

Minutes of the meeting held on June 5th, 2019 in IQAC room at 10:30 am.

Agenda :

1. Planning and preparation of various activities.
2. Preparation of academic calendar.
3. Diary and log distribution.
4. Formation of various committee.
5. Orientation programme to ~~New degre~~ newly joined degree students.
6. Any other matter.

Members present :

1. Scimit Kumar P 
2. V. Arun Kumar 
3. Susanth. P 
4. Dr. Abdul Jalil P.
5. Dr. Abdul Saleem. E 
6. Dr. Subair A.R. 
7. Anwar Babu. N 
8. Rajesh K 
9. Principal 

Decisions Taken :

1. A rough plan was outlined for the whole academic year, and various activities were prepared.
2. The charge for preparing the academic calendar was given to Susanth Sir.
3. It was decided to distribute the college diary and

log at the earliest.

4. An orientation programme was decided to be conducted for the first year degree students as soon as their classes & commence.
5. Various committees were formed accordingly.
6. All the department heads were directed to conduct various programmes in order to enhance the ~~the~~ academic excellence.



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MINUTES OF THE MEETING, HELD ON AUG 7TH, 2019
IN IQAC ROOM AT 2:30 PM.

AGENDA:

1. Best practice of the year.
2. Programme documentation.
3. Conducting workshops and seminars.
4. Career Guidance programme.
5. Any other matter.

MEMBERS PRESENT:

1. Sunil Kumar P
2. Suresh M. P
3. ~~Narayana~~
4. Dr. Abdul Jalil D
5. Dr. Abdul Saleem E
6. Dr. Subil D.K
7. Anvesh Babu A
8. Rajesh K
9. Principal



DECISIONS TAKEN:

1. Various best practice programmes were decided to be conducted such as 'House A Year', 'Blood donation camp' and 'Hair donation'.
2. It was decided to document all the programmes taking place in the college and the charge was given to the IQAC.

coordinator.

3. All the HODs were directed to plan various department wise seminars and workshops and an outline was asked to be prepared before the next meeting.
4. A chain of career guidance programmes were chalked out and a Career Guidance cell was formed to steer the activities concerned.



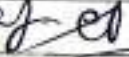
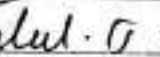
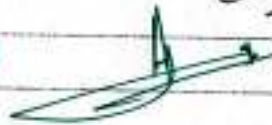
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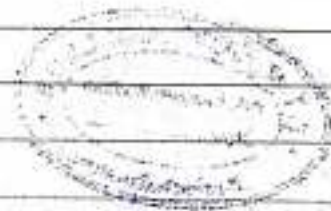
Minutes of the meeting held on Oct 15, 2019 in IQAC room at 10:30 a.m.

Agenda:

1. Research oriented programmes.
2. Evaluation of academic activities.
3. Extension lectures/^{talk}series.
4. Any other matter.

Members Present:

1. Dr. Subul A.R. 
2. ~~Dr. Subul A.R.~~ 
3. Sushanta P. 
4. Dr. Abdul Jalil. U. 
5. Dr. Abdul Saleem. C. 
6. Sumit Kumar. P. 
7. Anvesh Babu. U. 
8. Rajesh. K. 
9. Principal 



Decision

Decisions taken:

1. A plan for conducting more research oriented programmes was chalked out and necessary actions were decided to be taken as directing all the HODs to outline the plan for the same.
2. A general evaluation was made on the effectiveness of various academic activities and a feedback from the students was decided to be collected in the

coming days.

3. A plan for conducting department wise extension lectures and talk series was outlined and instructions were given to the department heads.
4. The plan outline of various department wise workshops and seminars were presented by the HODs of various departments and were analysed by the members.



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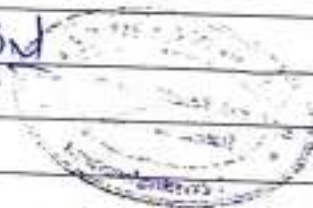
Minutes of the meeting held on December 16, 20
in IQAC room at 2 p.m.

Agenda:

1. Uploading NAAC data.
2. PBAS Orientation Programme.
3. Evaluation of Workshops and Seminars conducted.
4. Any other matter.

Members Present:

1. Dr. Abdul Saleem, 
2. Abdul Jalil, 
3.  et
4. Sumit, 
5. Sumit Kumar P, 
6. Dr. Suhail A.R., 
7. Anwar Babu, 
8. Rajesh, 
9. Principal, 



Decisions taken:

1. It was decided to upload all the relevant data regarding the academic and non-academic activities conducted in the college for the purpose of upcoming NAAC visit.
2. Several committees were formed to study the NAAC processes and the data to be uploaded.

3. An evaluation was done on the workshops and seminars conducted by the various departments and a feedback from the students was also decided to be collected at the earliest.



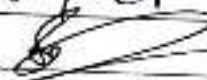
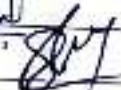
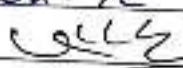
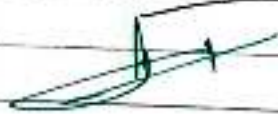
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MINUTES OF THE MEETING CONDUCTED ~~BY~~ ON FEBRUARY
13 TH 2020 IN IQAC ROOM AT 3 PM.

AGENDA:

1. Distribution of Feedback forms.
2. Career guidance and a general orientation to the outgoing batches.
3. Collection of the documented programmes and activities conducted in the entire academic year.
4. Any other matter.

MEMBERS PRESENT:

1. Dr. Abdul Saleem 
2. Narayanankutty. L 
3. Senthil P 
4. Dr. Abdul Jalil T 
5. Samithumar. S 
6. Dr. Subil A.R. 
7. Anwar Babu. K 
8. Rajesh 
9. Principal 



DECISIONS TAKEN:

1. A committee was formed to prepare feedback forms for various programmes and activities conducted in the whole academic year and was asked to distribute the forms within a week itself.
2. A general guidance was ^{decided to be} given to the outgoing UG and PG students and a career guidance programme.

was planned to be conducted in this week itself.

3. The coordinator presented the documented data regarding the entire activities and programmes and ^{was} asked to collect the remaining activities of the academic year if any.




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