQAR.
6. An awareness program was Organised for Minority Cell members on 27/10/2022.  
After Detailed Discussion of agenda items the following decisions were taken.

1. IQAC Team vetted the revised version of Criteria and approved for uploading.
2. The various Committee for 'Cantique De Noel' the Carol singing Competition was decided and allocated duties and responsibilities.
3. To Conduct AISHE Survey for the Academic year 2021-2022 before AQAR submission Action: Mr. Manoj Kumar.
4. All departments, Cells/Clubs/Committee to Conduct activities according to the action plans Submitted.
5. To organise Christmas Celebration on 23<sup>rd</sup> December and appoint Mr. Sajeer Thomas as Convenor.
6. To Submit AQAR before 23/12/2022.
7. To arrange a facility to keep mobile phones of students in Security Cabin.
8. To Conduct College Union election on 29<sup>th</sup> November, assigned duties.  
Mr. Abin K Marikose proposed vote of Thanks.  
Meeting concluded at 11.15 AM.

28/11/2022  
IQAC Coordinator  
JPM Arts and Science College  
Kanchiyar P.O. Labbakkada

*[Signature]*

IQAC Co-ordinator



Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)

PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

*[Signature]*  
Principal



## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Thursday, 22/12/2022 at 3.00 PM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Documentation of 2021-2022 criteria files
2. Verification of files by Criteria Heads
3. Verification of Criteria Files by IQAC
4. Any other matters permitted by the Chairman

20/12/2022



Principal

**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

To: All members of IQAC

Copy

1. Office




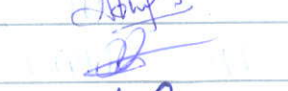
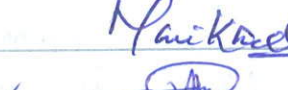

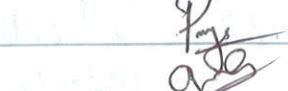


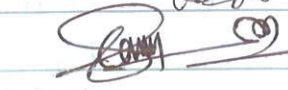
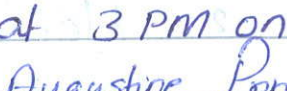
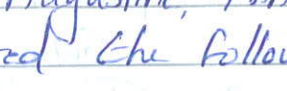
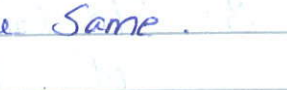
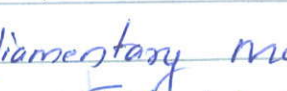
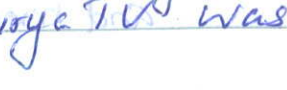



Minutes of Meeting of IQAC held on 22/12/2022  
in the Placement Cell at 3:00 PM.

Agenda:

1. Documentation of 2021-2022 Criteria Files
2. Verification of Files by Criteria Heads
3. Verification of Criteria Files by IQAC
4. Any other matters permitted by the Chairman.

Members Present:

SINO	NAME	DESIGNATION	SIGNATURE
1.	Dr. Sabu Augustine	Principal	
2.	Joy Augustine	Member	
3.	Abhila S	Member	
4.	Athira Raj	Member	
5.	Sneha Emmanuel	Member	
6.	Akhil Kumar M	Member	
7.	Tojia Joseph	Member	
8.	Manikandan S	Member	
9.	Abin K Marikose	Joint Co-ordinator	
10.	Tomson Joseph	Joint Co-ordinator	
11.	Priya K	Co-ordinator	
12.	Jithin Jay Jose	Member	
13.	Reshma Elizabeth Cherian	Member	
14.	Sheela S	Member	
15.	Tiny Tampan	Member	
16.	V.G. Manojkumar	member	

The meeting started at 3 PM on 22/12/2022 in Placement Cell. Dr. Sabu Augustine, Principal chaired the meeting. The meeting considered the following action taken report and approved the same.

Action Taken Report:

1. Conducted College Union Election in Parliamentary mode
2. Christmas celebration in connection with Surya TV was



Organised on 2/12/22 and Financial Literacy Program by ED club was arranged on ~~20~~ 21/12/2022.

3. Caribbe De Noel was Conducted on 3/12/2022
4. AQAR Criteria wise uploading was Completed by 16<sup>th</sup> Dec 2022
5. Final Verification before Submission by IQAC Joint Co-ordinators was Completed by 19<sup>th</sup> Dec 2022.
6. Final Verification by IQAC Co-ordinators was done on 21<sup>st</sup> Dec 2022.
7. Uploaded and Submitted AQAR by 22/12/2022.
8. Media Club Organised Video Editing Training Program on 7<sup>th</sup> and 8<sup>th</sup> Dec 2022.
9. Department of Management Studies Organised Diverge Train Student exchange program on 8<sup>th</sup> and 9<sup>th</sup> December 2022.
10. Red Ribbon Club Organised 'Magic Show' in association with Kerala AIDS Control Society.
11. JPM College in association with ST Jewellery Organised Penalty Shoot Out Competition on 15/12/22
12. Inaugural Youth Red Cross Unit on 15/12/2022. Mr. Ranjit Karthikeyan (IRCS chairman) was the Chief Guest.
13. 3<sup>rd</sup> Edition of Confluence of Highfliers was Organised on (SW) 19/12/2022. Dr. Shajimon Peter was the speaker.
14. AISHE Survey was Conducted on 15/12/2022.

Decisions Taken:

1. Criteria Heads to make Criteria Files and Submit by 18<sup>th</sup> January 2023 - after verification
2. HOD's to prepare Department Files of NAAC (2021-2022, 2022-2023) by 2<sup>nd</sup> February 2023 and Submit
3. To Conduct a National level FDP in the 2<sup>nd</sup> week of February.

Ms. Abhila S proposed vote of thanks and meeting IQAC Co-ordinators at 3.30 PM





## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Wednesday, 25/01/2023 at 12.15 PM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

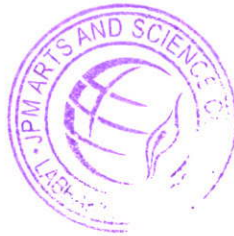
1. Internal Audit
2. External academic and administrative audit
3. Reconstitution of Feedback committee
4. National level FDP
4. Any other matters permitted by the Chairman

24/01/2023

To: All members of IQAC

Copy

1. Office



Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

Minutes of Meeting of IQAC held on 25<sup>th</sup> January 2023 at 12.15 PM in the Placement Cell

Agenda:

1. Internal Audit
2. External Academic and Administrative Audit
3. Reconstitution of Feedback Committee.
4. National Level FDP
5. Any other matters permitted by the Chairman.

