



## T.M. JACOB MEMORIAL GOVERNMENT COLLEGE, MANIMALAKUNNU

Oliyappuram P.O, Koothattukulam, Ernakulam District, Kerala, India - 686662

Phone: 0485 – 2252280

(Affiliated to the Mahatma Gandhi University, Kottayam)

Email: gcmanimalakunnu@yahoo.co.in, gcmanimalakunnu@gmail.com

website – www.tmjmgcm.ac.in

### Minutes of the IQAC meeting held on 06-06-2022 afternoon in the Principal's Room

#### Agenda

AQAR 2020-21 – Discussion on feedback and rectification suggested for the prepared AQAR

#### Members Present

1. Dr. Roy Scaria

2. Dr. Sobhi Daniel

3. Kochurani Joseph

4. Dr. Gisha George

5. Joji Mathew

6. Ebsi N J

7. Dr. Sudakshina B

#### Decisions

Measures should be taken to rectify and complete the AQAR 2020 – 21 by the end of June 2022.

IQAC Coordinator

Principal





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### Minutes of the IQAC meeting held on 25-07-2022 afternoon in the Principal's Room

#### Agenda

Discussing about the submission of AQAR 2020-21 and collection of data for AQAR 2021-22

#### Members Present

1. Dr. Roy Scaria

2. Dr. Sobhi Daniel

3. Dr. Gisha George

4. Linta Mary Jose

5. Kochurani Joseph

6. Ebsi N J

7. Babitha Mathews

8. Pushparajan M M

9. P V Sunilkumar

10. Nirmal Sabu

11. Dr. Sudakshina B

12. Joji Mathew

*Handwritten signature of Dr. Roy Scaria*

*Handwritten signature of Dr. Gisha George*

*Handwritten signature of Kochurani Joseph*

*Handwritten signature of Ebsi N J*

*Handwritten signature of Babitha Mathews*

*Handwritten signature of Pushparajan M M*

*Handwritten signature of P V Sunilkumar*

*Handwritten signature of Nirmal Sabu*

*Handwritten signature of Dr. Sudakshina B*

*Handwritten signature of Joji Mathew*





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## Decisions

### Action Plan for the Academic year 2022-23

1. The photos of each programme must be taken with suitable geotagging
2. The dairy for teachers should be properly maintained and handed over to IQAC after the end of the academic year.
3. The feedback system of the college should be well documented with the aid of suitable software.
4. A training programme may be arranged for Learning Management System (LMS).
5. One hard copy of the departmental activities should be handed over to IQAC before the bill settlement of the program.
6. The best practices of the college have to be addressed.
7. Each department has to find out any one social engagement activity.

IQAC Coordinator

Principal





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### Minutes of the IQAC meeting held on 23-08-2022 afternoon in the Principal's Room

#### Agenda

Discussing about the Student Induction Programme for first year UG students and progress of AQAR 2021-22.

#### Members Present

1. Dr. Roy Scaria

2. Dr. Sobhi Daniel

3. Dr. Gisha George

4. Dr. Sudakshina B

5. Joji Mathew

6. Nirmal Sabu

7. Pushparajan M M

8. Babitha Mathews

9. Ebsi N J

#### Decisions

1. Student Induction Programme for first year UG students is scheduled to be conducted on 12-09-2022, 13-09-2022 and 14-09-2022.
2. The various sessions will be handled by faculties from our college and an awareness programme on Anti-narcotics will be handled by T I Gopalakrishnan.





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3. An LMS training programme for teachers was also planned to be conducted at the earliest.
4. The supporting documents provided in the AQAR in the Google drive will be shifted to separate storage system as per the instruction received from BAAC.

**IQAC Coordinator**

**Principal**





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### Minutes of the IQAC meeting held on 11-11-2022 afternoon in the Principal's Room

#### Agenda

Discussion about the progress of AQAR 2021-22 and the submission of files for academic audit.

#### Members Present

1. Dr. Roy Scaria
2. Dr. Sobhi Daniel
3. Dr. Gisha George
4. Kochurani Joseph
5. Linta Mary Jose
6. Ebsi N J
7. Nirmal Sabu
8. Joji Mathew
9. Vijayakumar V

*Roy Scaria*  
*Sobhi Daniel*  
*Gisha George*  
*Kochurani Joseph*  
*Linta Mary Jose*  
*Ebsi N J*  
*Nirmal Sabu*  
*Joji Mathew*  
*Vijayakumar V*

#### Decisions

1. Supporting documents provided in the AQAR were collected and shifted to the separate storage system.
2. Four members of IQAC were deputed to visit Henry Baker College, Melukavu for studying documents filing process for NAAC accreditation.





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3. Decided to conduct academic audit for the academic year 2021-22.
4. HODs of various departments were informed to collect the required files for internal academic audit.
5. An internal academic audit has to be conducted by the end of March 2023.

IQAC Coordinator

Principal