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

Principal

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

02.7.2020

To: All members

JPM ARTS AND SCIENCE COLLEGE · 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 Vellaplackal	Manager	
2.	Dr. V.V. Georgekutty	Principal	
3.	Ms. Sheela S	IQAC Coordinator	
4.	Mr. Abhijith K. Divakar	Member	
5.	Ms. Sanitha 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 Vellaplackal 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 20/07/2020 to 22/07/2020 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 PTA 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, Abhijith K. Divakar, Sanitha R, Tibin Sebastien, Sunil Thomas, Joy Augustine, Librarian, office Superintendent, Nimmy Mary Mathews as Members. External experts, such as a representative of alumini, entrepreneur/planter, 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 Manager.

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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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

6

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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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

Minutes of the meeting of the IQAC 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.

SI NO.	NAME	Designation	Signature
1.	Dr. V.V. Georgekutty	Principal	
2.	Fr. Tony Adukuzhiyil	Vice-Principal	
3.	Fr. Jobin Kounamparayil	Bursar	
4.	Ms. Sheela 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. 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 planner 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 IQAC 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. IQAC has been recontituted. Actions to expand

IQAC 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 DCA before September 15th 2020 (Action: HOD in Consultation with principal)
3. To conduct Orientation for NAAC first Accreditation from 9th September. IQAC members are expected to attend all sessions. (Action: IQAC)
4. To Complete documentation for faculty exchange program before the end of this semester. (Action: Bursar)
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 'cell to Excel' in all classes to encourage high learners for higher achievements (Action: HOD's)
6. To Conduct Departmentwise PTA meeting online before 30th September 2020 (Action: HOD's)
7. To Conduct online Inter Collegiate test by all Departments on or before December 2020 (Action: HODs)
8. To Draft SSR from 2016-17 onwards within 30 working days (Action: IQAC Coordinator)
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. Akhilkumar M to study and report (Action: IQAC)
10. To adopt following three innovative practices for

the College

(i) 'Conflux of High flies' with the vision of 'Unveiling the journey of life inspiring generations' Mr. Abhijith K. Divakar is entrusted with the duty to Co-ordinate 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 Pariyojana' (MGSSNP) with the vision of enpowering students, parents, women and farmers. Ms. Sanitha R is entrusted with the duty to Coordinate the programme. Ms. Sanitha R together with Ms. Minimol 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 Kovilmala Tribal kingdom' An integrating Mission of JPM with a vision of Holistic Development of the Village.

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

(Action: Tibin Thomas)

Meeting decided to

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

The meeting ended at 2pm.

26/08/2020

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

JPM ARTS AND SCIENCE COLLEGE 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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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

SI NO	NAME	Designation	Signature
1.	Dr. V.V. Georgekutty	Principal	
2.	Fr. Tony Adukuzhiyil	Vice-principal	
3.	Fr. Jobin Koonamparayil	Bursar	
4.	Ms. Shoola 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. Saritha 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 session 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:-

S.NO	Date	class
01	09/09/2020	2nd BA
02	11/09/2020	3rd BA
03	14/09/2020	3rd B.Com Cooperation
04	15/09/2020	3rd B.Com Finance & Taxation
05	16/09/2020	3rd B.Com Computer Application
06	17/09/2020	2nd B.Com Finance & Taxation
07	17/09/2020	2nd B.Com Cooperation
08	18/09/2020	2nd B.Com Computer Application
09.	24/09/2020	2nd BBA
10.	25/09/2020	3rd BBA
11.	09/09/2020	2nd BCA.
12.	11/09/2020	3rd BCA.
13.	11/09/2020	2nd Msc
14.	06/09/2020	2nd BTTM.
15.	13/09/2020	3rd BTTM.

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 Fenster 2k20 November 25th to

27th November 2020.

e, BTM Department Explorica 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 Shakthikaran Nutan Pariyojana' (MGSSNP) for empowering students, parents women & farmers.