Members Present:

SI NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Ponce Chakkalayi	Vice Principal	
3.	Fr. Jabin Penattukunnel	Bursar	
4.	Ms. Priya K	Co-ordinator	
5.	Ms. Anju C P	Member	
6.	Ms. Manikandan S	Member	
7.	Ms. Reshma Elizabeth Chohan	Member	
8.	Ms. Akhila Matthew	member	
9.	Ms. Athira Raj	member	
10.	Mr. Jitin Joy Joseph	member	
11.	Mr. Joy Augustine	member	
12.	Ms. Sneh Emmanuel	member	
13.	Mr. Tomson Joseph	Joint Co-ordinator	
4.	Ms. Sandra - M	Member	
15.	Mr. Manojkumar VM	Member	

The meeting started with a silent prayer. Dr. Sabu Augustine, Principal chaired the meeting. The meeting considered the following action taken report and approved the same.

Action Taken Report:

1. 'Hypocrite' - Theatre Education - an add-on Course was Organised by Department of Social work from 16-18<sup>th</sup> Dec 2022.
2. Created a whatsapp group including parents for the smooth Conduct of Communication between management, Faculty and parents in the 2<sup>nd</sup> week of December.
3. Jingle Bells' Christmas celebration was Organised on 23<sup>rd</sup> December 2022. Various Competitions like Carol Singing, Christmas Papa Competition, Live Quiz Competition, Christmas Tree Competitions were Organised.
4. 7 day Camp 'Tanal' was Organised by N.S.S from 26<sup>th</sup> December 2022 to 1<sup>st</sup> January 2023.
5. National Level Tech Fest 'Feesters' was Conducted on 12<sup>th</sup> and 13<sup>th</sup> January 2023 by Department of Computer Science.
6. 1<sup>st</sup> internal examination for 1<sup>st</sup> Semester, 3<sup>rd</sup> Semester UG students and 1<sup>st</sup> Semester PG students were Conducted from 15-21 December 2022.
7. AQAR (2021-2022) Submitted on 22<sup>nd</sup> December was reopened for editing on 27<sup>th</sup> December, Edited version was resubmitted on 6<sup>th</sup> January 2023.
8. Literary Club Organised 'Looking Back at 2022' Essay writing Competition on 4<sup>th</sup> January 2023.
9. NSS and New India Kovalmale Tribal Kingdom in association with Idukki District Hospital Organised Free Eye check up Camp in Kovalmale. Sri Ramen Rajamannan, King of Kovalmale inaugurated the event.
10. Ethics Committee Organised a Seminar on




- India's Constitution - Rights and Duties on 4<sup>th</sup> January 2023 in association with IQAC. Mr. Binash Joseph (H.S.T) was the speaker.
11. Basilus Central Library Organized a Book Donation Campaign from 9<sup>th</sup> - 20<sup>th</sup> January 2023
  12. 4<sup>th</sup> Edition of 'Conflux of Highfliers' was Organized by Dept of Commerce on 10<sup>th</sup> January 2023. Dr. Biju A V Asst. Professor Dept. of Commerce 'University' of Kerala was the speaker for the session
  13. English Association was inaugurated on 11<sup>th</sup> January. Mr. Toji Dominic, Asst. Professor Govt. College, Kattappana was the inaugurator
  14. Department of Social Work Organized a Seminar on 'Result Based Management and Community led Development' on 16<sup>th</sup> and 17<sup>th</sup> January 2023. Mr. Khilesh Chaturvedi was the resource person.
  15. Interdepartmental Cricket Tournament was Organized from 11<sup>th</sup> January onwards
  16. Department of Management Studies opened 'Peter's Shop' a Snack bar during Festive days (12<sup>th</sup> & 13<sup>th</sup> January 2023) to promote entrepreneurial skills and provide experiential learning. The shop was managed by BBA students
  17. Literary Club Organized 'Poetry Writing Competition' on 3<sup>rd</sup> week of January.
  18. Tourism Association and Tourism club was inaugurated by Mr. Anandhu Ullas Film Director and Alumni of Department on 18<sup>th</sup> January 2023.
  19. Management Association and Lifeskill Club

- was inaugurated on 19<sup>th</sup> January 2023 by Mr Babu Sebastian HRD International Trainer through online platform, and a webinar on 'Talk Your Heart out' an entrepreneurial thinking session was organised followed by that.
20. Best Library User Award was declared by Basilius Central Library based on certain criteria from 16<sup>th</sup> January to 15<sup>th</sup> March 2023.
  21. Arts Festival 2023 'Taranga' was inaugurated by R J Shambu and the Chief Guest was Mobin Mohan (Writer Member Kerala Sahitya Academy) on 20<sup>th</sup> January. Stage Competitions were held on the same day and Literary events were held on 23<sup>rd</sup> January 2023.
  22. Department of English Organised a Gender equity program on 19<sup>th</sup> January. Mr. Sailes Mathew UP ST English was the resource person.
  23. Department of English Organised 'Visiting Faculty Lecture Series 2' for 1<sup>st</sup> MA English on 19<sup>th</sup> January. Dr. Matthew Joseph Former Vice Principal St. Thomas College, Pala was the resource person.
  24. JPM Arts and Science College was included in UGC Section 2(f).
  25. National Tourism Day was celebrated by Department of Tourism studies.
  26. Placement Orientation Workshop was organised for Final year UG students on 25<sup>th</sup> January 2023 by Placement Cell in association with IQAC. Mr. Jaison Mathew, Placement officer Marian College Kuttikkannam (Autonomous) was the resource person.

