

Notice

A meeting of IQAC will be held on 7.7.2020 (Tuesday) in the Seminar Hall at 12.30pm. The Manager of the College, Rev. Fr. Joby Vellaplackal will address the meeting. The Co-ordinator is requested to make necessary arrangements for the conduct of the meeting observing covid-19 code of conduct. All members are requested to attend the meeting.

Agenda:

1. Minutes of last meeting and action taken report
2. Conduct of seminars and FDPs
3. Covid-19 crisis management
4. Accreditation initiatives – progress evaluation
5. Any other matter permitted by the Chair

02.7.2020

To: All members



Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D)
PRINCIPAL







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

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) of the College held on 07/07/2020 in Seminar Hall at 2.00 pm.

Agenda:

1. Minutes of the last meeting & Action taken Report
2. Conduct of Seminars & FDPs
3. Covid-19 Crisis Management & student support
4. Accreditation initiatives progress evaluation.
5. Any other matter permitted by the chair.

Members present:

SNO	Name	Designation	Signature
1.	Rev. Fr. Joby Vellapackal	Manager	
2.	Dr. V.V. Georgekutty	Principal	
3.	Ms. Sheela S	IQAC Coordinator	
4.	Mr. Abhijith K. Divakar	Member	
5.	Ms. Sanikha R.	Member	
6.	Mr. Tomson Joseph	Member	

The meeting commenced at 2.00 pm. Ms. Sheela S. delivered welcome speech and invited the Manager, Rev. Fr. Joby Vellapackal to inaugurate the meeting. Manager informed that the College proposes to apply for NAAC accreditation in February 2021 and asked IQAC to initiate further necessary steps in this regard urgently. IQAC will be allotted a full fledged office. All meetings shall be minuted with an action taken report. Ramp for differently abled students will be constructed soon. The Manager asked IQAC to frame plans for the conduct


of minimum 50 programmes for the students of the College during the current year by each department such that the college would conduct total 300 programmes during the academic year. Principal, Dr. V.V. Georgekutty chaired the meeting. The principal appreciated the hard work of the Coordinator and members and urged to further improve the documentation in Departments.


After detailed discussions on the Agenda items, the following decisions have been taken:-


1. To conduct 300 curricular/extra-curricular programmes for students during the Academic year, conducting 50 programs by each Department. List of programmes will be collected from the Department and uploaded on the website within 10 days.
(Action: Joint Coordinator)
2. To conduct Criteria meetings during 20/7/2020 to 22/7/2020 with a view to expediting SSR by February 2021. (Action: Coordinator)
3. To construct Ramp for differently abled students.
(Action: Bursar)
4. To include Action Taken Report in the minutes of IQAC meetings in future.
(Action: Coordinator)
5. To introduce Teacher's Work Report in this College. (Action: Joint Coordinator)
6. To explore the possibility for the conduct of Value-added Certificate Courses online.
(Action: Joint Coordinator)
7. To conduct preliminary Academic Audit by an external expert during 1st week of August.
(Action: Coordinator)

8. To conduct an FDP as webinar in August 2020
(Action: Coordinator)
9. To launch staff exchange programs with Sanjo College Rajakad. (Action: Vice-principal)
10. To conduct Department-wise PIA meetings online
(Action: Coordinator to present before the ensuing college Council meeting)
11. To reconstitute IQAC with principal as chairman, Vice-principal as Vice chairman and Bursar, Sheela S, Tomson Joseph, Abhijeeth K. Divakar, Sanitha R, Tabin Sebastian, Sunil Thomas, Joy Augustine, Librarian, Office Superintendent, Nimmy Mary Mathews as Members. External experts, such as a representative of alumni, entrepreneur/plant, manager etc. will also be included in IQAC. (Action: Principal in Consultation with the manager)
12. Ms. Sheela S will continue as the Coordinator of IQAC. Mr. Tomson Joseph is selected as the Joint Coordinator of IQAC.

The meeting ended at 3.30pm

07/07/2020  Coordinator


Principal
Dr. V.V. GEORGE
(M.Com. MBA M.Phil, Ph.D.)
PRINCIPAL


Manager

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

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

MANAGER
JPM Arts and Science College
Kanchiyar P.O., Labbakkada
Kattappana, Idukki (dist), Pin: 685511



Notice

A meeting of the **IQAC** will be held on Wednesday 26th August 2020 in Principal's office at 12pm. All members of IQAC are requested to attend the meeting either offline or online on Google platform.

Agenda:

1. Minutes of the last meeting and Action Taken Report
2. Final UG results
3. Preparation for NAAC Accreditation – Progress Evaluation
4. Evaluation of FDP
5. Orientation programme for NAAC first accreditation
6. Innovative Practices
7. Any other matter permitted by the Chair

18/08/2020

To: All members IQAC



(Signature)
Principal

Dr. V.V. GEORGEKUTTY
 (M.Com. MBA. M.Phil, Ph.D.)
 PRINCIPAL
 JPM ARTS AND SCIENCE COLLEGE
 Kanchiyar P.O., Labakkada

Dr. V.V. GEORGEKUTTY
 (M.Com. MBA. M.Phil, Ph.D.)
 PRINCIPAL

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


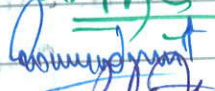

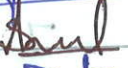







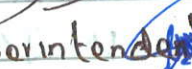




Minutes of the meeting of the IGAC held on 26th August 2020 in the Principal's office at 12.05 pm.

Agenda:

1. Minutes of the last meeting and Action Taken Report.
2. Final UG Results
3. Preparation for NAAC Accreditation - Progress Evaluation.
4. Evaluation of FDP.
5. Orientation Programme for NAAC First Accreditation.
6. Innovative Practices.
7. Any other matter permitted by the Chair.

Members Attended:

SINO	NAME	Designation	Signature
1.	Dr. V.V. Georgekutty	Principal	
2.	Fr. Tony Adukuzhiyil	Vicer-Principal	
3.	Fr. Jobin kounamparayil	Bursar	
4.	Ms. Sheela S	Coordinator	
5.	Mr. Tomson Joseph	Joint Coordinator 1	
6.	Mr. Abin k. Marthose	Joint Coordinator 2	
7.	Mr. Abhijith k. Divakaran	Member	
8.	Ms. Sanitha R.	Member	
9.	Mr. Tribin Sebastian	Member	
10.	Mr. Sunil Thomas	Member	
11.	Mr. Joy Augustine	Member	
12.	Mr. Sajan C.S.	Librarian	
13.	Mr. V.G. Manoj kumar	Office Superintendent	
14.	Ms. Nimmy Mary Mathews	Member	

The meeting commenced at 12.05 pm.

