



PNC\IQAC\Agenda\1\20-21

06.07.2020

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Conference Hall
Date	06.07.2020
Time	1.00 pm

Agenda of the meeting:

1	Academic Year Plan
2	Creation of Strategic Perspective Plan
3	Special Counselling to COVID patients
4	Conducting International Media Webinar
5	Launching of YouTube Channel
6	Distribution of Food Kits to Flood victims
7	Recommended for FDP \ST Courses\ Refresher Courses
8	Two Online Courses

Please attend.

Dr Smit Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\1\20-21

06.07.2020

Minutes of the IQAC Meeting dated 06.07.2020

Venue	Conference Hall
Date	06.07.2020
Time	1.00 pm

The following Members were present in the IQAC Meeting dated 06.07.2020

	Name of the Person	Designation	Present\Absent
1	Dr Shaijan Paul	Principal & Chairman	Present
2	Dr Simi Varghese	IQAC Co ordinator	Present
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present
4	Dr Mary Paul	Head, Dept of English	Present
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present
7	Dr Jibeesh Mathew	Asst Prof., Dept of Electronics	Present
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present
9	Mr Tony Mathew	Dept of Commerce	Present
10	Ms.Rosemary P G	Office Supdt	Present

Minutes of the meeting dtd 06.07.2020:

1	Academic Year Plan It is decided to stipulate strict compliance to the Consolidated Academic Year Plan by IQAC.
2	Creation of Strategic Perspective Plan Discussions started on the creation of Strategic Perspective Plan for the College.
3	Dept of Psychology to extend special Counselling to COVID patients It is decided to place a request to Dept of Psychology to commence their counseling services in full earnestness with special emphasis on Covid patients and their family members.
4	Conducting International Media Webinar Discussions started on to organize a two-day international media webinar associating with Depts of Political Science, Journalism and English.
5	Launching of YouTube Channel Discussed the possibilities of a YouTube Channel for the College .
6	Discussion on Distribution of Food Kits to Flood victims IQAC started discussion on support to the people by the College, if the flood affects the people badly as in last year.



7	<p>Recommended for FDP\ ST Courses\ Refresher Courses</p> <p>Recommended for Permission for Ms Deepthi Pisharody to participate in the Online Short Term Course on E-Content Development by UGC-HRDC, Gujarat University from 06.08.2020-12.08.2020.</p> <p>IQAC recommended for permission for Ms Deepthi Pisharody to participate in the Online FDP on ICT Enhanced Teaching, Learning and Creating MOOCs by MHRD, Pandit Madan Mohan Malaviya National Mission on Teachers & Teaching from 18.08.20 to 25.08.20.</p> <p>IQAC recommended for permission for Dr Nice Mary Francis P, Asst Professor, Dept of Psychology in the Online Refresher Course on Research Methodology for Faculty of Social Science, by UGC-HRDC, University of Hyderabad on 04.08.20-18.08.20.</p> <p>IQAC recommended for permission for Ms Jeetha Johny Chungath to participate in the online STTP (Short Term Training Programme) in UGC Sponsored Live Online Course in Student Counselling & Mentoring by UGC-HRDC, University of Kerala from 20.08.20-26.08.20.</p>
8	<p>Two Online Courses</p> <p>Dept of Electronics conducted two courses: 1.Two-week FDP online course on 'Sensors and Transducers' during 20.08.2020 to 07.09.2020 and 2. One Month Online Course on 'Sensors and Transducers' (Based on the syllabus of Calicut University) starting on 21.08.20.</p>


Dr Simi Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC/IQAC/ATR/1/20-21

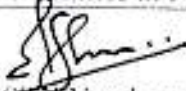
13.07.2020

Action Taken Reports of the IQAC Meeting dated 06.07.2020

Venue	Conference Hall
Date	06.07.2020

Action taken on the suggestions of the IQAC Meeting dtd 06.07.2020:

1	Academic Year Plan It is confirmed that the Classes commenced on June 1 according to the Consolidated Academic Year Plan by IQAC. IQAC had prepared a blue print for year 2020-21 consolidating plans submitted by Departments.
2	Dept of Psychology extended special Counselling to COVID patients Dept of Psychology commenced their counseling services in full earnestness with special emphasis on Covid patients and their family members.
3	Conducting International Media Webinar It has been decided to organize a two-day international media webinar associating with Depts of Political Science, Journalism and English. The dates have been fixed as July 31 and August 1, 2020.
4	Launching of YouTube Channel Discussed the possibilities of a YouTubeChannel for the College named Prajyoti Niketan YouTube channel and assigned the task to Ms Deepthi Pisharody/Dr Binu P Chacko. They were instructed to report the procedures by July 20.
5	Discussion on Distribution of Food Kits to Flood victims With the help of Management and Staff, it had been decided to distribute food kits to 100-150 families in Pudukad Grama Panchayath.


