

## Notice

A meeting of the IQAC will be held in the IQAC management room on 19-06-'18 Tuesday at 10:30AM. Kindly make it convenient to attend the meeting on time, without fail.

Tirurangadi  
15-06-'18

Nissamuddeen kunnath  
Co-ordinator, IQAC

### Agenda:

1. Reading the minutes of the previous meeting.
2. Principals workshop under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Scheme of CALEM, Aligarh Muslim University
3. AQAR submission for the year 2017-'18
4. Preparation of result analysis.
5. Distribution of Teachers work diary.

1. Dr. K Azeer, chairman, IQAC and Principal
2. Mr. Abdul Majied KM
3. Mr. KP Jamaludheen
4. Dr. PP Abdul Razzak.
5. Mr. Musthafa K
6. Dr. Aneesh MH
7. Mrs. KT Rahmeda.
8. Mr. Jamsheed KM
9. Mr. Ahammed Kodath.

*[Signature]*

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



Minutes of the meeting of IQAC held at IQAC management room on 19-06-18 at 10:30 AM.

A meeting of the IQAC was held in the IQAC room as per the notice issued on 15-06-18 at 10:30 AM on 19-06-18 in IQAC management room. The following members attended the meeting

1. Dr. Azees K
2. Mr. Nissamuddeen Kunnath
3. Mr. Abdul Mageed KM
4. Mr. KP Jamaludheen
5. Dr. PP Abdul Razack.
6. Dr. Anreesh MH
7. Mr. Musthafa K.
8. Mr. Ahammed Koolath.

*(Handwritten signatures and initials corresponding to the list members)*

### Decisions of the meeting

1. Decisions of the previous meeting was read and were reviewed.
2. It is decided to conduct the Principals workshop on academic leadership and education management, the permission for the same is already obtained from Centre for Academic Leadership and Education Management (CALEM), Aligarh Muslim University (AMU). Almost 40 principals all over the college were already registered. The programme is decided to conduct from 12-9-18 to 15-09-18. The resource persons for the programme is to be finalized. A committee headed by the IQAC Coordinator with Dr. MC Bashree, Asst. Prof. of Chemistry and Dr. Munawer Azeem MK being the members were constituted for the smooth conduct of the workshop.
3. The IQAC Chairman, Dr. K. Azees, Principal, of the College directed the IQAC co-ordinator and members to look in to the NAAC website for the new format of AQAR for the year 2017-18, if any so in line with the new changes of NAAC A2A methodology. The IQAC co-ordinator informed the IQAC that no new changes are brought by NAAC QS on 19-06-2018 in AQAR format.



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 result are published by the university it is desired to present the result analysis in the staff meeting and are to be improve properly reviewed so as to identify any further improvement is required.

5. The IQAC has decided to distribute the modified work diary through the IQAC members of each department. The duty of modifying the work diary is also assigned to the IQAC members as a routine.



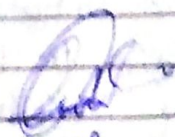
Dr. AZEEZ. K  
Principal  
P.S.M.O. COLLEGE  
TIRURANGADI-676 306

IQAC Coordinator  
NISSAMUDEEN KUNNATH  
Asst. Professor  
PG Dept. of Physics  
PSMO College, Tirurangadi



NOTICE

A meeting of the IQAC will be held at IQAC management room on 6-09-18 at 3:30 PM. All members are requested to attend the meeting without fail.

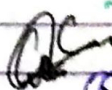

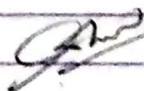

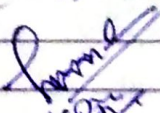
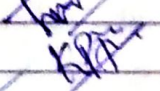
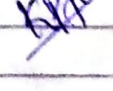

  
Nissamuddeen Kunnath  
IQAC Coordinator.