After detailed discussion of agenda items the following decisions were taken:

1. To Conduct internal audit by February 10<sup>th</sup> 2023
2. To Constitute an internal audit team
3. To Conduct external audit by last week of February.
4. To reconstitute Feedback Committee with the following members.
  1. Dr Sabu Augustine
  2. Fr. Ponce Chakkalayil
  3. Ms Poya K
  4. Mr. Abin K Markose
  5. Mr. Tomson Joseph
  6. Ms Ansu Tomy
  7. Ms. Pancy Sebastian
  8. Mr. Manikandan S
  9. Mr. Saneepkumar TS
  10. Mr. Nithin Amal Antony
  11. Mr. Prabin Joseph
5. To Organise the first meeting of newly Constituted Feedback Committee on 1<sup>st</sup> February 2022.
6. To take students Feedback twice in a year
7. Inaugurated FDP registration by handing over registration Fee to Fr. Bussas by IQAC Co-ordinator
8. To Organise a meeting of FDP Cell on 1<sup>st</sup> week of February.
9. HoD's to promote Book Donation Campaign Organised by Basilius Central Library taken with an aim every student donating at least one book to the

  
Fr. Ponce

  
Poya K

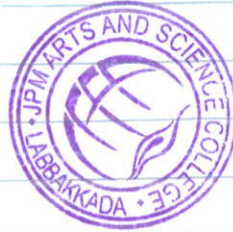
  
Mr. Abin K Markose

  
Mr. Manikandan S

Library.

10. To Organise an FDP Cell meeting on national level FDP to be scheduled on 16th - 22nd February 2023.

Ms. Akhila Mathew proposed vote of thanks and the meeting ended at 1.15 PM.



25/01/2023

IQAC Coordinator

Principal

**IQAC Coordinator**  
**JPM Arts and Science College**  
**Kanchiyar P.O., Lakkakuda**

**Dr. SABU AUGUSTINE**  
**(M.Sc., M.Phil, Ph.D)**  
**PRINCIPAL**  
**JPM ARTS AND SCIENCE COLLEGE**  
**Kanchiyar P.O., Lakkakuda**



# JPM ARTS & SCIENCE COLLEGE

IGNITED TO ENLIGHTEN  
Affiliated to Mahatma Gandhi University, Kottayam  
Accredited by NAAC at B++ Grade

## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Thursday, 09/02/2023 at 2.30 PM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Conduct of national level FDP
2. Internal audit schedule
3. Collection of Feedback and analysis
4. College Alumni meet and Department alumni meet for the academic year
5. Any other matters permitted by the Chairman

08/02/2023



  
Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labakkada

To: All members of IQAC

### Copy

1. Office
2. Co-ordinator, Feedback committee

Minutes of Meeting of IQAC held on 09/02/2023  
at 2:30 PM in Placement cell.

Agenda:

1. Conduct of national level FDP
2. Internal Audit Schedule
3. Collection of Feedback and analysis
4. College Alumni meet and department alumni meet for the academic year.
5. Any other matter permitted by the Chairman.

Members Present:

SINO	NAME	DESIGNATION	SIGN
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Prince Chakkalayil	Via Principal.	For Prince
3.	Poiga. K	Co-ordinator	Poiga
4.	Mr. Tomson Joseph	Joint coordinator	Tomson
5.	Ms Akhila Mathew	Member	Akhila
6.	Ms. Abhila S	member	Abhila
7.	MANIKANDAN R	Member	Manikandan
8.	Abio K nokkore	Joint coordinator member	Abio
9.	Jojin Joseph	Member	Jojin
10.	Jilhis Joy Jose	Member	Jilhis
11.	Anju CP	Member	Anju
12.	Akhira Raj	Member	Akhira
13.	Ansu Tomy	Co-ordinator, Feedback Committee	Ansu
14.	Joy Augustine	Member	Joy
15.	SITELLA S	Member	Sitella
16.	Ms. Sandra. M	member	Sandra

The meeting started at 2:30 PM. Mr. Tomson Joseph proposed welcome address. The meeting passed the minutes of the meeting held on 25th January 2023. The following Action later report presented by the Co-ordinator was also passed.

by the meeting.

### Action Taken Report :

1. Feed back Committee was reconstituted and organised first meeting of newly constituted Feedback Committee on 1st February 2023.
2. Started collecting Student's Feedback
3. Cells / clubs / Committee Submitted the minutes / Files to Principal
4. Departments prepared Files and Submitted for internal audit.
5. FDP Cell meeting was organised on
6. 74<sup>th</sup> Republic Day celebration was organised on 26<sup>th</sup> January 2023.
7. Webinar on 'Menstrual Health' was organised on 27/01/2023 by IQAC in association with WDC
8. Seminar on 'Holistic Growth' was organised for Non teaching staff by JPM Staff welfare and Empowerment Cell (JPM SWEC) in association with IQAC.
9. 'HUMANITE' Social work association inauguration was organised on 28/01/2023 and followed by that KAPS Orientation was given by the inaugurator Adv. Dileep Kumar Secretary KAPS, and a Seminar on 'Legal Awareness on gender equality' was organised along with it.
10. Department of Social work Organised

'Pariksha Pe Charcha' online live interaction with Prime Minister on 27/01/2023.

11. Department of Commerce organised Career Orientation Program in association with Computer Park, Kattappana on 01/02/2023.
12. Department of English organised 'An Ode to the Wetlands: a field visit and water resource cleaning' at Anchuruli on 2nd February 2023.
13. Department of English organised Lifeskill Program on 7th February 2023 in Seminar Hall. Ms Naveena Clara Jose Director Chrysalid Educational Solutions was the resource person.
14. Inter departmental Cricket Tournament final match was conducted on 07/02/2023.
15. Department of English celebrated Charles Dickens' Day by arranging Film Show for MA students on 'A Tale of Two Cities' on 7th February 2023.
16. IRR Cell in association with IQAC organized a Seminar on 'IPR Emerging issues and challenges' on 8/02/2023. Adv. Kavary Muralaadharaan was the resource person.
17. Department of Social work in association with SWAIPM, organised Holistic education on 'Drug and Substance Abuse' to every class on 9th February 2023.
18. 5th Edition of Conflux of Highfliers was organised by Department of Tourism



On 10<sup>th</sup> February 2023. Mr. Nidhin Raj P IPS was the resource person

19. Department of English Started UGC NET Examinations 20 days Crash Course from 8<sup>th</sup> February to 9<sup>th</sup> March 2023

After detailed discussion of agenda items the following decisions were taken -

### Decisions Taken:

1. To assign faculty with 5 Colleges each for invitation duty related with FDP
2. The internal audit Schedule is decided and approved as follows.