Mr. Tomson Joseph welcome the members. The meeting passed the minutes of the meeting held on 07/07/2020

The following Action Taken Report presented by the Coordinator was also passed by the meeting.

Action Taken Report:

1. List of Programmes to be conducted as included in '300. programme, a year project' has been collected from all departments
2. All the seven criteria meetings were held. Principal chaired all the meetings. Majority of members attended the meetings online
3. Process to construct a ramp for differently abled students has been initiated
4. Steps initiated to redraft lesson plans appropriate to serve the purpose, of Teachers Performance Report
5. Draft syllabus for 'Diploma in Computerised Accounting' submitted by the HOD, Dept of Tourism Studies
6. An Orientation Programme on NAAC Accreditation and DBMS for IGAC is scheduled to be held prior to Internal Audit by External Experts
7. An FDP will be held from 19th to 21st August 2020. Organisation Committees have been formed. Online classes, Data Analysis, Student Mentoring and support are the topics for the FDP.
8. Steps for Faculty Exchange Programme with Sanjo College is progressing
9. College Council held on 03.08.2020 decided to conduct PTA meetings online for all classes in August 2020
10. IGAC has been reconstituted. Actions to expand

IGAC by inducting external experts progressing.

After detailed discussions, the following decisions have been taken:

1. To redraft lesson planner and Teachers Performance Report within 15 days. (Action: office)
2. To constitute an Academic Committee to examine & approve draft syllabus of OCA before September 15th 2020 (Action: HOD in Consultation with principal)
3. To conduct Orientation for NAAC first Accreditation from 9th September. IGAC members are expected to attend all sessions. (Action: IGAC)
4. To complete documentation for faculty exchange program before the end of this semester. (Action: Busca)
5. To take added care in order to achieve 100% Results for all programmes. Also decided to strengthen remedial classes to support slow learners and to form a 'call to Excel' in all classes to encourage high learners for higher achievements. (Action: HOD's)
6. To conduct Departmentwise PIA meeting online before 30th September 2020. (Action: HOD's)
7. To conduct online Intercollegiate Test by all Departments on or before December 2020. (Action: HOD's)
8. To Draft SSR from 2016-17 onwards within 30 working days. (Action: IGAC Co-ordinators)
9. To explore the possibility to offer a diploma on 'Logistics and Communicative English' in order to improve employability of students. Meeting recommended to entrust Mr. Akhil Kumar M to study and report. (Action: IGAC)
10. To adopt following three innovative practices for

The College

(i) 'Conflux of High Ideas' with the vision of 'Unveiling the journey of life inspiring generations' Mr. Abhijith K. Divakar is entrusted with the duty to coordinate the programme. Mr. Abhijith together with Sr. Vijay P. Prince will draft the aims & objectives and procedures of the project.

(Action: Abhijith K. Divakar)

(ii) 'Mahatma Gandhi Swayam Shaktikaran Nutan Peeyojana' (MGNSSNP) with the vision of empowering students, parents, women and farmers. Ms. Sanitha R is entrusted with the duty to coordinate the programme. Ms. Sanitha R together with Ms. Minimal Thomas & Ms. Priya K will draft the aims and objectives and procedures of the project. The project will be implemented jointly by Depts, NSS, WDC, Hostel etc

(Action: Sanitha R)

(iii) 'New India, Kavimale Tribal Kingdom' An integrating Mission of JPM with a vision of 'Holistic Development' of the Village.

Mr. Tabin Thomas is entrusted with the duty to coordinate the programme. Mr. Tabin Thomas together with Fr. Jobin Koonampayal (Bursar) will draft the aims and objectives and procedures of the project.

(Action: Tabin Thomas)

Meeting decided to

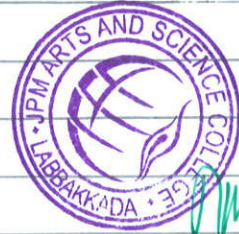
consider the Action plan in its next meeting. Mr. Abin K. Marose proposed Vote of thanks.

The meeting ended at 2 pm.

26/08/2020

Shrul
Coordinator

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



Dr. VV. Georgekutty
Principal

Dr. VV. GEORGEKUTTY
(M.Com., MBA, M.Phil., Ph.D.)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

Notice

A meeting of IQAC will be held on 28th September 2020 Monday in Principal's office at 2pm. All members of IQAC are requested to attend the meeting either offline or online on Google platform.


Agenda:

1. Minutes of last meeting and Action Taken Report
2. Action plan for the year
3. Progress in NAAC accreditation initiatives
4. Progress in SSR preparation
5. Any other matter permitted by the Chair

25/09/2020

To: All members IQAC




Principal
Dr. V.V. GEORGEKUTTY
(M.Com. MBA M.Phil, Ph.D.)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

Minutes of the meeting of the IQAC held on
28th September 2020 in the Principal's office at 12.05 pm

Agenda:

1. Minutes of last meeting and Action Taken Report
2. Action plan for the year.
3. Progress in NAAC accreditation initiatives
4. SSR preparation
5. Any other permitted by the chair.

Members Attended

SINO	NAME	Designation	Signature
1.	Dr. V.V. Georgekutty	Principal	
2.	Fr. Tony Adukuzhiyil	Vice-principal	
3.	Fr. Jobin Koonamparayil	Bursar	
4.	Ms. shoela S	Coordinator	
5.	Mr. Tomson Joseph	Joint Coordinator 1	
6.	Mr. Abin K. Markose	Joint Coordinator 2	
7.	Mr. Abhijith K. Divakar	Member	
8.	Ms. Sanitha R.	Member	
9.	Mr. Tibin Sebastian	Member	
10.	Mr. Sunil Thomas	Member	
11.	Mr. Joy Augustine	Member	
12.	Mr. V.G. Manojkumar	Office Superintendent	
13.	Ms. Nimmy Mary Mathews	Member	

The meeting commenced at 2 pm. Mr. Tomson Joseph welcome the members. The meeting passed the minutes of the meeting held on 26.08.2020.

The following Action Taken Report presented by the Coordinator was also passed by

The meeting.

Action Taken Report:

1. Lesson Planner and Teachers Performance Report drafted.
2. Academic Committee for DCA constituted.
3. Eight sessions of NAAC First Accreditation Orientation Programme were held during 09.09.2020 to 18.09.2020.
4. PTA meeting was conducted online for the following classes:-

SINO	Date	Class
01	09/09/2020	2 nd BA
02	11/09/2020	3 rd BA
03	14/09/2020	3 rd B.Com Cooperation
04	15/09/2020	3 rd B.Com Finance & Taxation
05	16/09/2020	3 rd B.Com Computer Applications
06	17/09/2020	2 nd B.Com Finance & Taxation
07	17/09/2020	2 nd B.Com Cooperation
08	18/09/2020	2 nd B.Com Computer Applications
09	24/09/2020	2 nd BBA
10	25/09/2020	3 rd BBA
11	09/09/2020	2 nd BCA
12	11/09/2020	3 rd BCA
13	11/09/2020	2 nd Msc
14	06/09/2020	2 nd BTM
15	13/09/2020	3 rd BTM

5. Intercollegiate Fest by the following departments:-
 - a. Commerce Department Online Intercollegiate Commerce Fest. Last week of October.
 - b. BA Department LITERARY FEST October 20th to 22nd October 2020.
 - c. BBA Department Management Fest October 29th and 30th October 2020.
 - d. BCA Department Fester 2020 November 25th to

27th November 2020

e, BTIM Department Exploratory 2020 October 19th to 22nd October, 2020.

