



POCKER SAHIB MEMORIAL ORPHANAGE COLLEGE

(AFFILIATED TO UNIVERSITY OF CALICUT; RE ACCREDITED AT 'A' GRADE BY THE NAAC)

SAUDABAD, TIRURANGADI, MALAPPURAM, KERALA-676 306

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Dr. K. Azeez, Principal

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Ref.

07-03-2019

Proceedings of the Internal Quality Assurance Cell (IQAC), PSMO College Tirurangadi in respect of the meeting of the cell held on 07-03-2019

As per the notice circulated among the members of IQAC regarding the quarterly meeting of the cell a meeting of the cell was held in the IQAC management room to discuss various agenda related to quality Assurance in the institution and different decisions were made. This proceeding of IQAC is meant to communicate these decisions, as mentioned below with all stakeholders of the college.

1. It was decided to conduct a one day workshop for all stakeholders of the institution on the revised accreditation framework of NAAC. The program was decided to be conducted in the first week of March as per the availability of the resource person, Dr. SV Sudheer, Director, UGC-HRDC, Kerala University.
2. The College annual newsletter 'Essencia' is modified under the guidance of the IQAC in three different volumes entitled Academia, Aesthetica and Athletica. The release of the same is also scheduled along with the inaugural ceremony of the workshop on RAF by NAAC.
3. CALEM of HRDC, AMU was very much satisfied with the organisation and conduct of the principals' workshop in September 2018 in the college by IQAC. They were kind enough to sanction the sponsorship for a second workshop on academic leadership for Vice Chancellors, Chancellors, Deans, Heads of Departments, IQAC Coordinators, etc. the program was scheduled from 20/03/19 to 23/03/19. The IQAC coordinator presented the schedule, program notice, and brochure of the workshop. It was decided to invite Dr. Madhukar Sheshadri former advisor, NAAC for the inaugural session. Various committees for the smooth conduct of the program were also instituted with the following structure:

i. Reception:

1. Prof. KM Abdul Majeed
2. Prof. Muneera PO
3. Dr. Aneesh MH.

ii. Organising Committee:

1. Mr. Nisamuddeen Kunnath
2. Dr. Basheer MC
3. Dr. Munavvar Azeem

iii. Registration:

1. Dr. Roopesh N
2. Dr. Nissar P
3. Mujeeb Rahman P

iv. Certificates and reading material

1. Dr. Prajitha kumara
2. Ms. Nabeena CP
3. Mrs. Ramla

v. Refreshment and accommodation, general Hospitality

1. Dr. Shibinu
2. Mr. Ahammed Koolath
3. Mr. Ali.K

vi. Resource Person, Chairing Session, introduction.

1. Mr. KP Jamaludheen
2. Mr. Noushad Chengodan
3. Mr. Basim MB

4. A Farewell address was made to retiring members of IQAC and it was decided to organise a farewell party to all staff members retiring from service of the college in the last week of March.


IQAC Coordinator


PRINCIPAL

TIRURANGADI

07/03/2019

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4. College Management Committee
5. All Departments
6. Notice Board



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01-10-2018

Proceedings of the Internal Quality Assurance Cell (IQAC), PSMO College Tirurangadi in respect of the meeting of the cell held on 01-10-2018.

As per the notice circulated among the members of IQAC regarding the quarterly meeting of the cell a meeting of the cell was held in the IQAC management room to discuss various agenda related to quality Assurance in the institution and different decisions were made. This proceeding of IQAC is meant to communicate these decisions, as mentioned below with all stakeholders of the college.

1. Minutes of the previous meeting were read and decisions were reviewed.
2. The Institutional coordinator of DST- FIST project Dr. Ahammed Shareef presented the proposal that won the approval of DST. A lion portion of the fund was meant to be used for enhancing research and related activities in the various science departments of the campus. It is decided to institute the research equipments in a common centre under the responsibility of a faculty member from any of the science departments of the college. The Cell approved the proposal which was prepared in consultation with all science departments.
3. RUSA institutional coordinator and IQAC coordinator Mr. Nisamudheen Kunnath presented the RUSA-DPR submitted to RUSA Kerala which has been asked to modify by changing the fund allocation in the three heads viz. construction, renovation and purchase in terms of the modified guidelines. A decision on the revision was made in IQAC and these changes are to be discussed with the RUSA project monitoring cell and the revised DPR is to be submitted in one week.
4. The IQAC Coordinator presented the necessity of going for NIRF ranking. He also presented the assessment scenario and format of the National Institution Ranking Framework (NIRF). IQAC decided to participate in both the NIRF and India Ranking 2019. An NIRF Committee was formulated with the IQAC coordinator being chairman and all the heads of departments being members.


