

## Notice

A meeting of the IQAC will be held at the IQAC management room. All members are requested to attend the meeting without fail at 3:00PM on 15-06-2017.

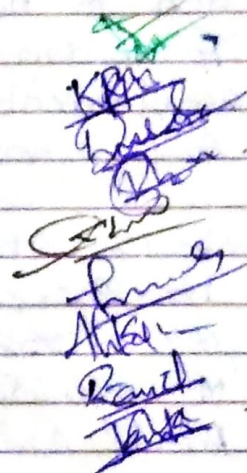


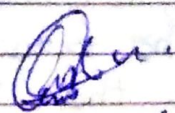
Tirurangadi  
14-06-17

Nissamuddeen Kunnath.  
Coordinator, IQAC

### IQAC Members.

1. Dr. Azeez K, Principal & Chairman, IQAC
2. Mr. KP Jamaludheen, HOD of English.
3. Dr. PP AbdulRazak, HOD of History
4. Mr. KM Abdul Majeed, HOD of Physics.
5. Mr. Musthafa K, HOD of Commerce.
6. Mr. Anzesh MH, HOD of Chemistry
7. Mr. Abhammed Koolath, Sr. Spdt.
8. Mrs. KT Rahanda
9. Mr. Jameel KM.



  
 IQAC Co-ordinator.  
 NISSAMUDEEN KUNNATH  
 Asst. Professor  
 PG Dept. of Physics  
 PSMO College, Tirurangadi



## IQAC meeting on 15-06-17

A meeting of the IQAC was held as per the notice scheduled at the IQAC room at 3:00 PM. The following matters were discussed and decisions were made.

### Agenda:

1. Data collection for the preparation of AQAR
2. AQAR Preparation Committee
3. Training plans to be introduced
4. Teachers work diary
5. Timely publication of college calendar and distribution to new admission.
6. Formation of University admission committee and assignment of nodal officer duty.
7. Any other relevant topic permitted by the chair.

### Members Attended the meeting:

1. Pr. Azceez K, chairman IQAC
2. Mr. Nissamuddeen Kunmath, Co-ordinator, IQAC
3. Mr. KP. Jambudheen, HOD of English
4. Dr. PP Abdul Razak, HOD of History
5. Mr. KM Abdul Majied, HOD of History
6. Mr. Musthafa K, HOD of Commerce
7. Dr. Anasah MH, HOD of Chemistry
8. Mr. Ahammed Kookath, Sr. Spdt.

*[Handwritten signatures and initials of the attendees are present on the right side of the page.]*

### DECISIONS of the Meeting:

The topics mentioned above were discussed and the following decisions were made.

1. A dept. level committee under the title Departmental Quality Assurance Cell (DQAC) is to be instituted to facilitate the quality related activities. The Cell is to be chaired by the Concerned HOD with one teacher as the working Co-ordinator. HOD is directed to nominate the co-ordinator of his/her dept.
2. The format of the AQAR data collection will be communicated to the DQAC Co-ordinator through E-Mail by the end of June. The co-ordinator will have to fill it and revert back in one week time.
3. HOD of each departments were directed to plan the



Syllabus to be covered in a semester by dividing the semester into two parts. 60% of the portions are to be covered in part-I and remaining 40% in part-II. This chart along with tentative date of internal exams. are to be displayed in the dept. Notice Board.

4. Modified teachers diary, distributed in the first week of June is to be filled up in regular basis. HOD of every dept. is directed to monitor the diary in a monthly basis.
5. The College Calendars is to be finalised in June itself and should come from the press by mid July, so that the College Calendars could be distributed to the new admission which is expected by the end of July.
6. A committee headed by Dr. Musthafa Ahmad, HOD Botany with charges of Nodal officer, University Single window admission and following members is constituted

Members:

1. Muralveer Azeez Mullaappally Kayambukath, Asst. Prof. of Commerce.
2. Kunhahammed Ayyakath, UGC NWRC



Dr. AZEEZ. K  
Principal  
P.S.M.O. COLLEGE  
TIRURANGADI-676 306

IQAC Co-ordinator  
NISSAMUDEEN KUNNATH  
Asst. Professor  
PG Dept. of Physics  
PSMO College, Tirurangadi



NOTICE

An urgent meeting of the IQAC will be held at IQAC management room on 08-08-2017 Tuesday, at 3:30 PM. All members are requested to attend the meeting on time.