6. Preparation of SSR from 2016-17 year onwards is progressing and will be complete by 10th November 2020.

7. Syllabus for the Diploma on Logistics and Communicative English is under preparation.

8. Following three Innovative Practices initiated:-

a, 'Conflux of High fliers' with the vision of 'unveiling the journey of life inspiring generations'.

b, 'Mahatma Gandhi Swayam Shaktikaran Nutan Pariyojana' (MGSSNP) for empowering students, parents Women & Farmers

c, 'New India - Korimala Tribal Kingdom: An integrating Mission of JPM' with the aim of holistic development of the village.

The following decisions have been taken:-

- To pass the following Action plan for 2020-21 and to mark copies to all persons responsible for initiating actions. (Further action on the matter to be taken by the Coordinator, IAAC)

Action Plan

NO	Programme	Topic	Target Date	Person incharge
1.	National Webinar	Introduction to RAF of NAA C, Accreditation Under paramarsh scheme of UGC.	Second Week of July	Coordinator IAAC
2.	International Digital Conclave.	International Digital Conclave on Innovations in Teaching Learning a Global perspective.	Third Week of July	Coordinator IAAC

3.	Webinar	What we want to do after plus two - Career Guidance programme.	Last Week of JULY	Coordinator IAAC
4.	International Webinar Series	Innovations in Teaching Learning and Research: A post-Covid Perspective	4 th Week of July	Coordinator IAAC
5.	FDP	Three-Days Faculty Development programme: Online classes, Mentoring & Research	Last Week of August	Coordinator IAAC
6.	Orientation programme for NAAC First Accreditation	preparation for NAAC First Accreditation and IAAC Database Management System	1 st Week of September.	Joint Coordinator IAAC
7.	Innovative practices	Innovative practices to empower students, farmers and disadvantaged people.	September, 2020	Joint Coordinator IAAC
8.	Feedback.	Feedback from students and Teachers.	1 st Week of December.	Coordinator IAAC
9.	Green Campus Initiatives.	Green Audit Energy Audit Environment Audit	2 nd week December.	Coordinator IAAC
10.	Refresher Course	Refresher Courses for all Departments	3 rd Week of December.	Coordinator IAAC

11.	Academic Audit	Academic Audit by External Experts.	February 2020	Joint Coordinator IGAC
12.	Website	Website Renovation	December 2020	Joint Coordinator
13.	Performance Appraisal System	Appraisal System for Teaching and Non-Teaching staff.	February 2021	IGAC Joint Coordinator
14.	SSR	SSR Report preparation	3 rd Weekly Feb. 2021	Coordinator, IGAC
15.	Workshop for Teachers.	Research paper publications	January 2021	Coordinator IGAC
16.	Internal Audit	Academic Audit by external experts.	Mar-April 2021	Coordinator IGAC
17.	National/International level Conferences/Seminars.	Minimum One Conference by every Department	During 2021 March	HOD's
18.	Second External Academic Audit	Academic Audit by External Experts	April 2021	Coordinator IGAC
19.	NAAC First Accreditation	Apply for First Accreditation	April-May 2021	Coordinator IGAC


2. To conduct an induction programme for Freshers (I year UG) on the Commencement of classes. The matter may be considered by the ensuing staff Council Meeting. (Action: Secretary, staff council)
3. To convene a meeting of Academic Committee for DCA within 10 days. (Action: Tibin Sebastian in Consultation with HoD - BITM and Principal)
4. To form 'cell to Excel' in all classes and to convene meeting of the cell. (Action: Members for Dept in Consultation with HoD)

5. To conduct PTA meeting for PG students also
(Action: Members from Dept in consultation with HoD)
6. To conduct Online Intercollegiate Fest by all Departments on or before December 2020 and the scheduled date may be reported before the next IAAC meeting. (Action: Members from Dept in consultation with HoD).
7. To collect first-round data for SSR from Criterion leaders and convene meetings of leaders next week. Collect final-round data after 15 days by conducting meetings in the College. (Action: Coordinator)
8. To prepare final draft syllabus for Diploma in Logistics and Communicative English before next meeting. (Action: Akhil Kumar M)
9. To conduct meeting with Criterion leaders on 10/12/2020. (Action: Coordinator, IAAC)

Mr. Abin K. Marikosa proposed vote of thanks. The meeting ended at 4pm.

28.9.2020

Amul
Coordinator


Principal 13/10/20

Notice

A special meeting of IQAC will be held on 13th October 2020 Tuesday in IQAC Room at 2pm. All members of IQAC are requested to attend the meeting either offline or online on Google platform.

Agenda:

1. Minutes of last meeting and Action Taken Report.
2. Pre-audit Surveillance Report of the audit conducted IQAC, Marian College.
3. Any other matter permitted by the Chair.

09/10/2020

To: All members IQAC



Principal
Dr. V.V. GEORGEKUTTY
(M.Com, MBA M.Phil. Ph.D)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar.P.O., Labbakkada

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Minutes of the meeting of the IOAC held on 13th October 2020 in the IOAC office at 2pm.

Agenda:

1. Minutes of last meeting and Action Taken Report
2. Pre-audit Surveillance Report of the Audit conducted IOAC, Marian College.
3. Any other matter permitted by the chair.

Members Attended: (Offline or Online)

SINO	NAME	Designation	Signature
01	Dr. V.V. Georgekutty	Principal	
02	Fr. Tony Adukuzhiyil	Vice principal	
03	Fr. Jobin kounamparayil	Bursar	
04	Ms. Shaela S	Coordinator	
05	Mr. Tomson Joseph	Joint Coordinator 1	
06	Mr. Abin K. Marose	Joint Coordinator 2	
07	Mr. Abhijith K. Divakar	Member	
08	Ms. Sanitha R	Member	
09	Mr. Joy Augustine	Member	
10	Mr. Sunil Thomas	Member	
11	Mr. Tibin Sebastian	Member	
12	Mr. V.G. Manoj kumar	Office Superintendent	
13	Ms. Nimmy Mary Mathew	Member	

The meeting commenced at 2pm. Mr. Tomson Joseph welcome the members. The meeting passed the minutes of the meeting held on 28.09.2020.