14/02/2023	Tuesday	10 AM	Dept. of Tourism
14/02/2023	Tuesday	12 PM	Dept. of English
15/02/2023	Wednesday	2 PM	Dept. of Management Studies
16/02/2023	Thursday	11.30 AM	Dept. of Computer Science
17/02/2023	Friday	11.30 AM	Dept. of Socialwork
17/02/2023	Friday		Dept. of Commerce
17/02/2023	Friday		Cells / Clubs

3. Ms. Ansu Tomy was appointed as the Co-ordinator of Feed back Committee. Mr. Tomson Joseph IQAC Joint-Co Ordinator was given the charge to supervise the same.
4. Decided to Conduct College alumni Meet in the month of March.

5. Departments to Conduct dept. Alumni meet by end of the March.
6. Feedback Committee to prepare Schedule for data Collection from Students and Submit.

Mr. Abio K Markose proposed vote of Thanks. The session concluded at 3.15 PM.



09/02/2023

*P. [Signature]*

IQAC Co-ordinator

*[Signature]*

Principal

**IQAC Coordinator**  
JPM Arts and Science College  
Kanchiyar P.O., Labbakkada

**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D)  
**PRINCIPAL**  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O. L.



## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Monday 20th February at 12.30 PM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

- 1.Criteria wise requirements for AQAR (2022-2023)
- 2.Criteria wise data collection for 2022-2023 academic year
- 3.Any other matters permitted by the Chairman


16/02/2023

To: All members of IQAC

### Copy

1. Office
- 2.Criteria Leaders



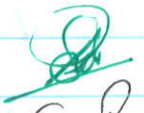
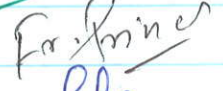





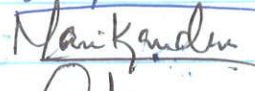
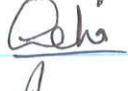




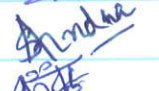


  
Principal  
Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

Minutes of Meeting of IQAC held on 20<sup>th</sup> February 2023 at 12:30 PM in Placement Cell

Agenda:

1. Criteria wise requirements for AQAR 2022-2023
2. Criteria wise data Collection for 2022-2023 academic year
3. Any other matters permitted by the Chairman.

Members Present :

SINO	NAME	DESIGNATION	SIGNATURE
01.	Dr Sabu Augustine	Principal	
02.	Fr. Prince Chakkalagil	Vice Principal	
03.	Fr. Jobin Penattukunnel	Bursar	
04.	Ms. Priya K	Co-ordinator	
05.	Mr. Tomson Joseph	Joint Co-ordinator	
06.	Mr. Abio K Markose	Joint Co-ordinator	
07.	Mr. Jay Augustine	Member	
08.	Mr. Marikandan S	Member	
09.	Ms. Sneha Emmanuel	Member	
10.	Mr. Jijo Joseph	Member	
11.	Mr. Akhil Kumar	Member	
12.	Ms. Athira Raj	Member	
13.	Ms. Abhila S	Member	
14.	Ms. Sandra M	Member	
15.	Ms. Tiniy Tampan	Member	
16.	Mr. Manoj Kumar V G	Member	
17.			

The meeting commenced at 12.30 PM. Principal Dr Sabu Augustine welcomed the members. The meeting passed the minutes of

4  
previous meeting held on 09-02-2023.

The following Action Taken Report presented by the Co-ordinator was also passed by the meeting.

### Action Taken Report :

- 01 Department of English organised 'A mirror to your Future', Career Orientation Program on 16-02-2023. Mr. Harry C Joseph, Asst. Professor, St. Dominics College was the resource person.
- 02 Department of English in Collaboration with N.M.U.P.S Edayarannule organised Quality Learning Nurturing Program 'ELA: Enhancing Learning Ambiance' initiated by 'Samsagra Siksha', Dept. of 'General Education Kerala' on 16-02-2023. Literary Club of JPM College, associated with the Department for the program.
- 03 Department of Social Work organised Career Guidance Seminar on 'Higher Studies and Job opportunities Abroad' on 15-02-2023. Mr. Tomy Sebastian, MD, T & T Global Recruitment Ltd was the resource person.
04. Valentine's Day Celebration was Organised by College Union in association with Media Club on 14-02-2023. Letter to My Valentine and Music Show was Organised as a part of it.
05. Two sessions of One week National Level FDP on 'Outcome Based Education (OBE)' was conducted on 16-02-2023 and 17-02-2023. It was organised by IQAC of JPM in association with FDP cell in

- association with 'ipsr solutions Ltd'.
06. 'Bodhi Path' Staff Exchange Program was organised by Dept of English in association with Dept of English, Mar Sleeva College (Session I) Munkassery on 16-02-2023. They organised Student Exchange Program on the same day.
  07. Internal Academic and Administrative Audit of Cells, Clubs, Committee, Departments, Office of IQAC was conducted from 14-02-2023 to 17-02-2023.

After having detailed discussion on agenda, the following decisions have been taken.

01. To Submit the Criteria wise requirements and programs needed in this academic year on or before 25<sup>th</sup> February 2023.  
Action: All Criteria leaders.
02. To Collect 2022-2023 academic year details of programs and update Criteria files  
Action: Criteria Members
03. To Complete feedback Collection by March 15<sup>th</sup> 2023  
Action: Feedback Committee.
04. To prepare internal audit report.  
Action: Mr. Tomson Joseph, Joint Co-ordinator
05. To Complete Tutorial work by March 31<sup>st</sup> 2023  
Action: Mr. Jithin Joy Jose.

Mr. Abin K Marikose proposed vote of Thanks. The meeting ended at 1:00 PM.