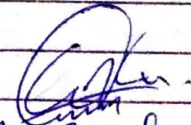
Tirurangadi  
01-08-17

Nissamuddeen Kunnath  
Co-ordinator, IQAC

Agenda:

1. Reading and review of the previous minutes.
2. Conducting an IQAC workshop on UGC Career Advancement Scheme for College teachers.
3. Review of the proper recording of Teachers work diary.

1. Dr. Azees K, Chairman, IQAC
2. Mr. Nissamuddeen Kunnath, Co-ordinator, IQAC
3. Mr. KP Jamaludheen, HOD, English.
4. Dr. PP Abdul Razaq, HOD, History
5. Mr. KM Abdul Majied, HOD, Physics.
6. Mr. Muethala K, HOD, Commerce
7. Dr. Anesh MH, HOD, Chemistry
8. Mr. Ahammed Koolath, So. Spdk.

  
IQAC Co-ordinator  
NISSAMUDEEN KUNNATH  
Asst. Professor  
PG Dept. of Physics  
PSMO College, Tirurangadi



Minutes of the IQAC meeting held in the IQAC room on 08-08-2017 at 3:30 PM.

As per the notice circulated among the members a meeting of the IQAC was held in the IQAC room on 08-08-17 at 3:30 PM. The following members attended the meeting and the decisions shown below are made.

Members present:

1. Dr. Azeez K, Principal & Chairman, IQAC
2. Mr. Nissamuddeen Kunnath, Co-ordinator IQAC
3. Mr. KP Jamaludheen, HOD, Eng. Sh.
4. Dr. PP Abdul Razack, HOD, History
5. Mr. Abdul Majeed KM, HOD, Physics
6. Mr. Musthafa K, HOD, Commerce
7. Dr. Anesh MH, HOD, Chemistry
8. Mr. Ahammed Koolath, Sr. Spdt.

*[Handwritten signatures and initials of the members listed above, including Dr. Azeez K, Mr. Nissamuddeen Kunnath, and others.]*

Decisions made in the meeting.

1. Decisions of the previous meeting were reviewed and progress of the implementations of the decisions were assessed.
2. It is decided to conduct a workshop on UGC-Career advancement scheme on 19-August 2017 for the college teachers of the state. The new UGC guidelines are to be discussed for various aspects of higher education including promotion of teachers.
3. The proper entry of teachers work diary was reviewed. Suggestions from various members were taken into consideration and it is decided to collect the work diary for verification of the same by the IQAC Co-ordinator and chairman & Principal.



Dr. AZEEZ. K  
Principal  
P.S.M.O. COLLEGE  
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*[Handwritten signature of Nissamuddeen Kunnath]*  
IQAC Co-ordinator  
NISSAMUDEEN KUNNATH  
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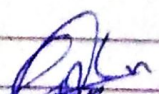


NOTICE

A joint meeting of IQAC and DQAC will be conducted in the College Seminar hall at 3.00 PM on 17-11-2017, Friday. All members are directed to attend the meeting without fail. A separate meeting of IQAC will be held in the Principal's Chamber immediately after the joint meeting.

Tirurangudi  
16-11-17

  
Co-ordinator, IQAC  
Nissamuddin Kunnath

  
IQAC Co-ordinator  
NISSAMUDDIN KUNNATH  
Asst. Professor  
PG Dept. of Physics  
PSMO College, Tirurangudi



## Joint Meeting of IQAC and DQAC

on: 14-11-17

at: Principal's chamber.

As per the notice circulated a meeting of IQAC and DQAC is going to conduct. The key aspects of discussion are as follows.

1. Preparation and Submission of departmentwise quality assurance report
2. Preparation and Submission of AQAR for the Academic year 2016-2017.
3. Workshop on revised NAAC Guidelines
4. Any other relevant matter decided by the chair.