The following Action Taken Report presented by the coordinator was also passed by the meeting.

Action Taken Report:

1. Copies of Action plan for 2020-21 issued to all persons responsible for initiating actions.
2. Academic Committee for DCA constituted and meeting held on 11.10.2020 at 5pm to consider the draft syllabus.
3. Formed 'cell to Excel' in all classes.
4. PTA meeting was conducted online for the following PG classes.
 - a, 11 M.Com A 07/10/2020 @ 9.30 am.
 - b, 11 M.Com B 08/10/2020 @ 9.30 am.
 - c, 11 MA 02/10/2020 @ 5 pm
5. Intercollegiate Fest scheduled by the following departments:
 - a, Commerce Department: Online Intercollegiate Commerce Fest last week of October.
 - b, BA Department: Wikerey Fest Oct-20 to Oct 22, 2020.
 - c, BBA Department: Fenster 2k20 Nov 25 to Nov 27, 2020.
 - d, BBA Department: Management Fest Oct 30 & 31, 2020
 - e, BITM Department: Explorica 2020 Oct 20 to 22, 2020.
6. First round collection of data for SSR from Criterion Leaders:
 - Criterion 1 : NIL
 - Criterion 2 : 5 files Completed
 - Criterion 3 : 5 files Completed
 - Criterion 4 : NIL
 - Criterion 5 : 5 files Completed
 - Criterion 6 : 2 files Completed
 - Criterion 7 : 2 files Completed
7. Received the copy of draft syllabus for Diploma in Logistics & Communicative English.
8. Conducted meeting with Criterion leaders on 05/10/2020

The following decisions have been taken:-

1. To finalise DCA syllabus incorporating suggestions of the expert committee. (Action: BITM HoD)
2. To convene a meeting of cell to Excel once in every month and invite principal & vice principal also to the meeting. (Action: HoDs)
3. Criterion-1 leader is required to submit the data on or before 15th October 2020. (Action: Criterion 1 leader)
4. A subcommittee of Mr. Akhil Kumar, Mr. Bineesh Joseph and Mr. Manikandan S is entrusted to consider and finalise the syllabus of Diploma in Logistics and Communicative English and to present the same before the next meeting of IOAC. (Action: Mr. Akhil Kumar)
5. The meeting considered the pre-audit surveillance report of the audit held on 06/02/2020. The report was received in the college on 2nd October 2020.

Considering the suggestions in the report, the following decisions have been taken:-

- a, To construct disabled friendly toilets as early as possible
(Action: Fr. Bursar)
- b, To construct an open stage and basketball court. (Action: Fr. Bursar)
- c, To entrust Mr. Jomon (Economics) and Mr. Tomson Joseph (Commerce) to draft a strategic plan for three years and present before the next meeting
(Action: IOAC, Tomson Joseph)
- d, To expedite green audit, power audit, water audit, environmental audit, etc.
(Action: IOAC, Mr. Abhijith Divakaran)
6. To subscribe e-resources for the library. Action: Library Committee

7. To analyse weekly Department performance Report (Action: HODs)

2, To entrust Mr. Sunil Thomas to study possibilities for collaboration with NGOs.

The meeting expressed gratitude to the IQAC of Marian College Kuttikanem (Autonomous) for conducting the audit and submitting report.

Mr. Abin K. Marikosa proposed vote of thanks. The meeting ended at 4 pm.



13.10.2020

Sunil
Coordinator

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

Dr. V.V. Georgerkutty
Principal
Dr. V.V. GEORGERKUTTY
(M.Com, MBA M.Phil, Ph.D.)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

Notice

A meeting of IQAC will be held on 11th November 2020 Wednesday in IQAC Office at 2pm. All members of IQAC are requested to attend the meeting either offline or online on Google Meet platform.

Agenda:

1. Minutes and Action Taken Report
2. NAAC accreditation initiatives
3. Minutes of clubs/associations
4. Any other matter permitted by the Chair

5/11/2020

To: All members IQAC.




Principal


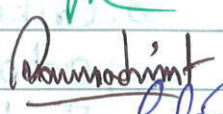










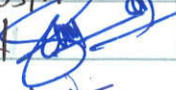

Dr. V.V. GEORGEKUTTY,
(M.Com, MBA M Phil, Ph.D)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

Minutes of the meeting of the IGAC held on 11th November 2020 in the IGAC office at 2pm.

Agenda:

1. Minutes and Action Taken Report
2. NAAC accreditation initiatives
3. Minutes of clubs/Associations
4. Any other matter permitted by the chair.

Members Attended: (Offline or online)

SINO	NAME	Designation	Signature
01	Dr. V.V. Georgekutty	Principal	
02	Fr. Tony Adukuzhiyil	Vice principal	
03	Fr. Jobin, Koonampalayil	Bursar	
04	Ms. Sheela S	Coordinator	
05	Mr. Tomson Joseph	Joint Coordinator 1	
06	Mr. Abin K. Markose	Joint Coordinator 2	
07	Mr. Abhijith K. Divakar	Member	
08	Ms. Sanitha R.	Member	
09	Mr. Tabin Sebastian	Member	
10	Mr. Sunil Thomas	Member	
11	Mr. Toy Augustine	Member	
12	Ms. Theertha T	Librarian	
13	Mr. V.G. Manoj kumar	Office Superintendent	
14	Ms. Nimmy Mary Mathews	Member	

The meeting commenced at 2pm.

Mr. Tomson Joseph welcome the members.

The meeting passed the minutes of the meeting held on 13.10.2020.

The following Action Taken Report presented by the Coordinator was also passed by

~~The meeting.~~

Action Taken Report:

1. Finalized the DCA syllabus incorporating suggestions of the expert committee.
2. Meeting of Cell to Excel was conducted online by the following Departments.
 - a. English Department.
 - b. Tourism Department.
 - c. Management Studies.
 - d. Commerce Department.
 - e. Economics Department.
 - f. Computer Science Department.
3. Criticism & leader submitted the data before 15th October.
4. Finalized the syllabus of Diploma in Logistics and Communicative English.
5. Mr. Tomson (Economics) and Mr. Tomson Joseph (Commerce) drafted a strategic plan for three years.
6. Environmental Audit was conducted.
7. Mr. Sunil Thomas had discussions with PDS (Poornima Development Society) for collaborative programmes.
8. HOD's analysed weekly Dept performance Report. (The following decisions have been taken)

1. To Place DCA syllabus in Academic Council. (Action: BITM HOD)
2. To further improve the drafted syllabus of logistics incorporating suggestions of the founder of MNC from UAE (Mr. C.M. Mathew) (Action: Mr. Akhil kumar)
3. To passed the draft strategic plan presented by Mr. Tomson (Action: IOAC)
4. To expedite the Power Audit within 10. to

15 days and to secure a 'Report (Action)

Mr. Abhijith K. Divakar

5. Decided to associate with Social Forestry Department in promoting Green Campus (Action: IQAC)
6. IQAC is recommended a college to sign MoU with Kovalmala Kingdom and Tabin Thomas is assigned to draft a Report of MoU. (Action: Mr. Tabin Thomas)
7. SSR will be presented in the next meeting.
8. To consider the minutes of the club and Associations in the next meeting (Action: IQAC)
9. Recommended to handover the minutes to IQAC. (Action: IQAC)

Mr. Abin K. Mankose Proposed

Vote of thanks. The meeting ended at 4pm.