20-2-2023  
IQAC Coordinator  
JPM Arts and Science College  
Kanchiyar P.O, Labakkada

*Signature*



*Signature*  
Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE



## Notice

A meeting of IQAC is arranged to be held in the IQAC Office on Tuesday 28th February at 12.15 PM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Evaluate Criteria requirements
2. AQAR 2021-2022 approval
3. Institutional Best practice and IQAC Best practice
4. Any other matters permitted by the Chairman

27/02/2023



  
Principal

To: All members of IQAC

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

### Copy

1. Office
2. Criteria Leaders


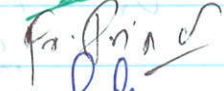



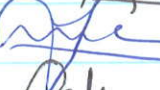






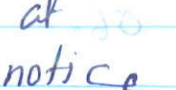

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Minutes of Meeting of IQAC held on 28<sup>th</sup> February 2023 at 12.15 PM in the IQAC office

### Agenda:

1. Evaluate Criteria requirements
2. AQAR 2021-2022 Approval
3. Institutional Best Practices and IQAC Best Practice
4. Any other matters permitted by the Chairman

### Members Present.

S/NO	NAME	DEIGNINATION	SIGNATURE
01	Dr Sabu Augustine	Principal	
02	Fr. Ponce Chakkalayil	Vice Principal	
03	Fr Jobin Penattukunnel	Buasar	
04	Ms. Pooja K	Co-ordinator	
05	Mr. Tomson Joseph	Joint Co-ordinator	
06	Mr. Abio K Marikose	Joint Co-ordinator	
07	Mr. Marikandan S	Member	
08	Mr. Joy Augustine	Member	
09	Ms. Socha Emmanuel	Member	
10	Ms. Athira Raj	Member	
11	Ms. Abhila S	Member	
12	Mr. Jijin Joseph	Member	
13	Mr. Akhil Kumar	Member	
14	Ms. Tiniy Tampan	Member	
15	Ms. Sandaa M	Member	
16	Mr. Manoj Kumar VGT	Offie Superintendent	

The meeting commenced at 12.15 PM in the IQAC office with prior notice



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60 members. Mr. Tomson Joseph welcomed the gathering. The meeting passed the minutes of previous meeting held on 20<sup>th</sup> February 2022.

The following action taken report was presented by the Co-ordinator and the meeting passed the same.

### Action Taken Report :

01. Session 2 of 'Bodhi Path', the Staff Exchange, and Student Exchange program Organised by Dept of English in association with Dept of English Mas Sleera College, Muzikassery was conducted on 21-02-2023.
02. Budget Analysis Competition on 'Union Budget 2023' was Organised by Dept of Commerce in association with Commerce Association on 23-02-2023, exclusively for JPM students.
03. Placement Cell organised Pre-placement Training on 20<sup>th</sup> and 21<sup>st</sup> February 2023 for final year UG Students. Mr. Vishnu Lona Jacob was the resource person.
04. IQAC in association with WDC organised 'Penkuttikalum Ammamamam' a Social extension program on 23-02-2023 using Google Meet as the online Platform. Mr. Georgekutty Augusty, Chairman, KINERA Film and Video Park was the speaker.
05. AQAR Submitted for the academic year 2021-2022 was approved by NAAC on 23-02-2023.
06. Criteria Leaders collected Criteria Files from IQAC for updating 2022-2023 data.

07. Sr. Savitha, College Counselling in charge conducted a Counselling session for students in the last week of February.
08. College Reading Rooms kept opened for Staff and Students from 8.30 onwards. This facility is extended from 1st March onwards.

09. After having detailed discussion on agenda, the following resolutions were taken:

01. To Consolidate the Criteria requirements and Submit it to Governing body seeking approval.
02. Congratulated, IQAC, AQAR Team, Management Students and Staff for the efforts rendered on AQAR Submission
03. To choose Holistic Education as the Best Practice of IQAC.
04. To revisit the Best Practices of institution Action: Abin K Markose.
05. To Conduct model examinations for Final UG
06. To Organise a program by OBC & SC, ST Cell.
07. To Organise Free Eye Check up Camp. Action - NSS

Mr. Abin K Markose proposed  
Vote of Thanks and the meeting concluded at  
1.00 PM.

28-02-2023

*Prage*  
Co-ordinator

**IQAC Coordinator**  
JPM Arts and Science College  
Kanchiyar P.O., Lubbakkada



*Dr. Sabu Augustine*  
Principal

**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Lubbakkada



**JPM ARTS & SCIENCE  
COLLEGE**  
WISDOM TO ENLIGHTEN  
Affiliated to Mahatma Gandhi University, Kottayam  
Accredited by NAAC at B++ Grade

## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Friday 10/03/2023 at 12.00 PM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. External audit schedule
2. IQAC and institutional best practices
3. Feedback analysis
4. IQAC student's meeting
5. Any other matters permitted by the Chairman

03/03/2023

To: All members of IQAC

Copy

1. Office
2. Criteria Leaders



  
Principal

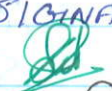
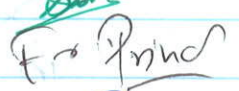







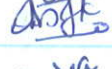
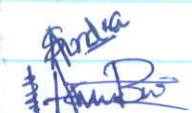


Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakada

Minutes of Meeting of IQAC held on 10<sup>th</sup> March 2023 at 12 PM in the Placement Cell.

Agenda:

1. External audit Schedule
2. IQAC and institutional Best Practices
3. Feedback analysis
4. IQAC Students Meeting
5. Any other matters permitted by the Chairman

Members Present:

SINO	NAME	DESIGNATION	SIGNATURE
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Ponce Chakkalayil	Vice Principal	
3.	Ms. Priya K	Co-ordinator	
4.	Mr. Tomson Joseph		
5.	Mr. Abin K Markose		
6.	Mr. Joy Augustine		
7.	Mr. Manikandan S		
8.	Ms. Athira Raj		
9.	Ms. Ting Tampan		
10.	Ms. Sandra M		
11.	Ms. Anu Baby		
12.	Mr. Tejin Joseph		
13.	Mr. Akhilkumar M		

The meeting commenced at 12 PM in the Placement Cell with prior notice to members. Ms. Priya K Co-ordinator welcomed the gathering. The meeting passed the minutes of previous meeting held on 28<sup>th</sup> February 2023. The following Action Taken Report was presented by the Co-ordinator and the meeting.

passed the same.

### Action Taken Report :

01. 'Acharya' Faculty exchange Program was organised by Dept of Commerce in association with Govt. Arts and Science College, Sathanpeta on 25/02/2023 using Google Meet as online platform.
02. IQAC in association with WDC organised Cake Baking Competition on 6/3/2023 in Conference hall.
03. IQAC in association with Griidheepam Business School started add-on course on Diploma in Logistics and Supply Chain Management. Inaugural Ceremony was organised on 3rd March Fr. Prince Chakraborty, Vice Principal inaugurated over the function and Fr. Abraham Parikulangara, Manager inaugurated the event. Resource Persons were Mr Onassis Lazar and Mr SR Krishnan (Freight Management Professionals).
04. 'She Smart' Awareness class and Menstrual Cup Distribution was organised by NSS and Dept. of Computer Science in association with Kanchiyar Grama Panchayat on 07-03-2023 in the Conference Hall. Dr. Malu Pradeep, Medical Officer, Homeo AYUSH, PHC Kanchiyar was the resource person.
05. 'Darshan' an orientation program was organised by OBC and SC, ST Cell on 07-03-2023. Mr. Manu T. Francis, Asst. Professor, Dept of Social Work was the resource person.
06. Department of Commerce organised Career Orientation Program on 6/03/2023 for Final year B.Com Students.