Members Present:

1. Dr. Azeez, Principal & Chairman IQAC
2. Nissamuddeen K, Coordinator IQAC
3. Ramkumar, Dept. of Economics
4. Subar. P
5. SALLANA M
6. Dr. Puzale Hing
7. Mustafa. K H-O D Commerce

## Decisions of the meeting:

1. The AQAR datasheet mailed to the DQAC co-ordinators are to be filled completely and is to be reverted back by 30<sup>th</sup> November 2017 itself. A tutorial on filling the same was given to the members in the joint meeting.
2. The following Committee is given charge of preparation of AQAR and Submission of the same to NAAC by December.
  1. Mr. Nissamuddeen Kunth, IQAC coordinator
  2. Dr. Pragithakumari, Asst. Professor of Chemistry
  3. Dr. PA Ahammed Sherref, Asst. Professor of Zoology
3. A workshop on the revised NAAC guidelines must be conducted and a date for the same is fixed. The



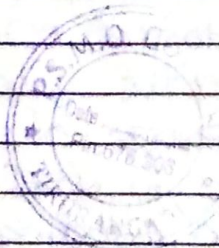
IQAC co-ordinator, Mr. Nissamuddeen kunnath presented the new guidelines to be followed under the revised assessment and accreditation framework of NAAC, with regard to reference document draft released by NAAC June, 2017 and manual for affiliated colleges effective from July 2017.

The guidelines indicated by NAAC as per the revised accreditation framework were shared with all the members present and are briefed below.

1. System generated score with combination of online evaluation (about 70%) and peer judgment (about 30%) being introduced.
2. Introduction of Pre-qualifier for peer team visit as 30% of system generated score.
3. Online student satisfaction survey on teaching learning process of about 50 to 100 students.
4. Element of third party validation of data.
5. The SSR has to be submitted online.
6. Both quantitative and qualitative measures are being introduced, with around 65% being quantitative and 35% being qualitative.

The distribution of weightage in the old system and the new system were also analysed and shared among the IQAC members.

4. The IQAC co-ordinator also presented the IQAC initiatives 2017 onwards in areas of governance, HR, academic faculty development and student welfare. The various committees roles and responsibilities of new committees under new guidelines were also discussed.



Dr. ALLEZ. K  
Principal

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NISSAMUDEEN KUNNATH  
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PSMO College, Tirurangadi



NOTICE

A quarterly meeting of the IQAC is scheduled to be conducted in the IQAC room on 13-03-'18, Tuesday at 8:00 PM. Kindly make it convenient to attend the meeting on time.

Tirurangudi  
09-03-18

Nissamuddeen Kunnath.  
Co-ordinator, IQAC

Agenda:

1. Reading and review of the minutes of the previous meeting
2. Presentation of the AQAR for the year in the call for approval.
3. Any other relevant topics desired by the chair.

IQAC members:

1. Dr. Azeez K, Chairman, IQAC & Principal
2. Mr. Nissamuddeen Kunnath.
3. Dr. PP Abdul Razaq.
4. Dr. Ananth MH
5. Mr. KM Abdul Majied.
6. Mr. Musthafa K
7. Mr. KP Jamaludheen.
8. Mr. Ahammed Koolath.



Minutes of the meeting of IQAC held on 13-03-18  
at 3:00 PM in the IQAC management room.

As per the notice circulated a meeting of the IQAC was held in the IQAC management room on 13-03-18. The following members attended the meeting

1. Dr. K. Azeez, Chairman IQAC
2. Mr. Nissamuddeen kunnath
3. Mr. Abdul Majid KM
4. Mr. KP Jamaluddeen
5. Dr. Pp Abdul Razaq
6. Dr. Aneezh MH
7. Mr. Muthafar K.
8. Mr. Abhammed kadalath.

*[Handwritten signatures and initials of the attendees]*

The discussions of the meeting based on the agenda resulted in the following decisions.

1. Decisions of the previous meeting were analysed and their implementation were assessed.
2. The AQAR of the college for the year 2016-17 prepared by the IQAC was presented in the meeting and was approved. It is decided to submit the same to the NAAC in one week time.



*[Handwritten signature of Dr. Azeez K.]*

Dr. AZEEZ. K  
Principal  
P.S.M.O. COLLEGE  
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*[Handwritten signature of Nissamuddeen Kunnath]*  
IQAC Co-ordinator  
NISSAMUDEEN KUNNATH  
Asst. Professor  
Dept. of Physics  
PSMC College, Tirurangadi



