

Minutes of the meeting held on 8th June, 2016 in the Principal Chamber at 11:15 am.

### Agenda:

- 1) Preparation of Academic Calendar
- 2) Planning the activities for the whole academic year.
- 3) Distribution of Teachers' diary.
- 4) Formation of various committees.
- 5) Distribution of Students' Profile to the newly admitted students.

### Members Present:

1. Abdul Jalul. T.
2. Lajesh. K.
3. Anas Babu. B.
4. Susanth. P.
5. Hra. Supt.
6. Alumni Member
7. Princip.

### Decisions Taken:

1. The charge of preparing the Academic Calendar for the year was given to Aboobacker Sir and Susanth Sir.
2. The IQAC coordinator was directed to sketch out a detailed plan for conducting various activities and programmes for the academic year.
3. The charge of distributing the Teachers' diary was assigned to the IQAC coordinator.
4. Aboobacker Sir and the IQAC coordinator were directed to form various committees consulting with the Principal.
5. The IQAC coordinator was asked to distribute the Students' Profile through the respective HODs.

### Actions Taken Report:

1. Academic Calendar prepared and distributed to the Departments.
2. A detailed plan of the academic activities was sketched out.
3. Teachers' diary was distributed.
4. Various committees formed.
5. Students' Profile distributed to all the HODs.



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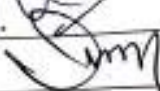
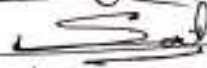


Minutes of the meeting held on Sept 12, 2016 in the Principal Chamber at 2 pm.

Agenda:

1. Planning seminars/workshops for the year.
2. Deciding Best Practices.
3. Planning talks/lecture series.

Members Present:

1. Anwar Babu. K. 
2. Abdul Jalil. 
3. Rajesh. K. 
4. Suresh P. 
5. 
6. Alumni Member 
7. Principal 

Decision Taken:

1. All the departments were directed to plan and conduct various seminars and workshops according to the Plan-Fund allotted.
2. 'The Community College' and 'The Continuing Education' Centre were decided as the Best Practices of the institution for the year.
3. All the UG and PG Departments were asked to plan talks and lecture series beneficial for the faculty and students.

Actions Taken: Report:

1. Seminars and workshops conducted.
2. 'The Community College' and 'The Continuing Education' were implemented as the Best Practices of the year.
3. Talks/Lecture Series conducted.



  
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Minutes of the meeting held on 8th Dec, 2016  
in the Principal Chamber at 10:30 am.

### Agenda:

1. Evaluation of seminars and workshops conducted.
2. Evaluation of the invited talks / lecture series.
3. Distribution of Feedback forms.
4. Documentation of the above programmes.
5. Conducting extension lectures.

### Members Present:

1. Anur Babu. K
2. Rajesh. K
3. Abdul Jalil. T.
4. Suresh. P.
5. [Signature]
6. Alumni Member
7. Principl

### Decisions Taken:

1. The seminars and workshops conducted by various departments were evaluated.
2. The invited talk series / lecture series were evaluated.
3. Feedback forms were asked to be distributed.
4. The HODs were asked to document the above programmes and submit it at the earliest.
5. Extension lectures were decided to be conducted.

### Actions Taken Report

1. Seminars and workshops conducted were evaluated.
2. Invited talks / lecture series were evaluated.
3. Feedback forms distributed.
4. Documentation of the programmes done.
5. Extension lectures conducted.

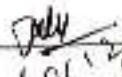
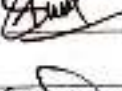
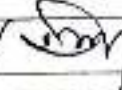
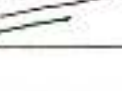
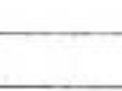


Minutes of the meeting held on March 22,  
2017 in the Principal Chamber at 3 pm.

### Agenda:

1. Evaluation of the activities of the whole academic year.
2. Evaluation of extension lectures conducted.
3. Plans for the upcoming academic year.
4. Directing English and Arabic departments to enhance as Research Departments.

### Members present:

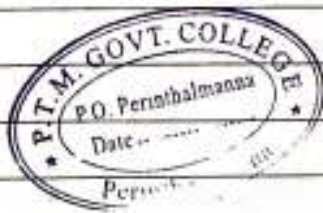
1. Abdul Jalil. T. 
2. Raseeh. K. 
3. Amos Babu. K. 
4. Suresh. P. 
5. Head of the Department 
6. Alumni Member 
7. Principal 

### Decisions Taken:

1. The various academic and non-academic activities of the year were evaluated.
2. The extension lectures conducted were evaluated and were found very effective.
3. A brief sketch for the upcoming academic year was chalked out.
4. English and Arabic Departments were directed to do the needful to enhance them as Research departments. The HODs were assigned with the responsibility of the same.

### Action Taken Report:

1. Various activities of the academic year evaluated.
2. Extension Lectures evaluated.
3. Plan for the next academic year chalked out.
4. English Department was enhanced as Research Department in the 2017-2018 academic year.



  
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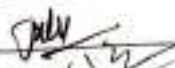
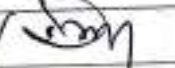


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### Agenda:

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2. Evaluation of extension lectures conducted.
3. Plans for the upcoming academic year.
4. Directing English and Arabic departments to enhance as Research Departments.

### Members present:

1. Abdul Jalil. T. 
2. Rasem. K. 
3. Amos Babu. G. 
4. Suzurk. P. 
5. 
6. Alumni Member 
7. Principal 

### Decisions Taken:

1. The various academic and non-academic activities of the year were evaluated.
2. The extension lectures conducted were evaluated and were found very effective.
3. A brief sketch for the upcoming academic year was chalked out.
4. English and Arabic Departments were directed to do the needful to enhance them as Research departments. The HODs were assigned with the responsibility of the same.

### Action Taken Report :

1. Various activities of the academic year evaluated.
2. Extension Lectures evaluated.
3. Plan for the next academic year chalked out.
4. English Department was enhanced as Research Department in the 2017-2018 academic year.



  
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