Dr Smit Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\Agenda\2\20-21

28.08.2020

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Conference Hall
Date	28.08.2020
Time	2.00 pm

Agenda of the meeting:

1	AQAR 18-19 to be submitted
2	Discussions on FDP on the topic 'Revised Assessment and Accreditation Framework for NAAC'
3	FDP by Abdul Hameed on Technology Enabled English Teaching
4	Prajyoti You Tube Channel
5	Application for New Gen Courses
6	Food Kits to Flood Affected
7	Renovation of College Website
8	Recommendation for Refresher Course / STTP

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\2\20-21

28.08.2020

Minutes of the IQAC Meeting dated 28.08.2020

Venue	Conference Hall
Date	28.08.2020
Time	2.00 pm

The following Members were present in the IQAC Meeting dated 28.08.2020

	Name of the Person	Designation	Present/Absent
1	Dr Shaijan Paul	Principal & Chairman	Present
2	Dr Simi Varghese	IQAC Co ordinator	Present
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present
4	Dr Mary Paul	Head, Dept of English	Present
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present
7	Dr Jibeesh Mathew	Asst Prof., Dept of Electronics	Present
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present
9	Mr Tony Mathew	Dept of Commerce	Present
10	Ms.Rosemary P G	Office Supdt	Present

Minutes of the meeting dtd 28.08.2020:

1	AQAR 18-19 to be submitted Criterion Heads and IQAC members were appraised of the deadline for submitting AQAR 18-19. Advised the members to accelerate their efforts to submit the same within September 30 th itself.
2	Discussions on FDP on the topic 'Revised Assessment and Accreditation Framework for NAAC' Discussions held on the need to conduct an FDP for college teachers on the topic 'Revised Assessment and Accreditation Framework for NAAC'.
3	FDP by Abdul Hameed on Technology Enabled English Teaching The FDP conducted on August 10 to 14 in association with the Dept of English had been a grand success. College teachers from different parts of the world participated in the programme. The programme won rave reviews.
4	Prajyoti You Tube Channel Prajyoti YouTube channel was launched. It had been the culmination of a long-cherished dream of the netizens of Prajyoti. Ms Susmy Antony had been given the charge of Prajyoti YouTube Channel.
5	Application for New Generation Courses IQAC advised the Academic Council to apply for new generation courses in Journalism and Computer Science so as to be at par with top-graded institutions.



6	Food Kits to Flood Affected Discussed the matter of distributing food kits to the needy in Pudukad Grama Panchayath affected by floods.
7	Renovation of College Website Discussions were held to renovate the College Website with futuristic designs and state-of-the-art facilities.
8	Recommendation for Refresher Course / STTP IQAC recommended for permission for Dr Binoj Jose to participate in the Refresher Course in Political Science from 07.09.2020 to 20.09.2020 by UGC-HRDC, Gauhati University. IQAC recommended for permission for Dr Jaya A T to participate in the online Refresher Course by UGC-HRDC, University of Kerala from 11.09.20-24.09.20. IQAC recommended for permission for Dr Jaya A T to participate in the online online STTP (Short Term Training Programme) in by UGC-HRDC, Osmania University from 28.09.20 to 05.10.20.

Dr Sini Varghese
IQAC Co ordinator

Dr Shaijan Paul
Principal & Chairman



PNCIQAC\ATR\20-21

06.09.2020

Action Taken Reports of the IQAC Meeting dated 28.08.2020

Venue	Conference Hall
Date	28.08.2020

Action taken on the suggestions of the IQAC Meeting dtd 28.08.2020:

1	<p>Discussions on FDP on the topic 'Revised Assessment and Accreditation Framework for NAAC'</p> <p>It has been decided that Dr Haseena V A, IQAC Co-ordinator, MES Kalladi College, Mannarkkad, Palakkad will handle the sessions. The dates have been fixed from Sept 15 to 19. Ms Rincy TA, Asst Professor, Dept of Computer Science is nominated as the Organising Secretary of the five day webinar.</p>
2	<p>FDP by Abdul Hameed on Technology Enabled English Teaching</p> <p>The FDP conducted on August 10 to 14 in association with the Dept of English had been a grand success. College teachers from different parts of the world participated in the programme. The programme won rave reviews.</p>
3	<p>Prajyoti You Tube channel</p> <p>Prajyoti YouTube channel launched .It had been the culmination of a long-cherished dream of the netizens of Prajyoti. Ms Susmy Antony had been given the charge of Prajyoti YouTube Channel.</p>
4	<p>Application for New Generation Courses</p> <p>Academic Council decided to apply for new generation courses in Journalism and Computer Science so as to be at par with top-graded institutions.</p>
5	<p>Flood Kits to Flood Affected</p> <p>150 food kits distributed to 150 families in Pudukad Grama Panchayath affected by floods. IQAC' congratulated the Management and Principal in taking the initiative to offer food kits to the poor and needy who were badly affected by the August 7 floods in Kerala.</p>
6	<p>International Media Webinar</p> <p>Organised a two-day international media webinar associating with Depts of Political Science, Journalism and English on July 31 and August 1, 2020. The webinar attracted almost 850 participants , which had representation from Europe, USA etc and even Africa also.</p>