3-08-18

Agenda

1. Reading the minutes of the previous meeting.
2. Principal's workshop sponsored by CAEM of AMU under PMMMNMT scheme of MHRD
3. Data updation of NAAC files.
4. Any other relevant topic permitted by the chair

1. Dr. K Azeez
2. Mr. Nissamuddeen Kunnath.
3. Mr. Abdul Majed KM
4. Dr. PP Abdul Razek.
5. Mr. Muethadar K
6. Dr. Anzesh MH
7. Mr. KP Jamaludheen
8. Mr. Ahammed Koolath.



Minutes of the IQAC meeting held on 06-09-18 in the IQAC management room at 3:30PM

A meeting of the IQAC was held as per the notice issued to the members. The following members attended the meeting.

1. Dr. K Azeez
2. Mr. Nissamuddeen Kunnath.
3. Mr. Abdul Majied KM
4. Dr. PP Abdul Raheem
5. Dr. Anwar MH
6. Mr. Musthafa K
7. Mrs. KP Jamaludheen
8. Mr. Ahammed Koolath

*[Handwritten signatures and initials of the members listed above]*

Major decisions of the meeting are given below.

1. Minutes of the previous meeting was read and decisions were reviewed.
2. IQAC co-ordinator presented the schedule of the Principals workshop under CAEM of AMU which is scheduled from 12 Sep 2018 to 15 Sep 2018. The brochure, Programme schedule and notice of the programme were approved by the IQAC and was decided to send 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.

i) Reception Committee: Prof. KM Abdul Majied

: Prof. Munera P.O

: Dr. Pragithakumari

ii) Organizing Committee: Mr. Nissamuddeen Kunnath.

Dr. Broheen MC

Dr. Munavaz Azem MK

iii) Registration

: Mr. Musthafa K

Dr. Mujeeb Rahman P

Dr. Musthafa Ahmad PH

iv) Certificate Committee: Mrs. Rania

Mrs. Noora Mohammed kutty

Mrs. Nabeena CP



### V) Food, Refreshment &

accommodation committee

Mr. K.P. Damodharan

Mr. Ahammed Kodath

Mr. Ali K

VI) Resource person introduction : Dr. Aneesh MH  
Chairing, programme

Dr. Suresha CH

Mr. Annes Ahammed EK

Dr. Shibilus

3. The chairman informed the necessity of updating NARC files for the previous year as the university result of all UG and PG Courses are available right now. He also agreed to convey the matter to the council. The cell also decided to initiate data collection for AQAR through IQAC members of various departments. The coordination of the same will be made by the IQAC coordinator.
4. The college should apply for DST-FIST project this year. A committee with Principal being the Principal Investigator was formed during the beginning of the current year. The committee is asked to present the proposal in the IQAC meeting.



Dr. AZEEZ. K

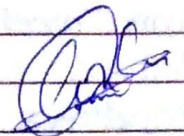
Principal

P.S.M.O. COLLEGE  
TIRURANGADI-676 306



Notice:

A meeting of the IQAC is scheduled on 01-10-18, Monday at 3:30pm in the IQAC room. All members are directed to attend the meeting on time.



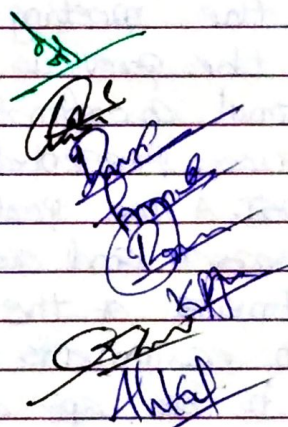
Tiruvangudi  
27-09-18

Nissamuddeen Kumath.  
IQAC co-ordinator

Agenda:

1. Reading the minutes of the previous meeting.
2. Discussion on the proposal submitted to DST for FIST funding and allocation of fund criteria wise
3. Discussion on the RUSA - DPR Submitted to RUSA Kerala
4. NIPF.

1. Dr. K Azeez K
2. Mr. Nissamuddeen Kumath.
3. Dr. PP Abdul Razak.
4. Dr. Anesh MH
5. Mr. Abdul Majied KM
6. Mr. KP Jamaludheen
7. Mr. Musthafa K.
8. Mr. Ahamed koolath.