11.11.2020

Abin
Coordinator

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



V.V. Georgekutty

Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D.)

PRINCIPAL

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

Notice

College Staff Council and IQAC

Joint Meeting on 18.12.2020

A joint meeting of the College Staff Council and Internal Quality Assurance Cell (IQAC) is arranged to be held online/offline on 18 Friday December 2020 at 2pm. Manager, Rev. Fr. Joby Vellaplackal has consented to attend the meeting. All members of the Council and IQAC are requested to join meeting on time. Coordinators of the Innovative Practices, WDC, NSS, NCC are also invited to attend the meeting.

Agenda:

1. Minutes of last meetings of Council and IQAC
2. Action Taken Reports
3. Internal Academic Audit
4. External Academic Audit
5. Current Year activities: Criteria-wise reports and documents
6. Lesson planner and Tutorial/Mentor record: evaluation and scheduling
7. SSR final draft
8. Status of reporting by programme coordinators
9. Internal marks of second semester students
10. Evaluation of online inter-collegiate fest by Departments
11. Evaluation of online classes of 4th and 6th semester students
12. Christmas celebration- Cantique De Noel
13. Any other matter the Chair permits.

12/12/2020

To: All members and coordinators as above

Copy to:

1. System Admn for necessary action
2. Office file



Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA M.Phil, Ph.D.)
PRINCIPAL

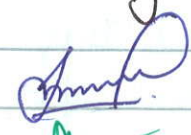
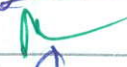
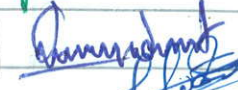




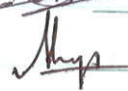
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labakkada

Minutes of the meeting of the IOAC held on 29th December 2020 in the IOAC office at 2pm.

Agenda :

1. Minutes of last meetings of Council & IOAC.
2. Action Taken Reports.
3. Internal Academic Audit.
4. External Academic Audit.
5. Current year activities: Categoric-wise reports and documents.
6. Lesson planner and Tutorial/Mentor record: evaluation and Scheduling.
7. SSR final draft.
8. Status of reporting by programme Coordinators.
9. Internal Marks of second semester students.
10. Evaluation of online inter-collegiate test by Departments.
11. Evaluation of online classes of 4th and 6th semester students.
12. Christmas Celebration - Cantique De Noel.
13. Any other matter the chair permits.

Members Attended: (Offline or Online)

SINO	NAME	Designation	Signature
01.	Rex. Fr. Joby Velleplackal	Manager.	
02.	Dr. V. V. Georgekutty	Principal	
03.	Fr. Tony Adurkuzhivil	Vice-principal	
04.	Fr. Jobin Koonampayal	Bursar-	
05.	Ms. Sheela S	Coordinator.	
06.	Mr. Tomson Joseph	Joint Coordinator	
07.	Mr. Abin K. Marikose	Joint Coordinator.	
08.	Mr. Abhijith K. Divakar	Member.	

09.	Ms. Sanitha R.	Member	SAB
10.	Mr. Tabin Sebastian (Thomas)	Member	plbia
11.	Mr. Sunil Thomas.	Member	
12.	Mr. Joy Augustine.	Member	
13.	Mr. Jobins Joy	HOD, Commerce	
14.	Ms. Priya K.	HOD, Management	
15.	Mr. Abhinand C.S.	HOD, BSM	
16.	Ms. Sobin Mathew	HOD, CS	
17.	Ms. Mini Mel Thomas	HOD, Economics	
18.	Mr. V. G. Manoj Kumar.	Office Superintendent	
19.	Ms. Nimmy Mary Mathew.	Member	

The meeting commenced at 2pm. Dr. V. V. Georgekutty welcome the members. The meeting passed the minutes of the meeting held on 11.11.2020.

The following Action Taken Report presented by the Coordinator was also passed by the meeting.

Action Taken Report:

1. Passed the DCA syllabus in the Academic Council.
2. Passed the syllabus of Diploma in Logistics and Communicative English. Start the classes from 10th January.
3. Passed the strategy plan presented by Mr. Tomson Joseph.
4. Energy Audit is in progress.
5. Met the Social Forestry Department and they said that so far they had not associated themselves with any college and

- could not give a reply in this regard.
- 6. MOU with Kovilmaala Kingdom is in progress
- 7. Copies of SSR have been sent to the Manager, the principal and Vice Principal.
- 8. Owing to the Christmas holidays, the club minutes could not be presented. It will be presented in the next meeting.
- 9. Webinar on organic Farming Conducted in Association with PDS
- 10. Periodicals renewed and e-resources purchased

The following Decisions have been taken:

1. To handover the minutes and reports of all clubs and associations to IGAC on or before 04.01.2021.
(Action: Secretaries / Coordinators)
2. To conduct Internal Academic Audit of all Departments during 12 to 16 January 2021 and to entrust Mr. Tomson Joseph to coordinate the conduct of Audit. (Action: Mr. Tomson Joseph and Coordinator, IGAC)
3. To conduct external academic audit during first week of February 2021. (Action: Coordinator, IGAC)
4. To conduct offline classes and Online classes as per the GO (RT.) No. 1609/2020/H.Edn. dated 23.12.2020 w.e.f. 04.01.2021; in the absence any other orders from the University; and to entrust HoDs do the needful to ensure facilities as per clause 3 of the GO. (Action: HoDs)
5. To direct students of VI sem BA English, BCom Cooperation, and BITM report on the Campus on 04.01.2021 at 10 am, 11 am and 12 noon respectively. Students of other VI sem UG & all PG classes have to report in the assigned classrooms at 8.30 am. (Action: HoDs)