Dr Sima Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\Agenda\3\20-21

16.10.2020

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Conference Hall
Date	16.10.2020
Time	2.00 pm

Agenda of the meeting:

1	Successful Completion of AQAR 18-19
2	First Year Degree classes to commence on Nov 2
3	Value added courses
4	Bridge Course
5	Renovation of College Website
6	Preparations for conducting Freshers day and Preparation of videos
7	National Mentoring Day Discussions
8	Webinar by Mr Favor Francis
9	Library Management Software Presentation
10	Tie ups with other institutions
11	Inauguration of Clubs and Forums
12	Activate Prajyoti You Tube channel
13	Recommendation for Refresher Course / STTP
14	Recommended for Promotion

Please attend.

Dr Simi Varghese
IQAC Co-ordinator




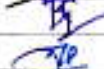


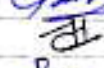




PNC\IQAC\Minutes\3\20-21

16.10.2020

Minutes of the IQAC Meeting dated 16.10.2020

Venue	Conference Hall
Date	16.10.2020
Time	2.00 pm

The following Members were present in the IQAC Meeting dated 16.10.2020

	Name of the Person	Designation	Present\Absent
1	Dr Shaijan Paul	Principal & Chairman	Present
2	Dr Simi Varghese	IQAC Co-ordinator	Present 
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present 
4	Dr Mary Paul	Head, Dept of English	Present 
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present 
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present 
7	Dr Jibeesh Mathew	Asst Prof., Dept of Electronics	Present 
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present 
9	Mr Tony Mathew	Dept of Commerce	Present 
10	Ms. Rosemary P G	Office Supdt	Present 

Minutes of the meeting dtd 16.10.2020:

1	Successful Completion of AQAR 18-19 With the support and co-operation from IQAC and all the staff, AQAR 18-19 was successfully uploaded on 05.10.2020. IQAC thanked the Principal and Staff members on accomplishing this.
2	First Year Degree classes to commence on Nov 2 First Year Degree Classes will commence on Nov 2. Preparations are in full swing.
3	Bridge Courses Seven Bridge Courses have been finalized for the first year BA/BSc/BCom students to bridge the gap from plus two to degree level.
4	Value Added Courses It had been decided to launch five Value Added Courses for the first and second year students for value addition in their own disciplines.
5	Renovation of College Website Preparations are in full swing to renovate the College Website with futuristic designs and state-of-the-art facilities.
6	Preparations for conducting Freshers day and Preparation of videos As the classes had not yet started in offline mode, it had been decided to conduct the Vidyarambham Ceremony for First Year students (Freshers' Day) on 16.11.2020 in a virtual mode. Mr Amal Thomas, one of our alumnus had been entrusted with the shooting of the videos for the purpose.



7	<p>National Mentoring Day Discussions It had been decided to commemorate the National Mentoring Day on 27.10.20 in association with Dept of Psychology with a webinar by Dr Joju K T, Former Head, Dept of Mathematics.</p>
8	<p>Webinar by Mr Favor Francis In association with Dept of Journalism, a webinar on BrandTalks is conducting on 16.10.2020 by Mr Favour Francis, a brand consultant and CEO of Yara Worldwide, Trichur.</p>
9	<p>Library Management Software Presentation Dr Binu P Chacko presented the Library Management Software- SLIMS before IQAC and Dept Heads on 12.10.2020. It has been decided to conduct further discussions.</p>
10	<p>Tie ups with other institutions Discussions held on the matter of tie-ups with other institutions. Mr Tony Mathew, Dept of Commerce had been assignment of studying the matter.</p>
11	<p>Inauguration of Clubs and Forums It had been decided to conduct the inaugurations of all the clubs and associations of the college in a virtual way.</p>
12	<p>Activate Prajyoti You Tube channel All depts have been asked to bring out short videos on social service messages and to conduct Youtube Live Streaming for their national webinars and workshops.</p>
13	<p>Recommendation for Refresher Course / STTP IQAC recommended for permission for Dr Sukanya B Menon to participate in the UGC Sponsored online STTP (Short Term Training Programme) in Stress Management & Yoga for Teachers by Dr Baba Saheb Ambedkar Marathwada University, Aurangabad, Maharashtra from 19.10.20-24.10.20. IQAC recommended for permission for Ms Umadevi K S, to participate in the UGC Sponsored Online Winter School by UGC-HRDC, Gujrat University from 19.10.2020 to 01.11.2020. IQAC recommended for permission for Ms Jeetha Johny Chngath to participate in the online STTP (Short Term Training Programme) in Disaster Management by UGC-HRDC, University of Mumbai from 23.10.20-29.10.20. IQAC recommended for permission for Dr Jaya A T to participate in the online STTP (Short Term Training Programme) in Disaster Management by UGC-HRDC, University of Mumbai from 23.10.20-29.10.20. IQAC recommended for permission for Dr Sukanya B Menon to participate in the online STTP (Short Term Training Programme) in Research Methodology by UGC-HRDC, Goa University from 03.11.20-09.11.20.</p>
14	<p>Recommended for Promotion IQAC forwarded recommendation for promotion of Dr Jibish Mathew, Asst Professor, Dept of Electronics from Senior Scale / Academic Level 11 to Selection Grade /Academic Level 12 under CAS.</p>