Minutes of the IAAC meeting held on 01-10-18 in the IAAC management room at 5:30 PM

A meeting of the IAAC was held at in the IAAC room on 01-10-18 as per the notice provided. The following members attended the meeting.

1. Dr. K Azeez
2. Mr. Nissamuddeen Kunrath
3. Mr. Musthafa K
4. Dr. P A Abdul Razack
5. Dr. Anvesh MH
6. Mr. KP Jamaluddeen
7. Mr. Abdel Majed KM
8. Mr. Ahammed Kodaith.


Decisions of the meeting:

1. Minutes of the previous meeting was read and assessed
2. The institutional co-ordinators of DST-FIST project Dr. P A Ahammed Sharief presented the proposal that won the approval of DST. A lion portion of the fund was went 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 with charge being given to an apt and suitable faculty members from science department for each device. The cell approved the proposal that was prepared in consultation with all science departments.
3. RUSA Institutional co-ordinators and co-ordinator, IAAC, Mr. Nissamuddeen Kunrath presented to RUSA-Kerala the RUSA-DPR submitted to RUSA-Kerala, which have 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 discussion on the revision was made in IAAC and these changes are to be discussed with RUSA - Project monitoring cell and the revised DPR is to be submitted in one week.
4. The IAAC co-ordinator presented the need and necessity of going for NIRF ranking. He also presented the assessment scenario and format of National Institution



Ranking Framework (NIRF). The IQAC came to the conclusion that the College must register for NIRF ranking and must participate in INDIA Ranking-2019. A NIRF Committee is formulated with IQAC co-ordinator being the chairman and all heads of departments being members. The Comm. He will review the aspects of India ranking by NIRF and will present the same in an all staff meeting.



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

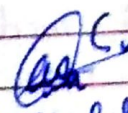



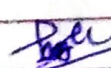




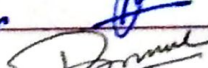
Notice

A meeting of the IQAC will be held at the IQAC management room on 07-3-'19 at 11:30AM. All members are directed attend the meeting Compulsorily.

05-03-19

Tiruvangadi

  
Nossamuddeen Kunnath.  
Co-ordinator, IQAC

1. Dr. Azeez K, Principal
2. Nossamuddeen Kunnath. 
3. Dr. Anarsh MH, HOD of ~~Chem~~ Chemistry. 
4. Mr. Ahammed Kadhath, Sr. Spndt. 
5. Musthafa K, HOD of Commerce. 
6. K.P. Sannaldeen. H.O.D. English 
7. Abdul Majeed KM HOD Physics 
8. Dr. Reshmi Itelmy 

Agenda:

1. IQAC workshop on Revised Accreditation Framework (RAF) by NAAC
2. Releasing of College Annual Newsletter 'Eccenad'
3. IQAC Workshop for Academic administrators sponsored by CAIEM-AMU under PMMMNMTT Scheme.
4. Farewell to retiring members of IQAC



A meeting of the IQAC as per the notice circulated was held at the IQAC management room at 11:30 AM on 07-03-19. The following topics were discussed. The following members attended the meeting.

~~to Discussed~~

1. Dr. Azeez K, Principal & chairman, IQAC
2. Mr. Nissamudeen Kunnath, Co-ordinator, IQAC
3. Dr. Aneesh M.H, HOD, Dept. of Chemistry
4. Mustafee K. H.O.D Commerce
5. Abdul Majid KM. HOD. Physics
6. K.P. Samuddeen, H.O.D. Engin
7. Ahamed Kozhath S. S. S. S. S.
8. De Repute H. H. H.