6. To conduct regular classes during Saturdays.
(Action: HoDs)
7. To arrange hand-wash facilities at the entrance of the College also. (Action: Fr. Bursar)
8. To arrange interval time of the students in offline classes separate for UG and PG, in order to avoid any rush at washrooms.
(Action: Office Superintendent)
9. To consider the matter of providing College Bus service on a need-based manner.
(Action: Fr. Bursar)
10. To approve special allotment of classrooms for offline classes and inform students the details well in advance, in order to avoid any confusion on 4th morning (Action: HoDs)
11. To make necessary arrangements for the distribution of uniform cloth to students from 11 January onwards following a suitable schedule. (Action: Fr. Vice Principal)
12. To entrust Mr. Bineesh Joseph propose a scheme for the conduct of Arts Festival during the academic year. (Action: Mr. Bineesh Joseph)
13. To conduct the inauguration of the renovated pond and water supply project at Kovilimala Tribal Village on 01-01-2021 at 11 am on the project site. Mr. Albin Kurian, Mr. Ajumen, Ms. Minimal Thomas and Mr. Tibin Thomas are entrusted to video record, photograph, publicize and coordinate the programme respectively. The programme will be conducted under the supervision of Fr. Vice-Principal. (Action: Fr. Vice Principal)


14. To collect pending reports of programmes conducted from the teacher concerned within 24 hours.
(Action: HoD, Commerce and Joint Coordinator - IGAC)
 15. To continue submitting reports to IGAC within 10 days of the conduct of programmes. It is reported that 162 reports; out of 179 programmes; received by IGAC till date. (Action: Coordinators)
 16. To remind HoDs ensure examination applications of students are put up only as per the prevailing University orders/rules. (Action: HoDs)
 17. To submit reports/docs of current year activities, criteria-wise, to IGAC as per the schedule already issued. (Action: Criteria Coordinators)
 18. To submit mentor-mentee report to IGAC by all teachers on or before 07.01.2021. (Action: Coordinator, IGAC)
 19. To submit duly filled Tutorial Work Record to principal office, department-wise, on or before 08.01.2021. (Action: HoDs)
 20. To issue lesson Planner to teachers on 04.01.2021 and collect duly filled lesson planner on or before 27.01.2021 (Action: Coordinator - IGAC & OS)
 21. To submit final draft of the SSR on 08.01.2021. (Action: Coordinator - IGAC)
 22. To conduct minimum six more editions of Conflux of High-fliers during the academic year. (Action: Ms. Tiji Tom)
 23. To install workstations in the library for easy access of resources.
- The decisions are hereby implemented for information and further necessary action by all concerned.

The meeting placed on record


The sincere gratitude of the College to Rev. Fr. Wilto Mathew CSI for the selfless services rendered for the development of the College during the past three years, particularly for the smooth conduct of Online programmes during the pandemic period.

Fr. Tony Adukazhiyil proposed Vote of thanks. The meeting ended at 4 pm.

29/12/2020


Coordinator




Principal.

Dr. V.V. Georgekutty

(M.Com, MBA, M.Phil, Ph.D.)

PRINCIPAL

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

Notice

A meeting of IQAC will be held on 19th January 2021 Tuesday in IQAC Office at 2pm. All members of IQAC are requested to attend the meeting without fail.

Agenda:

1. Minutes of last meeting and Action Taken Report.
2. Analysis of Internal Academic Audit.
3. Analysis of Weekly Department Performance Reports.
4. Any other matter permitted by the Chair.

16/01/2021



(Handwritten Signature)
Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

To: All members IQAC

1	16/01/2021	16/01/2021	16/01/2021
2	16/01/2021	16/01/2021	16/01/2021
3	16/01/2021	16/01/2021	16/01/2021
4	16/01/2021	16/01/2021	16/01/2021
5	16/01/2021	16/01/2021	16/01/2021
6	16/01/2021	16/01/2021	16/01/2021
7	16/01/2021	16/01/2021	16/01/2021
8	16/01/2021	16/01/2021	16/01/2021
9	16/01/2021	16/01/2021	16/01/2021
10	16/01/2021	16/01/2021	16/01/2021
11	16/01/2021	16/01/2021	16/01/2021
12	16/01/2021	16/01/2021	16/01/2021
13	16/01/2021	16/01/2021	16/01/2021
14	16/01/2021	16/01/2021	16/01/2021
15	16/01/2021	16/01/2021	16/01/2021
16	16/01/2021	16/01/2021	16/01/2021
17	16/01/2021	16/01/2021	16/01/2021
18	16/01/2021	16/01/2021	16/01/2021
19	16/01/2021	16/01/2021	16/01/2021
20	16/01/2021	16/01/2021	16/01/2021

Minutes of the meeting of the IQAC held on 19th January 2021 in the IQAC office at 2pm.

Agenda:

1. Minutes of last meeting and Action Taken Report
2. Analysis of Internal Academic Audit
3. Analysis of Weekly Department Performance Report
4. Any other matter permitted by the chair.

Members Attended:

SINO	NAME	Designation	Signature
01	Rev. Fr. Joby Vellapalackal	Manages.	
02	Dr. V. V. Georgokutty	Principal	
03	Fr. Tony Adukuzhiyil	Vice-Principal	
04	Fr. Jobin Koonamparayil	Bursar	
05	Adv. Jomon K. George	Local Society Representative	
06	Ms. Sheela S	Coordinator	
07	Mr. Tomson Joseph	Joint Coordinator 1	
08	Mr. Abin K. Markose	Joint Coordinator 2	
09	Ms. Sanitha B.	Member	
10	Mr. Tibin Sebastian ^{Thom}	Member	
11	Mr. Sunil Thomas	Member	
12	Mr. Joy Augustine	Member	
13	Mr. Jobins Joy	HOD, Commerce	
14	Ms. Priya K.	HOD, Management	
15	Mr. Abhinand C.S	HOD, BTIM	
16	Mr. Sabin Mathew	HOD, CS	
17	Ms. Mini Mol Thomas	HOD, Economics	
18	Mr. V. G. Manoj Kumar	Office Superintendent	
19	Ms. Nimmy Mary Mathews	Member	
20	Mr. Boben Kurian	Student Representative	

The meeting commenced at 2pm.

Dr. V.V. Georgekutty welcome the members.

The meeting passed the minutes of the meeting held on 29.12.2020.

The following Action Taken Report presented by the Coordinator was also passed by the meeting.