Dr Simi Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\ATR\3\20-21

02.11.2020

Action Taken Reports of the IQAC Meeting dated 16.10.2020

Venue	Conference Hall
Date	16.10.2020

Action taken on the suggestions of the IQAC Meeting dtd 16.10.2020:

1	First Year Degree classes commenced on Nov 2 Freshers' Day will be conducted on November 16. The whole students, teachers and parents of first year students participated in the virtual programme.
2	Value added courses Five Value Added Courses for the first and second year students for value addition in their own disciplines, decided as: 1.Right to Information and Good Governance 2.Management and Maintenance of Domestic energy Resources 3.Understanding Human Body Systems 4.Technology Enabled Office Tools 5.Productivity and Employability Skills
3	Bridge Course Seven Bridge Courses have been started for the first year BA/BSc/BCom students to bridge the gap from plus two to degree level: 1.Understanding Mass Media -Dept of English 2.Basics of Mathematics -Dept of Computer Science 3.Basics of Mathematics -Dept of Electronics 4.Introduction to Human Physiology -Dept of Psychology 5.Basics of Accounting -Dept of Commerce 6.Adisthana Vyakaranavum Malayala Sailyum -Dept of Malayalam 7.Basics of Hindi Grammer -Dept of Hindi
4	Webinar by Mr Favor Francis In association with Dept of Journalism, a webinar on Brand Talks was held on 16.10.2020. Mr Favour Francis, a brand consultant and CEO of Yara Worldwide handled the session. The webinar got applause from all corners.
5	Webinar-Women Entrepreneurship day Decided to commemorate Women Entrepreneurship Day in association with the Dept of Commerce on 19.11.2020 and decided to entrust the programme with Dr Elavarassy Jayakanth, M/s Aswathy Hot Chips, Trichur.
6	Library Management Software Presentation Dr Binu P Chacko presented the Library Management Software -SLIMS before IQAC and Dept Heads. The software has been purchased and started functioning in full swing.



7	Applied for New Gen Courses The College has applied for Triple Main- Journalism, Psychology, English (First Choice) and M Sc Computer Science - Data Analytics (Second Choice) on 29.09.20.
8	National Mentoring Day Discussions National Mentoring Day is commemorated in association with Dept of Psychology with a webinar by Dr Joju K T, Former Head, Dept of Mathematics on 27.10.2020.
9	FDP on the topic 'Revised Assessment and Accreditation Framework for NAAC' Dr Haseena V A, IQAC Co-ordinator, MES Kalladi College, Mannarkkad, Palakkad handled the five day FDP on the topic 'Revised Assessment and Accreditation Framework for NAAC', from Sept 15 to 19.


Dr Sima Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\Agenda\4\20-21

14.12.20

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Conference Hall
Date	14.12.20
Time	1.00 pm

Agenda of the meeting:

1	Degree First Year classes 2020-21
2	Renovation of College Website
3	Webinar-Women Entrepreneurship Day
4	National Constitutional Day
5	National Mentoring Day celebrated
6	Prajyoti You Tube Channel
7	Recommended for FDP\ Refresher\ STTP Courses

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\4\20-21

14.12.2020

Minutes of the IQAC Meeting dated 14.12.2020

Venue	Conference Hall
Date	14.12.2020
Time	1.00 pm

The following Members were present in the IQAC Meeting dated 14.12.2020

	Name of the Person	Designation	Present/Absent
1	Dr Shaijan Paul	Principal & Chairman	Present
2	Dr Simi Varghese	IQAC Co ordinator	Present
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present
4	Dr Mary Paul	Head, Dept of English	Present
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present
7	Dr Jibeesh Mathew	Asst Prof., Dept of Electronics	Present
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present
9	Mr Tony Mathew	Dept of Commerce	Present
10	Ms.Rosemary P G	Office Supdt	Present

Minutes of the meeting dtd 14.12.2020:

1	Degree First Year classes 2020-21 The first year classes for BA/BSc/BCom commenced on November 2. Contrary to 2019-20, the class teachers themselves conducted orientation programmes for them. It had been decided to start the Bridge Courses from Nov 9 onwards.
2	Renovation of College Website The College Website renovation process is in the last stage of completion.
3	Webinar-Women Entrepreneurship Day Commemorated Women Entrepreneurship Day by a webinar on 'Celebrate, Empower and Support Women in Business Worldwide' in association with the Dept of Commerce on 19 th Nov 2020. Dr Elavarassy Jayakanth, CEO, M/s Aswathy Hot Chips, Trichur handled the session and answered the queries of all the participants.
4	National Constitutional Day National Constitutional Day was commemorated on 26 th Nov 2020 under the guidance of Dept of English and NSS.
5	National Mentoring Day celebrated National Mentoring Day was commemorated befittingly under the leadership of Dept of Psychology with a webinar on 'Understanding the Mentee: The Innovative Mentor' on 27.10.2020 by Dr Joju K T, Former Head, Dept of Mathematics. He also cleared the doubts of student-participants.



6	Prajyoti You Tube Channel Programmes on Prajyoti YouTube channel launched regularly from 16.11.2020 itself. It had been the culmination of a long-cherished dream of the netizens of Prajyoti.
7	Recommended for FDP\ Refresher\ STTP Courses IQAC recommended for permission for Ms Rincy T A to participate in the UGC Sponsored Online Short term Course by UGC-HRDC, University of Mumbai in Bioinformatics & Artificial Intelligence from 28.12.20 to 02.01.2021.


Dr Simi Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\ATR\4\20-21

18.12.2020

Action Taken Reports of the IQAC Meeting dated 14.12.2020

Venue	Conference Hall
Date	14.12.2020

Action taken on the suggestions of the IQAC Meeting dtd 14.12.2020:

1	Degree First Year classes 2020-21 Freshers' Day Programme became a grand success. All the first year students along with their parents attended the programme. Founder-Manager and Director, Rev Dr Harshajan Pazhayattil and Principal Dr Shaijan Paul, addressed the virtual meet and welcomed the students and their parents to Prajyoti family. They empowered the students to strive towards the wholistic development of their personality and take the institution to greater heights.
2	Renovation of College Website The College Website had been very artistically designed under the able guidance of Dr Binu P Chacko. Programmes of the College were started uploading to the website, so that anybody can have a better understanding of the courses, programmes and activities of the college.


Dr Sini Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\Agenda\5\20-21

04.01.2021

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Conference Hall
Date	04.01.2021
Time	1 pm

Agenda of the meeting:

1	Submission of AQAR 19-20
2	Evaluation of Bridge Courses
3	Starting of Value added Courses
4	Seminar on 19.01.21- IPR National Youth Day
5	Management Fund
6	Namma Scholarship
7	PTA Meeting
8	Recommended for Promotion
9	Recommended for STTP

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\5\20-21

04.01.2021

Minutes of the IQAC Meeting dated 04.01.2021

Venue	Conference Hall
Date	04.01.2021
Time	1 pm

The following Members were present in the IQAC Meeting dated 04.01.2021


	Name of the Person	Designation	Present/Absent
1	Dr Shaijan Paul	Principal & Chairman	Present
2	Dr Simi Varghese	IQAC Co ordinator	Present
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present
4	Dr Mary Paul	Head, Dept of English	Present
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present
7	Dr Jibeesh Mathew	Asst Prof., Dept of Electronics	Present
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present
9	Mr Tony Mathew	Dept of Commerce	Present
10	Ms.Rosemary P G	Office Supdt	Present


Minutes of the meeting dtd 04.01.2021:

1	Submission of AQAR 19-20 All Criterion Heads and IQAC members were asked to furnish the Consolidated data of their Criterion to upload in AQAR 19-20 by March 31, 2021.
2	Evaluation of Bridge Courses All the seven Bridge Courses have been successfully completed by all teachers. This had been a maiden venture initiated by IQAC.
3	Starting of Value added Courses IQAC had decided to conduct Value Added Courses by all five departments this year.
4	Seminar on 19.01.21- IPR - National Youth Day It has been decided to commemorate National Youth Day by conducting a webinar on January 19, 2021 on Intellectual Property Rights by Dr Anson C J, Research Associate, Cochin University of Science and Technology, Kochi
5	Management Fund The Management is decided to provide Rs 15 lakhs for initiating construction activities in college.
6	Nanna Scholarship Alumni Association had decided to give away the Nanna Scholarship to financially backward students from different departments.
7	PTA Meeting It has been decided to hold online PTA Meetings of second year and third year students.



8	Recommended for Promotion IQAC forwarded recommendation for promotion of Ms. Jeetha Johny Chungath, Asst Professor, Dept of English from Senior Scale / Academic Level 11 to Selection Grade / Academic Level 12 under CAS. Recommended for Promotion IQAC forwarded recommendation for promotion of Ms. Rincy T A, Asst Professor, Dept of Computer Science from Senior Scale / Academic Level 11 to Selection Grade / Academic Level 12 under CAS.
9	Recommended for STTP IQAC recommended for permission for Dr Binoj Jose to attend a short term course in IPR by UGC-HRDC, Gauhati University from 01.02.2021 to 07.02.2021.