### The decisions of the meeting

1. It is decided to conduct a one day workshop for all the stake holders of the institution on Revised Accreditation Framework of NAAC. The programme is to be conducted in the first week of march as per the availability of the resource person Dr. SV Sudhakar, Director, UGC-HRDC, Kerala University.
2. The college annual newsletter 'Essence' is modified under the guidance of the IQAC in three different volumes entitled 'Academia', Aesthetica and Athletica. The releasing of the same is also scheduled along with the inaugural ceremony of the workshop on RAE by NAAC.
3. CALEM of HRDC, AMU was very much satisfied with the organization and conduct of the Principals workshop in September 2018 in the college by IQAC. They were so kind to sanction the sponsorship for a second workshop on Academic Leadership for Vice chancellors, Chancellors, Deans, Heads of Departments, IQAC coordinators, etc. The programme is scheduled from 20-3-19 to 23-03-19. The IQAC coordinator presented the schedule, programme notice and brochure of the workshop. It was decided to invite Dr. Madhusen Sheshadri, (former) Advisor, NAAC for the inaugural session. Various committees for the smooth conduct



of the programme were also instituted with following structure.

- (i) Reception: a. Prof. KM Abdul Majeed  
b. Prof. Muneera P.O  
c. Dr. Aneesh MH

(ii) Organising Committee.

- a. Mr. Nissamuddeen Kunnath  
b. Dr. Basheer MC  
c. Dr. Munawar Azeem MK

(iii) Registration.

- a. Dr. Ropesh N  
b. Dr. Nissam P  
c. Dr. Muqeeb Rahman P

(iv) Certificates and reading material

- a. Dr. Prajitha Kumari  
b. Mrs. Nabreena CP  
c. Mrs. Rami.

(v) Refreshment and accommodation, general Hospitality

- a. Dr. Shibanu S  
b. Mr. Ahammed Kakketh  
c. Mr. Ali K

(vi) Resource Person, Chair, Session introduction.

- a. Mr. KP Jamaluddeen  
b. Mr. Naushad Chengedon  
c. Mr. Basim MB

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



*[Signature]*

Dr. AZEEZ. K

Principal

P.S.M.O. COLLEGE  
TIRURANCADI 676 306



### Action Taken Report of IQAC – AY 2018-19

<i>Plan of Action</i>	<i>Achievements</i>
Career Advancement Scheme of faculty members are to be encouraged	A workshop in UGC career Advancement Scheme was organised by IQAC. All eligible faculty members have filed their application for promotion. The Affiliating University has approved the panel of subject experts in this regard.
Participation of faculty members in the short term faculty Development programmes are to be encouraged	The IQAC of the college organised two short term courses of one week duration in academic administration under CALEM scheme of UGC – HRDC, AMU sponsored by Pandit Madan Mohan Malavya National Mission on Teachers and Teaching (PMMNMTT) in the current academic year. Faculty members who hold an administrative post like HOD, Directors and Coordinators of various clubs were benefitted from the
Participation of faculty members in the Professional Development Programmes conducted by UGC- HRDC may be encouraged	Seven faculty members attended specific refresher courses, six faculty members attended orientation programmes, conducted by various UGC- HRDs in and out of the state, this year.
It is always encourageable for the HEIs to go for multiple Accreditation. In this regard the college must apply for NIRF or ARII ranking.	The IQAC approved the decision for multiple accreditation and the Institution attended the India Ranking 2019 by NIRF and was ranked in the rank Band 151-200.
A Teachers Work Diary introduced by the IQAC, two year back has to be modified so that besides the teaching learning process related activities 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 teaching Learning Process and student satisfaction, a student cell for IQAC may be instituted.	A student IQAC was formed with a senior HOD of the college being the chair person.
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.
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	Six different international conference / seminar/ symposia were conducted in the college. A number of international seminar / workshop/symposia were organised by the Department of Zoology, Economics and History. Steps for signing MoU with some of international institutions are under way.
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.	Projects of Post graduate students are undertaken by faculty members. Many students
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 quiz Club of the state has participated in many competitions all over the state and has bagged prizes.
Research among the faculty members should be encouraged in all possible manner.	Under the constant support of IQAC some faculty members are pursuing for their PhD under the FDP scheme of UGC, some other members have registered in the part time category. Some of the faculty members have applied for major and Minor research projects. A good number of papers in international peer reviewed journals were published 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.

**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