Action Taken Report:

1. The minutes and reports of all clubs was handed over to I.O.A.C by 04/01/2021.
2. The Internal Academic Audit of all Departments were conducted. Mr. Tomson Joseph was the Coordinator of the same.
3. The College is following all the guidelines and G.O's provided by the university and the govt with regard to the conduct of classes.
4. Necessary instructions have been given to the H.O.D's with regard to the final year students to present themselves for offline classes by 8.30 AM and the necessary steps were taken with regard to Covid 19 protocol.
5. H.O.D's have made arrangements for classes both offline and online to be held during Saturdays.
6. Arrangements have been made for hand wash facilities.
7. The office Superintendent has seen to it that there are different timings of intervals for both P.G/U.G students so that the Verandas and other public places are not overcrowded.
8. Arrangements have been made for bus facilities.
9. The H.O.D's has made all arrangements for offline classes to be conducted without confusion on 04/01/2021. Special allotment of classes were approved.
10. Arrangements were made by the Vice Principal for the distribution of Uniform, the procedure, not in any way

- affecting the learning & teaching process.
11. Mr. Binesh Joseph has been entrusted with the duty of conducting the College Arts Festival for the Academic year 2020-21.
 12. The inauguration of the renovated Pond & water supply project at Konimala Tribal Village was conducted at 11 AM on 01/01/2021. The whole programme was video recorded, photographed and adequate publicity given to the whole programme.
 13. All the pending reports & programmes were collected from the teachers.
 14. Submitting the reports to the SOAC within 10 days of conducting the programme was made mandatory.
 15. Criteria Coordinators have been instructed to submit reports/documents etc. Criteria-wise and this has been accomplished.
 16. Mentor-Mentee reports have been submitted before 07/01/2021.
 17. Tutorial work records have been submitted to the Principal.
 18. Lesson plans were issued to teachers and the same were collected.
 19. Updated draft of the SSR was submitted.
 20. Workstations are installed in the library for easy access of e-resources for the students.

The following decisions have been taken.

1. To give an orientation programme to the newly appointed teachers. (Action: Principal)
2. Departmentwise assessment of the teaching learning process in the wake of the University results (Action: HOD's)

3. To give an awareness programme about "swayam" an Online Education platform of MHRD (Action: IQAC)
4. To evaluate and analyze weekly Department performance reports and submit to IQAC (Action: IQAC)
5. Methods to improve the quantity and quality of results (Action: Principal)

The decisions are hereby implemented for information and further necessary action by all concerned.

Fr. Tony Adukuzhiyil proposed Vote of thanks. The meeting ended at 4pm

19/01/2021

[Signature]
Coordinator



[Signature]
Principal

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

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D.)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

INTERNAL QUALITY ASSURANCE CELL

Notice

A meeting of IQAC will be held on 18th February 2021 Thursday in IQAC Room at 2.30pm. All members of IQAC and criteria leaders are requested to attend the meeting.

Agenda:

1. Minutes of last meeting and Action Taken Report
2. Analysis of External Audit reports
3. Analysis of Weekly Department Performance Reports.
4. Any other matter permitted by the Chair

17/02/2021

To: All members IQAC



[Handwritten Signature]
Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

Minutes of the meeting of the IOAC held on 18th February 2021 in the IOAC office at 2pm.

Agenda:

1. Minutes of the meeting and Action Taken Report
2. Analysis of External Academic Audit
3. Analysis of Weekly Department performance reports
4. Any other matter permitted by the chair.

Members Attended:

SINO	NAME	Designation	Signature
01	Rev. Fr. Joby Vellapackal	Manager	
02	Dr. V.V. Georgekutty	Principal	
03	Fr. Tony Adukuzhiyil	Vice-principal	
04	Ms. Sheela S	Coordinator	
05	Mr. Tomson Joseph	Joint Coordinator	
06	Mr. Abin K. Markose	Joint Coordinator	
07	Ms. Anju Varkey	Member	
08	Ms. Sanitha R.	Member	
09	Mr. Tibin Thomas	Member	
10	Mr. Sunil Thomas	Member	
11	Mr. Joy Augustine	Member	
12	Ms. Theertha T	Member	
13	Ms. Binila Mol Sabu	Criteria 1 leader	
14	Ms. Chinnu Mary Joseph	Criteria 3 leader	
15	Mr. Tejin Joseph	Criteria 4 leader	
16	Mr. Binesh Joseph	Criteria 5 leader	
17	Mr. Jvin Maria Mathew	Criteria 6 leader	
18	Mr. Ajith Bon George	Criteria 7 leader	
19	Mr. V.G. Manoj Kumar	Office Superintendent	
20	Ms. Nimmy Mary Mathews	Member	

The meeting commenced at 2 pm. Dr. V.V. Georgekutty welcome the members. The meeting passed the minutes of the meeting held on 19.01.2021.

The following Action Taken Report presented by the Coordinator was also passed by the meeting.

Action Taken Report:

1. The External Audit was conducted on 13/02/2021. A peer team consisting of Fr. Anesh Angadiyath and Mr. Ajay Joseph Bharath Matha College visited the College on 13/02/2021 met the IBAC and also visited the different departments, library, laboratory and interacted with the staff.
02. A orientation programme was conducted on 5th February 2021 for the newly appointed teachers by Dr. V.V. Georgekutty, Principal.
03. Each Department was asked to evaluate the University Exam Results and to make a comparative study of the same.
04. Each Department was asked to revise their Remedial classes so that there is improvement in Results.
05. Weekly Department performance Reports have been analysed and approved by the principal and IBAC.

The following Decisions have been taken:

01. To give an awareness programme about

- "Swayam", an Online Education Platform of MHRD (Action: Ms. Sreedevi, JPM IEC, Coordinator)
02. Decided to implement Teachers Performance Report (Action: Mr. Joy Augustine, Dept of Economics)
 03. Ms. Binilamal Sabu, Dept of English was entrusted with the duty of collecting the feedback from all stakeholders (Action: Ms. Binilamal Sabu)
 04. Decided to constitute a committee for 'Add on Courses' Sulu V. Thampi was appointed as the Convenor (Action: Sulu V. Thampi)
 05. Decided to conduct staff meeting to study and analyze the External & Internal Audit Report. (Action: Principal)
 06. To evaluate and analyze weekly Department performance reports and submit to IQAC. (Action: IQAC)
 07. Decided to hold IQAC meeting every 2nd Thursday (Action: IQAC Coordinator)

The decisions are hereby implemented for information and further necessary action by all concerned.

Mr. Joy Augustine proposed vote of thanks. The meeting ended at 4pm.

18.02.2021

[Signature]
Coordinator



[Signature]
Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, 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

INTERNAL QUALITY ASSURANCE CELL

Notice

A meeting of IQAC will be held on 4th March 2021 Thursday in IQAC Office at 2.30pm. All members of IQAC are requested to attend the meeting without fail.

Agenda:

1. Minutes of last meeting and Action Taken Report.
2. Best practices of IQAC.
3. Any other matter permitted by the Chair.

01/03/2021

To: All members IQAC



Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D.)

PRINCIPAL

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



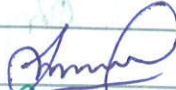
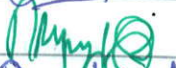
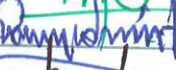


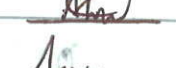


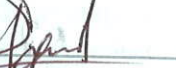




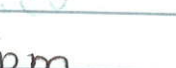
Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D.)
Principal
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada

Minutes of the meeting of the IOAC held on 4th March 2021 in the IOAC office at 2pm.