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

The following decisions have been taken:-

1. 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, IQAC)

Action Plan

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

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

11.	Academic Audit	Academic Audit by External Experts.	February 2020	Joint Coordinator IQAC.
12.	Website	Website Renovation	December 2020	Joint Coordinator
13.	Performance Appraisal System	Appraisal System for Teaching and Non-Teaching staff.	February 2021	IQAC Joint Coordinator
14	SSR	SSR Report preparation.	3rd Week of Feb. 2021	Coordinator, IQAC
15	Workshop for Teachers.	Research paper publications	January 2021	Coordinator IQAC.
16.	Internal Audit	Academic Audit by external experts.	Mar-April 2021	Coordinator IQAC.
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 IQAC.
19.	NAAC First Accreditation	Apply for First Accreditation	April-May 2021	Coordinator IQAC

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 IQAC meeting. (Action: Members from Dept in Consultation wit 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, IQ

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 1/10/2020. (Action: Coordinator, IQAC)

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

28.9.2020 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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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

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

Agenda:

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

Members Attended: (Offline or Online)

SI NO	NAME	Designation	Signature
01	Dr. V.V. Georgekutty	Principal	
02	Fr. Tony Adukuzhiyil	Vice principal	
03	Fr. Jobin Kounamparayil	Bursar	
04.	Ms. Sheela S	Coordinator	
05	Mr. Tomson Joseph	Joint Coordinator1	
06.	Mr. Abin K. Markose	Joint Coordinator2	
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 'call to Excel' in all classes.
4. PTA meeting was conducted online for the following PG classes.

   a, II M.Com A 07/10/2020 @ 9.30 am.
   b, II M.Com B 08/10/2020 @ 9.30 am.
   c, II 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: Literary 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, BTTM 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: BTTM 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 IQAC. (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 take:-

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: IQAC, Tomson Joseph)

d, To expedite green audit, power audit, water audit, environmental audit, etc. (Action IQAC, Mr Abhijith Divakar)

6. To subscribe e-resources for the library. Action (Library Committee)

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

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

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

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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

13.10.2020

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

24

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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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 11th November 2020 in the IQAC 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)

SI NO	NAME	Designation	Signature
01	Dr. V.V. Georgekutty	Principal	
02.	Fr. Tony Adukuzhiyil	Vice principal	
03.	Fr. Jobin Koonamparayil	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. Tibin Sebastian	Member.	
10.	Mr. Sunil Thomas	Member.	
11.	Mr. Joy Augustine	Member.	
12.	Ms. Theertha T	Librarian.	05/11/2020
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 suggestion 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. Criterion 1 leader submitted the data before 15th October.
4. Finalized the syllabus of Diploma in Logistics and Communicative English.
5. Mr. Jomon (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 (Poormedu 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: IQAC)
4. To expedite the Power Audit within 10 to

15 days and to secure a Report (Action : Mr. Abhijith K. Diwakar)

5. Decided to associate with social forestry Department in promoting Green Campus (Action : IQAC)

6. IQAC is recommended a College to sign MOU with Kovilmala kingdom and Tibin Thomas is assigned to draft a Report of MOU. (Action : Mr. Tibin 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. Markose Proposed Vote of thanks. The meeting ended at 4pm.

11.11.2020

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

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

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 and coordinators as above

Copy to:

1. System Admn for necessary action
2. Office file

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

Agenda:

1. Minutes of last meetings of Council & IQAC.
2. Action Taken Reports.
3. Internal Academic Audit.
4. External Academic Audit.
5. Current year activities: Criterion-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.

Members Attended: (Offline or Online)

SI NO	NAME	Designation	Signature
01.	Rev. Fr. Joby Vellaplackal	Manager.	
02.	Dr. V. V. Georgekutty	Principal	
03.	Fr. Tony Adukuzhiyil	Vice principal	
04.	Fr. Jobin Koonampaayil	Bursar.	
05.	Ms. Sheela S	Coordinator.	
06.	Mr. Tomson Joseph	Joint Coordinator 1	
07.	Mr. Abin K. Markose	Joint Coordinator 2.	
08.	Mr. Abhijith K. Divakar	Member.	

09.	Ms. Sanitha R.	Member.	
10.	Mr. Tibin Sebastian (Thomas)	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, BITM.	
16.	Mr. Sobin Mathew	HOD, CS.	
17.	Ms. Mini Mol 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 Kovilmala 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 IQAC 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, IQAC)
3. To conduct external academic audit during first week of February 2021. (Action: Coordinator, IQAC)
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 Jose
13. To conduct the inauguration of the renovated pond and water supply project at Kovilmala Tribal Village on 01-01-2021 at 11 am on the project site. Mr. Albin Kurian, Mr. Ajumen, Ms. Minimol 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 - IQAC)

15. To continue submitting reports to IQAC within 10 days of the conduct of programmes. It is reported that 162 reports; out of 179 programmes; received by IQAC 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 IQAC as per the schedule already issued. (Action: Criteria Coordinators)

18. To submit mentor-mentee report to IQAC by all teachers on or before 07.01.2021. (Action: Coordinator, IQAC)

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 - IQAC & OS)

21. To submit final draft of the SSR on 08.01.2021. (Action: Coordinator - IQAC)

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 e-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. Witto Mathew CST 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

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

JPM ARTS AND SCIENCE COLLEGE 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

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

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 Reports
4. Any other matter permitted by the chair.