### Action Taken Report of IQAC – AY 2017-'18

<b>Plan of Action</b>	<b>Achievements</b>
Participation of faculty members in the Professional Development Programmes conducted by UGC- HRDC may be encouraged	Three faculty members attended specific refresher courses, seven faculty members attended orientation programmes, one faculty member attended special summer schools and other HRD programmes conducted by various UGC- HRDs in and out of the state, this year.
A Teachers Diary introduced by the IQAC, last year have been thoroughly revised and Implemented.	The daily activities of all the teachers are now recorded by them regularly. Their attendance in various meetings, valuation camps co-curricular activities are now recorded regularly. The IQAC monitor the process by conducting inspection of the diary twice in a year using a two level monitoring system
In order to monitor the quality related matters and enhance the data collection of IQAC in a more effective manner institution level decentralization of IQAC is preferred	Department level monitoring of quality related matters is implemented by instituting, Departmental Quality Assurance Cell (DQAC). Each department has to nominate a member to collect and keep data and information at department level and monitor teachers diary and overall IQAC related matters.
Paper presentations/participation in international/national seminar may be encouraged.	Most of the faculty members attended at least one National seminar in the last academic year.
In order to cater to student diversity and hence to improve the standards of learning the functioning of various schemes like Walk with a Scholar, Scholar Support Programme etc are to be improved	IQAC monitors the activities of WWS and SSP
Remedial Coaching programme should be Strengthened	Remedial coaching classes are conducted regularly
Students should be made aware of all kinds of scholarships available to them and should be encouraged to apply for them. Regular monitoring of the sanction of the scholarships and the amount received should be done	The college already have a Scholarship nodal officer, his activities are decentralized by instituting department wise scholarship cell. This has improved the effectiveness of scholarship related activities
In order to improve the Science and Technology infrastructure the college, with the joint initiative of all the Science departments should file for a DST – FIST application. If the fund is sanctioned a research complex may be set up.	A Research Advisory Committee, headed by HODs, and other faculty members are functioning effectively in the college. The Committee has already made the draft of the proposal.



<p>In order to improve international collaboration in teaching, learning and research, international conference are to be hosted in the institution. Migration of faculty members for collaboration related internship are to be promoted</p>	<p>Six different international conference / seminar/ symposia were conducted in the college. In the three international seminars and one work shop conducted by The Dept of History, Prof. Daud Ali', University of Pennisylvania, Prof Lauren Minsky, Prof. Eric Staples and 15 Graduate Students of University of New York, Amy Cathlin – Jairazbhoy, Professor, Dept of Ethnomusicology, University of California and Neelima Jayachandran, PhD Fellow, Africana Research Centre, Pennisylvania State University and Prof. Fabio Parasecoli of Dept. of Food Studies at New York University of USA interacted with participants. In the international symposium conducted by the Dept. of Zoology Dr. Gilberto Jose de Moraes of the University of Sao Paulo, Brazil was the chief guest and in the international conference on literature and Philosophy conducted by the dept. of English Prof. Don Adams, PhD of Florida Atlantic University served as the chief resource person. Dr P. A. Ahammed Shareef, Assistant Professor, Department of Zoology established international research collaboration with Dr. Russ Morpew and Prof. Peter M. Brophy of Aberystwyth University, UK.</p>
<p>Projects of Post graduate students of other institutions may be undertaken by faculty members. They can use the facilities of the laboratories and nominal fees may be charged from the students.</p>	<p>Projects of Post graduate students are undertaken by faculty members.</p>
<p>Participation of students in competitions conducted by other institutions and agencies may be improved</p>	<p>Many of the students have won prizes in various competitions held by other institutions and agencies. The college received overall first in the university 'C'- zone arts festival.</p>
<p>IQAC promoted the use of ICT enabled facilities in the institution</p>	<p>The use of ICT has been improved. The digital resources of the library was enriched by receiving contribution from students and teachers.</p>
<p>Research among the faculty members should be encouraged in all possible manner.</p>	<p>Under the constant support of IQAC some faculty members has applied for FDP, some other members have registered in the part time category. Some of the faculty members have applied for major and Minor research projects. A total of sixteen different international peer reviewed journal papers</p>



	and six research related books were published by the faculty members. Three faculty members were awarded PhD and the research Centre of the Dept. of Commerce produced five PhD this year.
Steps are to be taken by various departments for clearing NET / SET and competitive entrance examinations for admission in prestigious institutions of the nation	Some of the departments organised Holiday classes with special focus on competitive examinations. Faculty members of various departments acted as resource persons. A total of 24 students cleared the national eligibility test in this year out of which six students bagged JRF.
Participation of students in competitions conducted by other institutions and agencies may be improved	Many of the students have won prizes in various competitions held by other institutions and agencies. The college received overall first in the university 'C'-zone arts festival.



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