Agenda :

1. Minutes of last meeting and Action Taken Report.
2. Best practices of IOAC.
3. Any other matter permitted by the Chair.

Members Attended :

SINO	Name	Designation	Signature
01.	Rev. Fr. Joby Vellapalackal	Manager	
02.	Dr. V.V. Georgekutty	Principal	
03.	Fr. Tony Adukuzhiyil	Vice Principal	
04.	Ms. Sheela S	Coordinator	
05.	Mr. Tomson Joseph	Joint Coordinator	
06.	Mr. Abin K. Marikose	Joint Coordinator	
07.	Ms. Anju Varkey	Member	
08.	Ms. Santha R.	Member	
09.	Mr. Tabin Thomas	Member	
10.	Mr. Sunil Thomas	Member	
11.	Mr. Joy Augustine	Member	
12.	Ms. Irin Maria Mathew	Criteria 6 leader	
13.	Mr. V.G. Manoj Kumar	Office Superintendent	
14.	Ms. Nimmy May Mathew	Member	

The meeting commenced at 2pm. Mr. Tomson Joseph welcome the members. The meeting passed the minutes of the meeting held on 18.02.2021.

The following Action Taken Report

presented by the Coordinator was also passed by the meeting.

Action Taken Report:

01. Draft of Faculty Diary prepared and approved for presenting.
02. Add-on Course Committee formed and first meeting held.
03. Presented External & Internal Audit Reports in the staff meeting held on 23/01/2021.
04. So far every 2nd Thursday of every month we have held IQAC meeting.
05. Weekly Department performance Reports for the month of February were analysed.

The following decisions have been taken:

01. Decided to finalise feedback forms for Stakeholders within 4 days (Action: Binilamol Sabu)
02. Decided to collect the details of Teachers registered on swayam portal for various courses.
(Action: Ms. Ivin Maria George, Dept. of Economics)
03. Decided to conduct a workshop Teaching and Non Teaching staff regarding PF/ESI.
(Action: Mr. Sunil Thomas)
04. To conduct a workshop on Academic publishing for College Teachers under the auspicious of JPM Teachers Empowerment cell.
(Action: Ms. Theertha T)

05. Decided to conduct a workshop on statistical and software packages for Research in March 2021 as an initiative of JPM Teacher Empowerment Cell

(Action: Sree Devi, JPM Tec)

06. Decided to conduct a Criteria leaders meeting on 5th March 2021 at 12 noon to identify the pending documents

(Action: IQAC Coordinators)

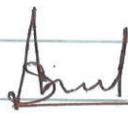
07. Decided to conduct final External Audit by the end of March.

08. The Department of Economics was suggested to compensate the sessions not engaged

The above decisions have been informed to all concerned for necessary actions

Mr. Joy Augustine proposed Vote of thanks. The meeting ended at 4pm

04-03-2021


Coordinators

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





Principal
Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D.)

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

40

Notice

A meeting of IQAC will be held on 25th March 2021 Thursday in IQAC office at 2.30pm. All members of IQAC are requested to attend the meeting.

Agenda:

1. Minutes of last meeting and Action Taken Report
2. Best Practice-1 JPM Teacher Empowerment Cell.
3. Best Practice-2 Analysis of Weekly Department Performance Reports.
4. Criteria wise Documentation Evaluation and SSR.
5. NAAC Application scheduling.
6. Any other matter permitted by the Chairman.

22/03/2021

To: All members IQAC



Principal

Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D)

PRINCIPAL

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

Minutes of the meeting of the IGAC held on
25th March 2021 in the IGAC office at 2:30pm.

Agenda:

1. Minutes of last meeting and Action Taken Report
2. Best practice - 1 JPM Teacher Empowerment Cell
3. Best Practice - 2 Analysis of weekly Department Performance Reports
4. Criteria wise Documentation Evaluation and SSR
5. NAAC Application Scheduling
6. Any other matter permitted by the chairman

Members Attended:

SINO.	NAME	Designation	Signature
01	Rev. Fr. Joby Vellapackal	Manager	
02	Dr. V.V. Georgekutty	Principal	
03	Fr. Tony Adukazhiyil	Vice principal	
04	Ms. Shalee S	Coordinator	
05	Mr. Tomson Joseph	Joint Coordinator 1	
06	Mr. Abin K. Marose	Joint Coordinator 2	
07	Ms. Anju Varkey	Member	
08	Ms. Sanitha R.	Member	
09	Mr. Tibin Sebastian	Member	
10	Ms. Sree Devi Gopal	JPM TEC coordinator	
11	Mr. Joy Augustino	Member	
12	Ms. Theertha T	Member	
13	Ms. Ivin Maria Mathew	Criteria 6 leader	
14	Mr. V.G. Manoj Kumar	Office Superintendent	
15	Ms. Nimmy Mary Mathew	Member	

The meeting commenced at 2:30 pm.
Mr. Joy Augustine welcome the members.

The meeting passed the minutes of
the meeting held on 04-03-2021.

The following Action Taken Report
presented by the Coordinator was also passed
by the meeting.

Action Taken Report:

01. Feedback form drafted and uploaded on the website.
02. Collected the details of teachers who have registered with Swayam.
03. Conducted workshop on ESI/PE by Mr. Sunil Thomas for Teaching and non teaching on 16/03/2021.
04. Workshop on Academic publishing for teachers of the College under the auspices of JPM TEC is scheduled to be held on 16/04/2021.
05. A workshop on Statistical and Software Packages for Research was conducted on 19/03/2021.
06. A meeting of Criterion leaders was conducted on 5th March to assess the progress.
07. The sessions not engaged were compensated by the Department of Economics.

The following decisions were taken:

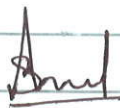
01. To conduct a workshop on National Education policy in April 2021.
02. To prepare the Annual Report of JPM Teacher Empowerment Cell to be submitted to JCAE on

or before 20/04/2021.

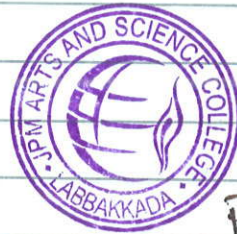
03. Decided to conduct an Analysis of Weekly Report.
04. Decided to submit final draft of SSR on 20th April 2021.

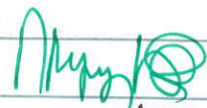
The above decisions have been informed to all concerned for necessary action.
Mr. Tomson Joseph proposed a Vote of thanks. The meeting ended at 4.30 pm.

25.03.2021


Coordinator

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




Principal
Dr. V.V. GEORGEKUTTY
(M.Com, MBA, M.Phil, Ph.D.)
PRINCIPAL
JPM ARTS AND SCIENCE COLLEGE
Kanchiyar P.O., Labbakkada