Dr Simi Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC/IQAC/ATR/5/20-21

04.01.2021

Action Taken Reports of the IQAC Meeting dated 04.01.2021

Venue	Conference Hall
Date	04.01.2021

Action taken on the suggestions of the IQAC Meeting dtd 04.01.2021:

1	Submission of AQAR 19-20 The Consolidation of data of different Criteria to upload in AQAR 19-20 has been extended to March 31, 2021.
2	Evaluation of Bridge Courses All the seven Bridge Courses have been successfully completed by all teachers. All successful candidates have been provided certificates by IQAC. Considering the excellent feedbacks from students, it is decided to continue in the next academic year also.
3	Starting of Value added Courses IQAC entrusted Dr Nicemary Francis, Asst Professor, Dept of Psychology and Mr Tony Mathew, Dept of Commerce to study about the courses and give a presentation to IQAC.
4	Seminar on 19.01.21- IPR National Youth Day It has been decided to commemorate National Youth Day by conducting a webinar on January 19, 2021 on Intellectual Property Rights by Dr Anson C J, Research Associate, Cochin University of Science and Technology, Kochi. Dr Jibish Mathew, Asst Professor, Dept of Electronics has been nominated as the Organising Secretary for the programme.
5	Nanna Scholarships Alumni Association had allocated Rs 60,000 for the Nanna Scholarships.
6	PTA Meeting PTA Meetings of second year and third year students of all departments were held online successfully.

Dr Sini Varghese
IQAC Co-ordinator

Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\Agenda\6\20-21

01.02.21

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Conference Hall
Date	01.02.21
Time	2.00 PM

Agenda of the meeting:

1	Discussion to initiate Value Added Courses
2	Joint Meeting of IQAC and Criterion Heads to prepare the Blue-Print
3	Students-Short Videos-Social Service Messages
4	Criterion Heads-Consolidated data to IQAC
5	Webinars to be conducted
6	Dept Heads to discuss Module Plans and Mentor's Diary with teachers
7	Recommended for Promotion

Please attend.

Dr Sini Varghese
IQAC Co-ordinator













PNC\IQAC\Minutes\6\20-21

01.02.2021

Minutes of the IQAC Meeting dated 01.02.21

Venue	Conference Hall
Date	01.02.2021
Time	2.00 PM

The following Members were present in the IQAC Meeting dated 01.02.2021

	Name of the Person	Designation	Present\Absent
1	Dr Shaijan Paul	Principal & Chairman	Present 
2	Dr Simi Varghese	IQAC Co ordinator	Present 
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present 
4	Dr Mary Paul	Head, Dept of English	Present 
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present 
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present 
7	Dr Jibeesh Mathew	Asst Prof., Dept of Electronics	Present 
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present 
9	Mr Tony Mathew	Dept of Commerce	Present 
10	Ms. Rosemary P G	Office Supdt	Present 

Minutes of the meeting dtd 01.02.21:

1	Discussion to initiate Value Added Courses Discussed the matter of completing Value Added Courses by May end. It was also decided to provide Rs 500 for each hour handled by guest lecturers.
2	Joint Meeting of IQAC and Criterion Heads to prepare the Blue-Print Discussions were held to entrust Dept Heads to enquire about the various programmes to be done in association with Pudukad Grama Panchayath and to prepare a blue print at the earliest.
3	Students-Short Videos-Social Service Messages Discussed the possibility of students preparing short videos propagating social service messages.
4	Criterion Heads-Consolidated data to IQAC All Criterion Heads were asked to submit the consolidated data of their respective Criterion of AQAR 2019-20 at the earliest.
5	Webinars to be conducted The meeting explored possibilities of more webinars to be conducted. It is decided to conduct three more webinars on three crucial themes 1. Entrepreneurship 2. Research Methodology 3. Gender Equity



6	Dept Heads to discuss Module Plans and Mentor's Diary with teachers Dept Heads have been provided hard and soft copies of Module Plans and Mentor's Diary and were asked to submit the same at the earliest.
7	Recommended for Promotion IQAC forwarded recommendation for promotion of Dr Milu Maria Anto, Asst Professor & Head, Dept of Psychology from Senior Scale / Academic Level 11 to Selection Grade / Academic Level 12 under CAS. Recommended for Promotion IQAC forwarded recommendation for promotion of Dr Soumya Starlet, Asst Professor, Dept of Psychology from Senior Scale / Academic Level 11 to Selection Grade / Academic Level 12 under CAS. Recommended for Promotion IQAC forwarded recommendation for promotion of Ms. Jeetha Johny Chungath, Asst Professor, Dept of English from Senior Scale / Academic Level 11 to Selection Grade / Academic Level 12 under CAS. Recommended for Promotion IQAC forwarded recommendation for promotion of Dr Jaya A T, Asst Professor, Dept of Psychology from Senior Scale / Academic Level 11 to Selection Grade / Academic Level 12 under CAS. Recommended for Promotion IQAC forwarded recommendation for promotion of Dr Sukanya B Menon, Asst Professor, Dept of Psychology from Senior Scale / Academic Level 11 to Selection Grade / Academic Level 12 under CAS.