Members Attended:

SI.No	NAME	Designation	Signature
01	Rev. Fr. Joby Vellaplackal	Manager.	
02.	Dr. V.V Georgekutty	Principal.	
03.	Fr. Tony Achukuzhiyil	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 R.	Member.	
10.	Mr. Tibin ~~Sebastian~~ Thomas	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, BTTM.	
16.	Mr. Sobin 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 IQAC 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 Verandhas and other public places are not over crowded.
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 Kovilmala 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 IQAC within 10 days of conducting the programme was made mandatory.

15. Criteria Coordinators have been istructed to submit reports / documents etc. Criteriawise and this has been accomplished.

16. Mentor-Mentee reports have been submited before 07/01/2021.

17. Tutorial work records have been submited to the Principal.

18. Lesson planes were issued to teachers and the same were collected.

19. Updated draft of the SSR was submited.

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 assesment 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

Coordinator

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

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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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

Principal

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

To: All members IQAC

Minutes of the meeting of the IQAC held on 18th February 2021 in the IQAC 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:

S.NO	NAME	Designation	Signature
01	Rev. Fr. Joby Vellaplackal	Manager	
02.	Dr. V.V. Georgekutty	Principal	
03.	Fr. Tony Adukuzhiyil	Vice-principal	
04.	Ms. Sheela S	Coordinator	
05.	Mr. Tomson Joseph	Joint Coordinator 1	
06.	Mr. Abin K. Markose	Joint Coordinator 2	
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 Saby	Criteria 1 leader	
14.	Ms. Chinnu Mary Joseph	Criteria 3 leader.	
15.	Mr. Tojin Joseph	Criteria 4 leader.	
16.	Mr. Binesh Joseph	Criteria 5 leader.	
17.	Mr. Irin Maria Mathew	Criteria 6 leader.	
18.	Mr. Ajith Ben 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. Anoosh Angadiyath and Mr. Ajay Joseph Bharath Mathe College visited the College on 13/02/2021 met the IQAC 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 IQAC.

The following Decisions have been taken:

01. To give an awareness programme about

"Swayam", an Online Education Platform of MHRD (Action: Ms. Sree Devi, JPM IEC, Coordinator)

02. Decided to implement Teachers Performance Report (Action: Mr. Joy Augustine, Dept of Economics)

03. Ms. Binilamol Saby, Dept of English was entrusted with the duty of collecting the feedback from all stakeholders (Action: Ms. Binilamol Saby)

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

Coordinator

Principal

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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

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

Agenda :

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

Members Attended.

SI NO	Name	Designation	Signature
01.	Rev. Fr. Joby Vellaplackal	Manager	
02.	Dr. V.V. Georgekutty	Principal	
03.	Fr. Tony Adukuzhiyil	Vice Principal	
04.	Ms. Sheela S	Coordinator	
05.	Mr. Tomson Joseph	Joint Coordinator 1	
06.	Mr. Abin K. Markose	Joint Coordinator 2	
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. Irin Maria Mathew	Criteria 6 Leader	
13.	Mr. V.G. Manoj Kumar	Office Superintendent	
14.	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 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 Critical Lea
02. Decided to collect the details of teachers registered on swayam portal for various courses.
(Action: Ms. Irin 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 Teacher 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 Coordinator)

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

Coordinator

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

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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

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

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

Agenda:

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

Members Attended:

SI NO.	NAME	Designation	Signature
01	Rev. Fr. Joby Vellaplackal	Manager.	
02.	Dr. V.V. Georgekutty	Principal.	
03.	Fr. Tony Adukuzhiyil	Vice principal	
04.	Ms. Sheela S	Coordinator.	
05.	Mr. Tomson Joseph	Joint Coordinator1	
06.	Mr. Abin K. Markose	Joint Coordinator2	
07.	Ms. Anju Varkey	Member.	
08.	Ms. Sanitha R	Member.	
09.	Mr. Tibin Sebastian	Member.	
10.	Ms. Sree Devi Gopal	IPM TEC Coordinator.	
11.	Mr. Joy Augustine	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 Mathews	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/PF 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 auspicious of IPM 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 IPM Teachers Empowerment Cell to submitted to IQAC 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

JPM ARTS AND SCIENCE COLLEGE LABBAKKADA

Principal

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