

# **PEET MEMORIAL TRAINING COLLEGE, MAVELIKARA**

## **MINUTES OF IQAC MEETINGS 2016-2017**

**IQAC Meeting 25/07/2016**

**Venue Principal's Chamber Time. 2.00 PM**

### **Members attended**

1. Prof. Koshy Ninan (Bursar)
2. Dr.Jibby George (Principal)
3. Prof. Abraham Thomas
4. Dr. Ashok Alex Philip
5. Dr.Mariamamma Mathew ( IQAC Co ordinator)
6. Dr. Sony Mary Varghese
7. Smt. Alie Molly Varghese
8. Smt. Mumthas S.
9. Dr.Velayudhan Nair T.
- 10.. Sri. Tony Cheriyan
11. Smt. Mariamma Verghese (Office Superintendent)
- 12.Smt.Mini Mariam John (School representative)
- 13.Sri. Aji M. (Alumni Representative)
- 14.Smt.Leela Abhilash (Local body Representative)
15. Mr.Samson Y.John (Student Representative)

The meeting started with a prayer. And welcome was delivered by Dr. Mariamma Mathew, IQAC Convenor.

## **Agenda of the Meeting**

1. Discussion on the plan of Action for the academic Year 2016-2017
2. Assessment and Approval of AQAR for the Year 2015-2016
3. Discussion on Accreditation Activities.
4. Planning to celebrate Hiroshima day and Workshop on Research Methodology

## **Minutes of the Meeting**

1. The meeting chalked out plans for the Academic year 2016-2017, to be imparted in a more systematic way.
2. The meeting discussed and analysed about the NAAC visit ,their comments and suggestions
3. The meeting decided to organize a Student Empowerment Programmes as a post accreditation step.

Vote of thanks was proposed by Smt. Alie Molly Verghese.

Next meeting to be held on September.

## **IQAC Meeting 10/08/2016**

**Venue Principal's Chamber Time. 2.00 Pm**

### **IQAC Members Attending**

#### **Members attended**

1. Prof. Koshy Ninan (Bursar)
2. Dr.Jibby George (Principal)
3. Prof. Abraham Thomas
4. Dr. Ashok Alex Philip
5. Dr.Mariamamma Mathew ( IQAC Co ordinator)
6. Dr. Sony Mary Varghese
7. Smt. Alie Molly Varghese
8. Smt. Mumthas S.
9. Dr.Velayudhan Nair T.
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- 12.Smt.Mini Mariam John (School representative)
- 13.Sri. Aji M. (Alumni Representative)
- 14.Smt.Leela Abhilash (Local body Representative)
15. Mr.Samson Y.John (Student Representative)

The meeting started with a prayer. And welcome was delivered by Dr. Mariamma Mathew, IQAC Convenor.

### **Agenda of the Meeting**

1. Independence Day Celebration
2. Campus Cleaning
3. Student Empowerment Programme

Meeting started with a silent prayer. IQAC Co-ordinator welcomed the members to the meeting, and presented the agenda of the meeting. Principal Dr. Jibby George initiated the discussion.

### **Minutes of the meeting**

1. A detailed Plan of Action was chalked out for the upcoming Independence Day celebration. The principal called up on staff members to give necessary support especially Optional teachers in bringing out varied programmes of high quality. The whole pupil participations should be ensured. The main items of the day celebrations include, Rally Quiz Competitions, National Song Competitions, Tableau.

2. It was decided to conduct campus cleaning. The students were divided in to five groups and provide separate space for cleaning. After the programme a small refreshment was arranged for the students. Principal assigned duties for optional teachers and general teachers with this regard.

3. A Skill Development workshop was decided to conduct for B.Ed students.

4. Visit to freedom fighters monuments

### **Action taken Report**

On the basis of the meeting held on 10/08/2016 the Independence Day Celebration was conducted in a marvellous manner. And the students very neatly cleaned the campus on 27/08/ 2016. A skill development workshop was conducted at 20/08/2016.

## **IQAC Meeting 2/09/2016.**

**Venue Principal's Chamber Time. 10.Am**

### **Members attended**

1. Prof. Koshy Ninan (Bursar)
2. Dr.Jibby George (Principal)
3. Prof. Abraham Thomas
4. Dr. Ashok Alex Philip
5. Dr.Mariamamma Mathew ( IQAC Co ordinator)
6. Dr. Sony Mary Varghese
7. Smt. Alie Molly Varghese
8. Smt. Mumthas S.
9. Dr.Velayudhan Nair T.
- 10.. Sri. Tony Cheriyan
11. Smt. Mariamma Verghese (Office Superintendent)
- 12.Smt.Mini Mariam John (School representative)
- 13.Sri. Aji M. (Alumni Representative)
- 14.Smt.Leela Abhilash (Local body Representative)
15. Mr.Samson Y.John (Student Representative)

### **Agenda of the Meeting**

Preparation of activities in connection with

1. Onam Celebration
2. Teachers Day Celebration
3. Food Fest

The meeting started with silent prayer. Principal Dr. Jibby George addressed the audience and presented the agenda for the discussion.