Dr Simi Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\ATR\6\20-21

01.02.2021

Action Taken Reports of the IQAC Meeting dated 01.02.2021

Venue	Conference Hall
Date	01.02.2021

Action taken on the suggestions of the IQAC Meeting dtd 01.02.2021:

1	Discussion to initiate Value Added Courses Five Value Added Courses have been finalized to start by 22 nd Feb itself. It was also decided to provide Rs. 500 for each hour handled by guest lecturers. The VACs finalized are: 1.Right to Information and Good Governance (Dept of English), 2.Management and Maintenance of Domestic Energy Resources (Dept of Electronics) 3.Understanding Human Body Systems (Dept of Psychology) 4.Technology-Enabled Office Tools (Dept of Computer Science) and 5. Productivity and Employability Skills (Dept of Commerce)
2	Students-Short Videos-Social Service Messages- Best Practice No.2 Instructed students to prepare short videos propagating social service messages. This will be considered as the second Best Practice of the College.
3	Criterion Heads-Consolidated data to IQAC Almost all Criterion Heads have submitted the consolidated data of their respective Criterion of AQAR 2019-20 on 14.02.2021.
4	Webinars to be conducted It is decided to conduct three more webinars on three crucial themes 1.Research Methodology on 17.02.21 by Dr Sreejesh S, Asst Professor, HMK 2.Entrepreneurship on 12.03.21 by Mr.Mestin P C, Asst Professor, Dept of Commerce, St Thomas College, Trichur and 3.Gender Equity on 27.03.21 by Shri. B Palanichami (IIS), Addl Director General, Press Information Bureau, Trivandrum along with Dr Neethu Sona (IIS), Jt Director, Regional Outreach Bureau, Kerala-Lakshadweep respectively.
5	Seminar on 19.01.21- Intellectual Property Rights (IPR) National Youth Day National Youth Day commemorated by conducting a webinar on January 19, 2021 on Intellectual Property Rights by Dr Anson C J, Research Associate, Cochin University of Science and Technology, Kochi.


Dr Smit Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\Agenda\7\20-21
31.03.21

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Conference Hall
Date	31.03.2021
Time	2.00 PM

Agenda of the meeting:

1	To constitute SQAC (Students Quality Assurance Cell)
2	Placing of Name Boards-Discussion
3	Deadlines for AQAR 19-20 and Presentation before all teachers
4	Person In Charge of documentation in College
5	Discussion on Best Practices
6	Evaluation of Online education, student-teacher feedback

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\7\20-21

31.03.2021

Minutes of the IQAC Meeting dated 31.03.2021

Venue	Conference Hall
Date	31.03.2021
Time	2.00 PM

The following Members were present in the IQAC Meeting dated 19.04.2021

	Name of the Person	Designation	Present/Absent
1	Dr Shaijan Paul	Principal & Chairman	Present
2	Dr Simi Varghese	IQAC Co ordinator	Present
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present
4	Dr Mary Paul	Head, Dept of English	Present
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present
7	Dr Jibeesh Mathew	Asst Prof., Dept of Electronics	Present
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present
9	Mr Tony Mathew	Dept of Commerce	Present
10	Ms.Rosemary P G	Office Supdt	Present

Minutes of the meeting dtd 31.03.2021:

1	Discussion to constitute SQAC (Students Quality Assurance Cell) Four active students from each department will be selected to form a Students' Quality Assurance Cell (SQAC). The students will be entrusted with various activities which will be helpful for them to develop their communication skills, personality, technological acumen, organizational skills etc.
2	Placing of Name Boards-Discussion Discussion held to construct and place Name boards in various crucial areas of the campus. Warning signs will also be placed in important locations of the campus.
3	Deadlines for AQAR 19-20 and Presentation before all teachers It had been decided to present AQAR 19-20 before all teachers before the final upload of the same in NAAC Portal. The date for the same had been fixed at April 19,2021.
4	Person In Charge of Documentation in College As Documentation is a very important aspect of NAAC Assessment and Accreditation, it has been decided to entrust a person specifically with the charge of Documentation.
5	Discussion on Best Practices It has been decided to allocate five major areas of the campus to five departments to enable them to grow five specific types of gardens as a Best Practice from Academic Year 2021-22 onwards.