- 07. Nehru Yuva Kendra, Idukki in association with JPM College Organised "District Level Neighbourhood Youth Parliament" on 8th March 2023. The event was inaugurated by Advt. Dean Kuriakose, MP Idukki. 3 sessions were organised
  - Session 1 - Future of work and entrepreneurship  
Resource person- Abhilash Joseph
  - Session 2 - Yuva Samvad
  - Session 3 - Role of Youth in Democracy and Governance  
Resource person - Advt. Anoop Sasi Magistrate, Kattappang Court.

The Theme was Athithi Devo Bhava. Followed by that Cultural programs were organised.

- 08. IQAC in association with WDC Organised 'Mehandi' in Commemoration with International Women's day on 8th March 2023. Dr Celine Roy HoD, Dept of Chemistry, St George College Anvithura delivered a women's day message and cultural programs were arranged.

- 09. 'Signature' An outreach program was organised by II BSW students in association with SWAJPM on 09-03-2023 in association with St. Mary's LP School. An awareness class to adolescents on anti drugs, peer group etc was given and Nature Conservation Program was inaugurated on the same day by Fr. Prince Chakkalayil, Vice Principal.

After having detailed discussion on the agenda items the following resolutions were taken:

01. To Conduct External Audit (AAA) on 29<sup>th</sup> March 2023.
02. The Departments and Cells / Clubs / Committee to update their files and organise an 15 minutes presentation on the audit day.
03. To rename the Best practice Holistic Education and integrate it with e-search; a gateway for research an initiative by Basilios Central Library.

Action - Fr. Ponce Chakkayil CSI, Vice Principal

04. To entrust Mr. Tomson Joseph the charge to analyse S.S.S data

05. Criteria to do analysis of Feedback collected from Students and Teachers.

06. To Collect Feedback from Industries where Students go for industrial visit, from parent's during parent's meeting from resource persons of programmes in a systematic manner

Action: Feedback Committee

07. To prepare and keep a format for Feedback questionnaire in office.

Action: Ms Priya K.

08. To Organise IQAC Student's Team Meeting on 14-03-2023

Action: Mr. Abin K Marikose

09. To issue Certificate of Recognition to IQAC Student team members at the end of their course

10. Cells / Clubs / Committees are divided and entrusted the charge of keeping files, minutes to IQAC Co-ordinator, and joint Co-ordinators for smooth functioning.

11. OBE Cell (Outcome Based Education Cell) has been instituted. The following are the members

- a) Ms. Anju CP - Convenor
- b) Mr. Joy Augustine - Member
- c) Mr. Tomson Joseph - Member
- d) Mr. Jithin Joy Jose - Member
- e) Ms. Anitta Wilson - Member
- f) Ms. Sonia James - Member
- g) Ms. Akhila Mathew - Member
- h) Mr. Hari Prasad KS - Member
- i) Ms. Sangeetha Soman V P - Member

*Dab*

12. To Organise PO-PSO Mapping Class for Teaching Staff on online mode.
  13. To Organise the Teams visit including members of Council for OBE in other Colleges who Successfully practicing PO-PSO mapping
  14. To Organise a Seminar on NEP for Faculty.
  15. To Conduct Sports Day on 16<sup>th</sup> and College Day on 24<sup>th</sup> March 2023.
- Ms Athira Raj proposed vote of Thanks and the meeting concluded at 1.00 PM.

10-03-2023

*[Signature]*  
Co-ordinator



*[Signature]*  
Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

IQAC Coordinator  
JPM Arts and Science College  
Kanchiyar P.O, Labbakkada





## Notice

A meeting of IQAC is arranged to be held in the Principal's Office on Thursday 23/03/2023 at 2.30 PM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Postponement of External Audit
2. College and Departmental Alumni meet 2023
3. Schedule for external audit
4. Decision on IQAC Best Practice
5. Any other matters permitted by the Chairman

20/03/2023

To: All members of IQAC

### Copy

1. Office
2. Criteria Leaders



Principal

Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

Minutes of Meeting of IQAC held on 23<sup>rd</sup> March 2023 at 2.30 PM in the Principal's Office

Agenda :

1. Postponement of External Audit
2. College and Departmental Alumni meet
3. Schedule for External Audit
4. Decision on IQAC Best Practice
5. Any other matters permitted by the Chairman.

Members Present :

SINO	NAME	DEGININATION	SIGN
1	Dr. Sabu Augustine	Principal	
2	Fr. Ponce Chakkalappil	Vice Principal	
3	Ms. Priya K	Co-ordinator	
4	Mr. Tomson Joseph	Joint Co-ordinator	
5	Mr. Abin K Markose	Joint Co-ordinator	
6	Ms. Jay Augustine	Member	
7	Mr. Tejo Joseph	member	
8	Ms. Ting Tampan	Member.	
9	Mr. Akhilkumar M	Member..	
10	Ms. Sneha Emmanuel	Member	
11	Ms. Athira Raj	Member	
12	Ms. Abhila S	member	
13	Ms. Manoj Kumar VG	member	
14	Ms. Sandra M	member	

The meeting commenced at 2.30 PM in the Principal's Office with prior notice to the members. Ms. Ting Tampan proposed welcome address. The meeting passed the minutes of previous meeting held on 10<sup>th</sup> March 2023.

The Co-ordinator presented the following Action Taken Report and the meeting passed the same:

### Action Taken Report:

01. All the departments Clubs/ Cells / Committees updated their files for external audit verification.
02. Analysis of Student Satisfaction Survey was completed and submitted the report.
03. Analysis of Students and Faculty feedback is completed and submitted.
04. Organised First Meeting of IQAC Students Teams on 14<sup>th</sup> March 2023. Mr Ashish Sunil (II MSW) and Ms Deva Priya Geopakumar (II MSW) were selected as the Co-ordinators.
05. The first meeting of Outcome Based Education (OBE) cell was organised on 22<sup>nd</sup> March 2023.
06. Scheduled a workshop on NEP on 10<sup>th</sup> April 2023.
07. Conducted Sports Day on 16<sup>th</sup> March 2023.

