

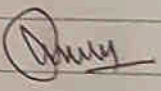
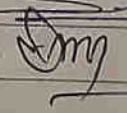
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MINUTES OF THE MEETING HELD ON 10th JUNE
2021 IN THE PRINCIPAL CHAMBER AT 10:30 AM.

AGENDA :

1. Planning and preparation of various activities during the pandemic situation.
2. Academic calendar preparation.
3. Formation of various committees.
4. 'Learning Support' distribution -
5. Deciding 'Best practices'.
6. Uploading of 2018-19, and 2019-20 AQAR.
7. Any other matter.

MEMBERS PRESENT :

- 1) Baigumoon - P 
- 2) ~~MEMBERS PRESENT~~ Dr. Muhammad Abdul Anwar. 
- 3) Sumaira P. 
- 4) Dr. Suma P. 
- 5) Dr. Abdul Saleem. E. 
- 6) Dr. FAISAL. P. 
- 7) Sumi Kumar. P. 
- 8) Dr. Sahil Abdul Ruk. 
- 9) Maryam. P. (P.P.) 

DECISIONS TAKEN :

1. It was planned to conduct various academic and non-academic activities online conforming to the restrictions and limitations set by the Government.

due to the pandemic situation.

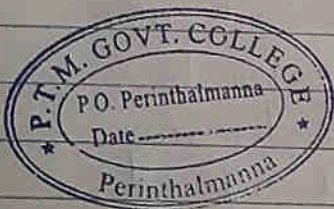
2. The charge of preparing Academic Calendar was assigned to Mr. Susanth P. of Mathematics department.
3. IQAC was asked to form various committees for the academic year.
4. It was decided to distribute 'Learning Supports' such as mobile phones, books, mobile recharge facility etc for the students in the scenario of Online Classes due to the pandemic.
5. 'Teaching Malayalam Language to the construction workers' who are ^{hailing from} other states who are working in the college was decided to be the 'Best Practice' of the year. It was found to be the need of the hour as there was great difficulty for the students and the workers in communicating with each other.
6. It was decided to have a planned and systematic work schedule for all the departments in order to successfully complete all the data needed to upload the AQAR of 2018-'19 and 2019-'20 academic years.


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Action Taken Report:

- i) Online classes were conducted effectively using the platforms like whatsapp, google classroom, zoom etc.
- ii) Webinars were conducted by various departments.
2. Academic Calendar was prepared and distributed.
3. Various committees were formed by the IQAC.

4. Learning Supports like mobile phones, books and mobile data recharging facility were offered to the students by the concerned departments.
5. Students and Teachers took great effort in materializing the 'Best Practice' of the year to teach the construction workers from the Northern part of India communicate in Malayalam and the came out ~~not~~ successful and fruitful.
6. All the departments worked with great zeal and enthusiasm^m in getting all the data to ready to be uploaded for the AQAR of '18-19, and '19-20 academic years.



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Minutes of the meeting held on 15th September 2021
at 2 pm in the Principal Chamber.

Agenda:

1. Evaluation of academic activities and online classes.
2. Orientation class for the students - 'Covid protocol'
3. Preparing college for re-opening.
4. Organizing webinars.
5. Evaluation of NAAC works.
6. Any other matter.

Members Present:

- 1) Srividya S
- 2) Baijumon P
- 3) Dr Suma P
- 4) Dr V Mohand Moosul Annum.
- 5) Dr. Abdul Saleem
- 6) Dr FAISAL P
- 7) Sumilkumar J
- 8) Dr. Subail A R
- 9) Bindu V (HA)
- 10) Varaprasad (P.S)

Decisions Taken:

1. It was planned to evaluate the effectiveness of academic activities and online classes conducted so far during the pandemic by taking feedback from the students using online platforms.
2. It was decided to give an orientation class regarding

covid protocols to be followed by the students when they are back in the college after ^{the} re-opening.

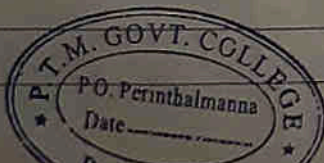
3. It was planned to do all the necessary preparations like fogging, sanitizing and disinfecting the whole campus ~~in~~ before the reopening and ensure the safety and security of all the students and staff when the college reopens.
4. Webinars were planned to be organized by different departments.
5. It was decided to have timely monitoring of NAAC works.

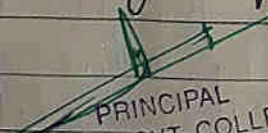
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Action Taken Report:

1. Online feedbacks were collected from the students in order to evaluate the effectiveness of the online classes and academic activities conducted.
2. Orientation class on covid protocol given to all the students before ^{the} re-opening of the college in October.
3. The college campus was completely disinfected using sanitizers and fogging was done to ensure the safety of its ~~staff~~ students and staff.
4. Webinars conducted by different departments.
5. NAAC works were monitored ~~properly~~ and regularly.