The main agenda of the meeting was preparation of a plan of Action for the Teachers Day celebration followed by Onam Celebration and Food Fest. Student Advisors was assigned the duty to implement various activities that could brought out the spirit of teachers in the trainees.

### **Action taken Report**

On the basis of the decisions taken on the previous meeting the following activities were conducted in the college.

5/09/2016 Teachers Day Celebration

9/09/2016 Onam Celebrations

27/09/2016 Food Fest

## **IQAC Meeting 1/12/2016**

**Venue Principal's Chamber Time. 2.00 PM**

### **Members attended**

1. Prof. Koshy Ninan (Bursar)
2. Dr.Jibby George (Principal)
3. Prof. Abraham Thomas
4. Dr. Ashok Alex Philip
5. Dr.Mariamamma Mathew ( IQAC Co ordinator)
6. Dr. Sony Mary Varghese
7. Smt. Alie Molly Varghese
8. Smt. Mumthas S.
9. Dr.Velayudhan Nair T.
- 10.. Sri. Tony Cheriyan
11. Smt. Mariamma Verghese (Office Superintendent)
- 12.Smt.Mini Mariam John (School representative)
- 13.Sri. Aji M. (Alumni Representative)
- 14.Smt.Leela Abhilash (Local body Representative)
15. Mr.Samson Y.John (Student Representative)

The meeting started with a prayer. And welcome was delivered by Dr. Mariamma Mathew, IQAC Convenor.

### **Agenda of the Meeting**

- Human Rights Day Celebration
- Conduct of PTA Meeting
- Christmas Celebration
- National Youth day
- Eco restoration programme

The meeting started with Silent prayer. Principal addressed the participants and call up on the faculty members for collective and speedy action for the fruitful conduct of the programme.

The varied items to be conducted in the month of December is listed out for the same.

- Human Rights Day should be celebrated on December 10. Planned to conduct various programmes related with the same.
- P.T.A meeting should be conducted for making the parents aware of the various programmes conducted in the college.
- Christmas Celebration should be conducted before the closing of Christmas Holidays.

### **Action taken Report**

10/12/2016 Human Rights Day Celebration

17/12/2016 P.T.A Meeting

23/12/2016 Christmas Celebration

## **IQAC Meeting 4/01/2017**

**Venue Principal's Chamber Time. 2.00 PM**

### **Members attended**

1. Prof. Koshy Ninan (Bursar)
2. Dr.Jibby George (Principal)
3. Prof. Abraham Thomas
4. Dr. Ashok Alex Philip
5. Dr.Mariamamma Mathew ( IQAC Co ordinator)
6. Dr. Sony Mary Varghese
7. Smt. Alie Molly Varghese
8. Smt. Mumthas S.
9. Dr.Velayudhan Nair T.
- 10.. Sri. Tony Cheriyan
11. Smt. Mariamma Verghese (Office Superintendent)
- 12.Smt.Mini Mariam John (School representative)
- 13.Sri. Aji M. (Alumni Representative)
- 14.Smt.Leela Abhilash (Local body Representative)
15. Mr. Samson Y. John (Student Representative)

The meeting started with a prayer. And welcome was delivered by Dr. Mariamma Mathew, IQAC Convenor.

### **Agenda of the Meeting**

- Republic Day Celebration
- Traffic Awareness Programme
- Value education class
- Annual Alumni Meet
- Annual Athletic Meet
- Placement training
- Workshop on College library management

The meeting started with silent prayer. IQAC Co-ordinator extended a welcome to the participants . Principal Dr. Jibby George addressed the audience.

- It was decided to conduct the various programmes mentioned in the agenda.
- The Republic day must be celebrated upholding the motto of National Integration.
- An Awareness Programmes on Traffic Rules and Road safety awareness should be provided to the inmates of the Institution.
- The meeting planned to conduct Nature Camp to Pampadumsholai, Munnar
- Planned to organize the Alumni meet “Sneha Sangamam” on February Second Saturday 11/02/2017.
- Preparation should be done for the conduct of Annual Athletic Meet 2017.

#### **Action taken report**

- 26/01/2017 Republic Day Celebration
- 27/01/2017 Traffic Awareness Programme
- 28/01/2017 to 30/01/2017 Nature Camp
- 11/02/2017 Alumni Meet
- 18/02/2017 Annual Athletic Meet