After having detailed discussion on the agenda items the following decisions were taken.

01. To postpone the External Audit to 10<sup>th</sup> April 2023.
02. To conduct an exit meeting after the completion of External Audit.
03. To conduct External Audit as per the following schedule.  
Interaction with Principal - 8.4AM - 9.15AM

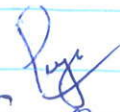
IQAC Presentation - 9.15 - 9.40 AM  
 Dept. of English - 9.40 - 10 AM  
 Dept. of Social Work - 10 - 10.20 AM  
 Break - 10 minutes  
 Dept. of Tourism Studies - 10.30 - 10.50 AM  
 Dept. of Commerce - 10.50 - 11.10 AM  
 Dept. of Mgmt. Studies - 11.10 - 11.30 AM  
 Dept. of Computer Science - 11.30 - 11.50 AM  
 Department Visit - 11.50 - 12.15 PM  
 Presentation NSS - 12.15 - 12.25 PM  
 Council for Arts and Sports - 12.25 - 12.35 PM  
 Grievance Redressal Cell - 12.40 - 12.45 PM  
 Placement Cell - 12.45 - 12.50 PM

Lunch Break and Discussion with Management  
 12.50 - 1.50 PM  
 Exit Meeting - 1.50 PM

04. To frame out Best Practice of IQAC  
 Action: Fr. Prince Chakkaleyal CST
05. To Conduct College Alumni Meet and Department  
 Alumni Meet before May 25<sup>th</sup> 2023.  
 Action: College Alumni Co-ordinator.

Mr. Tomson Joseph proposed  
 Vote of thanks and the meeting ended at  
 3.15 PM

23/03/2023

  
 Co-ordinator



  
 Principal

IQAC Coordinator  
 JPM Arts and Science College  
 Kanchiyar P.O., Labbakkada

Dr. SABU AUGUSTINE  
 (M.Sc., M.Phil., Ph.D.)  
 PRINCIPAL  
 JPM ARTS AND SCIENCE COLLEGE  
 Kanchiyar P.O., Labbakkada

## SCHEDULE FOR EXTERNAL ACADEMIC AUDIT APRIL 2023

### AUDIT TEAM:

1. Dr. Jose James (Former Registrar and DCDC, M G University)
2. Dr. Sabu Augustine (Principal, JPM Arts and Science College, Kanchiyar)
3. Fr Prince Chakkalayil CST (Vice Principal, JPM Arts and Science College, Kanchiyar)
4. Ms. Priya.K (IQAC Co-ordinator)

### The External Academic Audit is scheduled as follows:-

Interaction with Principal. -8.45AM-9.15AM

IQAC - 9.15AM-9.40 AM

Department of English -9.40AM- 10AM

Department of Social Work -10AM-10.20AM

### Break-10minutes

Department of Tourism Studies -10.30AM-10.50AM

Department of Commerce -10.50AM-11.10AM

Department of Management Studies - 11.10AM-11.30AM

Department of Computer Science -11.30AM- 11.50AM

**Department visit -11.50PM-12.15PM**

NSS -12.15PM-12.25PM

Council For Arts And Sports -12.25PM-12.35PM

Grievance Redressal Cell -12.40PM-12,45PM

Placement Cell -12.45PM-12.50PM

**Lunch Break And Discussion With Management-12.50PM-1.50PM**

**Exit Meeting -1.50PM**

All Files shall be arranged for the verification by the audit team.



  
Principal

**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

Minutes of Meeting of IQAC held on 17<sup>th</sup> April 2023 at 12 PM in the Principal's Office

Agenda:

1. Analysis of External Audit Report.
2. OBC and SC / ST Cell Orientation for 1st year UG.
3. Inauguration and Distribution of Theresian Faculty Development Fellowship.
4. Annual Training Camp of NCC and Class arrangements.
5. Any other matters permitted by the Chairman.

Members Present:

SINO	NAME	DESIGNATION	SIGNATURE
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Pina Chakkalajil	CST Vice Principal	
3.	Ms Priya K	Co-ordinator	
4.	Mr. Thomson Joseph	Joint Co-ordinator	
5.	Abin K Marikore	"	
6.	Jayin Joseph	Member.	
7.	Mr. Akhilkumar M	"	
8.	Ms Athira Raj	Member	
9.	Igorbilakshmy Rajew	Member	
10.	Jay Augustine	member	
11.	Ms Sneha Emmanuel	member	
12.	Ms. Abhila S	member	
13.	Ms. Sandra M	member	
14.	Mr. Manoj Kumar V G	Member	
15.	Ms. Tivy Tampar	Member	
16.	Mr. Akhil Kumar M	Member	

The meeting of IQAC was organised on 17<sup>th</sup> April 2023 at Principal's Office with prior notice to the members. Principal, Dr. Sabu Augustine chaired the meeting and formally welcomed all the members to the meeting.

Co-ordinator presented the following Action Taken Report and the meeting passed the same.

### Action Taken Report:

01. IQAC Co-ordinator prepared Feedback questionnaire format for Parents, Industries and Resource persons, and Submitted the same. This is to collect feedback from parents of students, Industries they visit and resource persons who support our students.
02. AAA (External Audit) was conducted on 10<sup>th</sup> April 2023 from 8.45 AM - 2.00 PM. Dr. Jose James (Former Registrar and DCDC, MGT University, and NAAC Peer Team Member) was the resource person. Exit meeting was organised from 2.00 PM - 2.30 PM. On the same day.
03. DTLP (Differential Teaching and Learning Program) was made, the new Best Practice of IQAC.
04. Conducted a Workshop on 'NEP' on 10<sup>th</sup> April 2023 from 2.30 pm - 4 pm. Dr. Jose James was the resource person.
05. Admission Help Desk was inaugurated on 31<sup>st</sup> March 2023. Mr. Akhil Kumar was appointed as Admission Cell Co-ordinator.

06. Inter Departmental VollyBall Tournament was Conducted on 30/3/2023.

07. 'Ashes 2023' College Day was Celebrated on 24/03/2023.