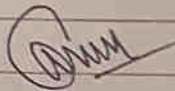
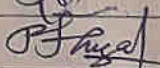
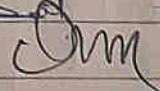

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Minutes of the meeting conducted on 8th December, 2021, at 2 pm in IQAC room.

Agenda:

1. Evaluation of webinars
2. Orientation programmes for research scholars
3. Plagiarism checking software-discussion with the University.
4. Evaluation of NAAC data uploading process.
5. AIBSHE data uploading.
6. NIRF data uploading.

Members Present:

- 1) Dr. V. M. Abdul Nourul Anwar. 
- 2) Dr. Sumit P. 
- 3) Sumit P. 
- 4) Baijuresh P. 
- 5) Dr. Abdul Sateem. 
- 6) Dr. FAISAL P. 
- 7) Sumit Kumar. 
- 8) Dr. Suhail A.R. 
9. ~~Mr. Anwarul Karim~~ (S.P.) 

Decisions taken:

1. Webinars conducted by various departments were decided to be evaluated by the concerned teachers in charge.
2. It was decided to conduct orientation programmes for the research scholars in English and Arabic Departments.
3. A discussion with the University was planned in order

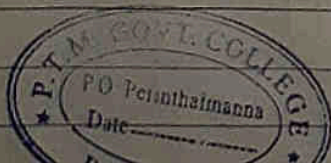
to implement the Plagiarism-checking software in the college.

4. It was decided to improve the pace of NAAC works as the data needs to be uploaded in this month itself.
5. Miss Suma of Mathematics was asked to prepare the data of AIESHE to be uploaded soon.
6. Miss Suma of Mathematics was directed to get all the necessary details of NIRF ready to be uploaded.

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Action Taken Report :

1. Webinars conducted by various departments evaluated.
2. Orientation programmes conducted by English and Arabic Departments for their respective research scholars.
3. A discussion was made by the college with Calicut University for implementing Plagiarism Software in college and received positive response from the University.
4. NAAC works were coordinated systematically and successfully uploaded the respective data on 27th of December itself. (2018-2019 and 2019-20 data).
5. AIESHE data was submitted to the Portal in the month of February 2022.
6. NIRF data was uploaded in February 2022.



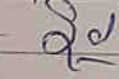
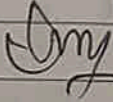
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Minutes of the meeting held on 8th March 2022 in the IQAC room at 10 a.m:

Agenda:

1. Evaluation of academic activities.
2. AQAR of 2020-2021 uploading
3. Reporting academic activities to IQAC for documentation.
4. Feedback collection.
5. A proposal for the fund to meet NAAC related expenses to be applied.
6. Any other matter.

Members Present:

- 1) Dr. V. Mohand Mohand Ameen: 
- 2) Dr. Abdul Saleem. E. 
3. Dr. Suma. P. 
4. Sushant. P. 
5. Bayumson. P. 
6. Dr. FAISAL. P. 
7. Sunil Kumar 
8. Dr. Subal A.R. 
9. Bindu V. (H.A.) 
10. Maryam Maryam (H.A.) 

Decisions Taken:

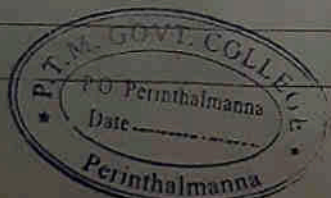
1. It was decided to evaluate all the academic activities conducted by various departments.
2. Necessary actions Departments were directed to provide necessary

- data to be uploaded in AQAR '20-21, as early as possible.
3. At the department It was decided to ask all the departments to report all the academic activities conducted to IQAC for documentation.
 4. It was decided to collect feedback from students, teachers, alumni and non-teaching staff for fund.
 5. It was planned to apply ^{forward} for a proposal to DC from the Principal, NAAC coordinator, IQAC coordinator. Dr. Suhail Abdul Rub was assigned with the charge of NAAC coordination.

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Decision Action Taken Report:

1. Various academic activities were evaluated.
2. AQAR of 2020-21 was uploaded on 30th March.
3. Academic activities conducted during the academic year were reported to IQAC and IQAC documented the same.
4. Feedbacks were collected from various segments.
5. A proposal for the allocation of fund to meet the expenses of accreditation fee, beautification of IQAC rooms and other NAAC related expenses ~~was~~ was forwarded by The Principal, NAAC coordinator and IQAC coordinator and submitted to DC. The proposal for a fund of 1.5 crores was submitted.



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