IQAC Coordinator


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01/10/2018

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06-09-2018

Proceedings of the Internal Quality Assurance Cell (IQAC), PSMO College Tirurangadi in respect of the meeting of the cell held on 06-09-2018.

As per the notice circulated among the members of IQAC regarding the quarterly meeting of the cell, a meeting of the cell was held in the IQAC management room to discuss various agenda related to quality Assurance in the institution and different decisions were made. This proceeding of IQAC is meant to communicate these decisions, as mentioned below with all stakeholders of the college.

1. Minutes of the previous meeting were read and decisions were reviewed.
2. IQAC Coordinator presented the schedule of the principal's workshop under CALEM of AMU which is scheduled from 12 Sept. 2018 to 15 Sept. 2018. The brochure, Programme schedule, and notice of the programme were approved by the IQAC and decided to send it for printing with immediate effect. Various committees for the workshop were formed and duties were assigned to various teams lead by different IQAC members as shown.
 - a. Reception Committee : Prof. KM Abdul Majeed
: Prof. Muneera PO
: Dr. Prajitha Kumari
 - b. Organising Committee : Mr. Nisamudheen Kunnath
: Dr. Basheer M.C
: Dr. Munavvar Azeem
 - c. Registration : Mr. Musthafa K
: Dr. Mujeeb Rahman
: Dr. Musthafanand PH
 - d. Certificate Committee : Mrs. Ramla
: Mrs. Noora Muhammed Kutty
: Mrs. Nabeena CP
 - e. Food, Refreshment and Accommodation: Mr. Kp Jamaludheen
: Mr. Ahmed Koolath
: Mr. Ali. K
 - f. Resource person, introduction, Charing, : Dr. Aneesh MH
: Dr. Sreesha CH
: Mr. Anees Ahammed EK
: Dr. Shibinu. S
2. The Chairman informed the necessity of updating NAAC files with regard to the university exam results. He also agreed to take the matter to council. The Cell also decided to initiate data collection for AQAR through DQAC members of various departments.

College should apply for DST-FIST fund this year. A Committee with the Principal as principal investigator was formed during the beginning of the current year. This committee was asked to present the proposal in the IQAC meeting.


IQAC Coordinator


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06/09/2018

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13-06-2018
~~16-09-2018~~

Proceedings of the Internal Quality Assurance Cell (IQAC), PSMO College Tirurangadi in respect of the meeting of the cell held on 19-06-2018.

As per the notice circulated among the members of IQAC regarding the quarterly meeting of the cell a meeting of the cell was held in the IQAC management room to discuss various agenda related to quality Assurance in the institution and different decisions were made. This proceeding of IQAC is meant to communicate these decisions, as mentioned below with all stakeholders of the college.

1. Decisions of the previous meeting were read and reviewed.
2. The IQAC decided to conduct the College Principals' Workshop on academic leadership and education management, the permission for the same was already obtained from Centre for Academic Leadership and Education Management (CALEM), Aligarh Muslim University. Almost 40 principals from various colleges were already registered. The program is scheduled to be from 12/09/18 to 15/09/18. The resource person for the program was decided to be finalized later. A Committee headed by the IQAC coordinator along with Dr. M.C Basheer of Chemistry dept. and Dr. Munavvar Azeem of the Commerce Department as members was formed for the smooth functioning of the program.
3. The IQAC Chairman Dr. Azeez, principal of the college, directed the IQAC Coordinator and members to look into the NAAC website for the new format of AQAR for the year 2017-18. The IQAC Coordinator informed the IQAC team members that no changes were brought into the existing AQAR format by NAAC as on 19/06/18.
4. It is decided to update the result analysis file kept with Heads of each department as soon as the result of UG and PG are out. Once results are published by the university it is desirable to present the result analysis in the staff meeting and are to be properly reviewed so as to identify if any further improvement is required.
5. The IQAC has decided to distribute the modified work diary through the DQAC members of each department. The duty of verifying the work diary is also assigned to the DQAC member as a routine activity.


IQAC Coordinator
TIRURANGADI
19/06/2018




PRINCIPAL

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