08.

After Detailed discussion of agenda items the following decisions have been taken:

01. To Consider the external and internal audit reports while making action plans of IQAC, Departments, Clubs/Cells/Committees for the next academic year; and bridge the gap.

02. To Organise inauguration and distribution of Theresian Faculty Development Fellowship on 20<sup>th</sup> April 2023 and to invite Rev. Fr. Francis Chittinappally, Provincial Superior, St. Joseph Province Aluva for the inauguration.

03. To Constitute NEP Cell and ABC Cell and register in ABC portal as early as possible.

04. To extend Support and facility to 33 Kerala Batalion <sup>Weekend</sup> Camp of NCC to Conduct their Annual Training Camp in the College Campus and maintain Special Timetable to pursue classes during the period of 21<sup>st</sup> April to 30<sup>th</sup> April 2023.

Action: Fr. Ponce Chakkalagil CST  
05. To Conduct session 2 of 'Darshan' OBC and SC/ST Cell Orientation for 1<sup>st</sup> year UG students on 18<sup>th</sup> April 2023.

Action - Co-ordinator OBC Cell.



25  
Co-ordinator SC/ST Cell.

Ms Athira Raj proposed vote  
of thanks and the session ended at 12.45 PM

17/04/2023

  
Co-ordinator

  
Principal.

IQAC Coordinator  
JPM Arts and Science College  
Kanchiyar P.O., Labbakkada



Dr. SABU AUGUSTINE  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada



**JPM ARTS & SCIENCE  
COLLEGE**  
LIGHTED TO ENLIGHTEN  
Affiliated to Mahatma Gandhi University, Kottayam  
Accredited by NAAC at B++ Grade

## Notice

A meeting of IQAC is arranged to be held in the Placement Cell on Thursday 04/05/2023 at 10.30 AM. All members are requested to arrange classes appropriately and attend the same.

### Agenda:

1. Action Plan of Departments, clubs, cells, committees for the academic year 2023-2024 academic year
2. IQAC Action plan 2023-2024
3. Submission for Faculty Diary, Lesson Planner, Mentoring Record, Mentoring reports 2022-2023
4. Submission of pending reports 2022-2023
5. Any other matters permitted by the Chairman

02/05/2023

  
Principal

To: All members of IQAC

Copy

1. Office
2. Criteria Leaders



**Dr. SABU AUGUSTINE**  
(M.Sc., M.Phil, Ph.D)  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

27

Minutes of Meeting of IQAC held on 4<sup>th</sup> May 2023  
at 10:30 AM in the Placement Cell.

Agenda:

1. Action Plan of Departments, clubs, Cells, Committees for the academic year 2023-2024
2. IQAC Action Plan 2023-2024
3. Submission of Faculty Diary, Lesson Plan, Mentoring record.
4. Submission of pending reports 2022-2023
5. Any other matters permitted by the Chairman.

Members Present:

S/NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. Sabu Augustine	Principal	
2.	Fr. Pinar Chakkalagil	Vice Principal	
3.	Ms. Pooja K.	Co-ordinator	
4.	Jyathilakshmy Rajeev	Member	
5.	Jyoti Joseph	Member	
6.	Abin K Morskole	"	
7.	Mr. Akhilkumar. M	"	
8.	Jithin Joy Jose	Member	
9.	Sneha Emmanuel	"	
10.	ATHIRA RAJ	"	
11.	SUGELA S	"	
12.	Ting Thampian	"	
13.	Sandya. M.K	"	
14.	Rishma Elizabeth Chennans	"	
15.	Akhila Mathew	"	
16.	Anu Baby	"	
17.	Joy Augustine	"	

The meeting commenced at 10:30 AM in the Placement Cell with prior notice

to the members. Principal Dr. Sabu Augustine chaired the meeting and Mr. Joy Augustine Member IQAC, welcomed the gathering. The following Action Taken Report was presented by the Co-ordinator and the meeting passed the same.

### Action Taken Report:

01. Inauguration of Theresian Faculty Development Fellowship was organised on 28<sup>th</sup> April 2023. Rev. Fr. Francis Chittinappally CST Provincial Superior, St. Joseph Province Aluva, inaugurated the event and distributed Fellowship to Six Faculty, who pursue Ph.D.
02. Constituted NIEP Cell and Ms. Delna (Dept. of English) was appointed as the Co-ordinator on 19<sup>th</sup> April 2023.
03. Constituted ABC Cell and Mr. Abin K. Marikose (Joint Co-ordinator IQAC) was appointed as the Co-ordinator on 19<sup>th</sup> April 2023.
04. 33 Kerala Battalion, Nedumkondam of NCC Conducted Annual Training Camp in the College Campus from 21<sup>st</sup> April to 30<sup>th</sup> April 2023. Special Timetable was followed by the departments during the period.
05. OBC Cell in association with SC/ST cell of JPM College conducted Session 2 of 'Darshan' an orientation to its 1<sup>st</sup> year UG student members on 18<sup>th</sup> April 2023.

After having detailed discussion on the agenda items the following decisions were taken:

01. Departments / clubs / cells to prepare Action Plans, Considering External Audit Report, map it against PO, and PSO and Submit by 1st week of June  
Action: Co-ordinators Clubs / cells  
HoD's Departments.
02. To prepare and Submit Action Plan of IQAC by 1st week of June 2023.  
Action: Co-ordinator IQAC
03. Submit Lesson Planner, Faculty Diary, and Mentoring Report (2022-2023) by 10th May 2023 and get it signed  
Action: HoD's
04. Departments to initiate Alumni Registration of 2020-2023 batch UG, and 2021-2023 batch PG. Action: Dept. Alumni Co-ordinator
05. To constitute a Committee to supervise Preparation and Maintenance of Question Bank and to include representatives from each department in the 'Question Bank' Committee
06. To Submit pending Reports (2022-2023) by May 31st 2023.  
Ms. Akhila Mathew (Dept. of Social Work) proposed vote of thanks. The Session concluded at 11.15 AM.

04/05/2023

Page  
Co-ordinator

Principal

Dr. JOHNSON V.  
(M.Com, Ph.D)  
PRINCIPAL

JPM Arts and Science College  
Kanchiyar P.O., Labbakkada

IQAC Coordinator  
JPM Arts and Science College  
Kanchiyar P.O., Labbakkada