- 6 Evaluation of Online education, student-teacher feedback
The meeting assessed the virtual teaching-learning pattern adopted during the year. Students coming from remote areas faced net connectivity issues. Those students who had wi-fi connectivity, it was not a big problem. Many students complained head ache after prolonged hours of classes. But they were happy to be there in the campus during alternate weeks in March.
Students and teachers are not very happy regarding this transition to online mode. But we are accepting changes to cope with the situation.

Dr Simi Varghese
IQAC Co ordinator

Dr Shaijan Paul
Principal & Chairman



PNC/IQAC/ATR/7/20-21

04.04.2021

Action Taken Reports of the IQAC Meeting dated 31.03.2021

Venue	Conference Hall
Date	31.03.2021

Action taken on the suggestions of the IQAC Meeting dtd 31.03.21:

1	Discussion to constitute SQAC (Students Quality Assurance Cell) Active students from each Department were selected and formed the Students' Quality Assurance Cell (SQAC). The students were entrusted with various activities which will be helpful for them to develop their communication skills, personality, technological acumen, organizational skills etc.
2	Placing of Name Boards-Discussion It had been decided to construct and place Name boards in various crucial areas of the campus. Warning signs will also be placed in important locations of the campus. Dr Binoj Jose, IQAC member had been assigned charge to monitor the same.
3	Deadlines for AQAR 19-20 and Presentation before all teachers It had been decided to present AQAR 19-20 before all teachers before the final upload of the same in NAAC Portal on April 19, 2021. However, considering the high time of COVID 19 and the imposed Triple Lockdown, the presentation is postponed to a later date.
4	Person In Charge of Documentation in College It has been decided to entrust Ms.Jini Benjamin with the charge of Documentation.
5	Inauguration of Clubs and Forums Inaugurations of all the clubs and associations of the college conducted in a virtual way.


Dr Shaji Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC\IQAC\Agenda\8\20-21

12.04.21

Attn: IQAC members\ Head of Departments

It is decided to convene a IQAC Committee meeting as follows:

Venue	Google Meet\ Online
Date	19.04.2021
Time	2.00 PM

Agenda of the meeting:

1	Presentation of AQAR 19-20
2	Academic Year Plan 21-22
3	Agenda Setting 21-22
4	Retirement of Dr Shaijan Paul and reconstitution of IQAC
5	Institutional Distinctiveness
6	Online education and evaluation of Bridge Courses and value added courses

Please attend.

Dr Sini Varghese
IQAC Co Ordinator



PNC\IQAC\Minutes\8\20-21

19.04.2021

Minutes of the IQAC Meeting dated 19.04.2021

Venue	Online
Date	19.04.2021
Time	2.00 PM

The following Members were present in the IQAC Meeting dated 19.04.2021

	Name of the Person	Designation	Present/Absent
1	Dr Shaijan Paul	Principal & Chairman	Present
2	Dr Simi Varghese	IQAC Co ordinator	Present
3	Dr Binu P Chacko	IQAC Joint Co-ordinator	Present
4	Dr Mary Paul	Head, Dept of English	Present
5	Dr Milu Maria Anto	Head, Dept of Psychology	Present
6	Ms Rincy T A	Asst Prof., Dept of Computer Science	Present
7	Dr Jiheesh Mathew	Asst Prof., Dept of Electronics	Present
8	Dr Binoj Jose	Asst Prof., Dept of Political Science	Present
9	Mr Tony Mathew	Dept of Commerce	Present
10	Ms. Rosemary P G	Office Supdt	Present

Minutes of the meeting dtd 19.04.2021 is as follows:

1	Presentation of AQAR 19-20 As the country was surging under Covid and the number of cases on the rise in Kerala, government had imposed triple lock down in many parts of the state. As a result, the AQAR 2019-20 presentation before teachers was postponed to May last week.
2	Academic Year Plan 21-22 Each dept head was asked to come up with an Academic Year Plan for 2020-21 on May 15, 2021.
3	Agenda Setting 21-22 IQAC had initiated discussions on its Agenda Setting for the year 2021-22. It had discussed matters like 1. AQAR 2019-20 Submission 2. IQA Submission 2. SSR Submission
4	Retirement of Dr Shaijan Paul and Reconstitution of IQAC As Dr Shaijan Paul, Principal is retiring from service on 31 st May, it is the need of time to reconstitute the IQAC with the induction of the new Principal Dr Binu P Chacko. IQAC is indebted to Dr Shaijan Paul for in his capacity as Principal, he had ably guided Prajyoti during the two cycles of NAAC Accreditation. He had exalted Prajyoti Niketan College to the present A Grade position. IQAC places on record its gratitude to Dr Shaijan Paul for his strong support to IQAC and prompt actions on time.



5	Institutional Distinctiveness Dept of Psychology had volunteered to conduct a Mental Wellness Survey for the Prajyoti family. the analysis of which can bring positive outcomes regarding the Mental well being of Prajyotians.
6	Online education and evaluation of Bridge Courses and Value Added Courses The upsurge of Covid has forced the teaching-learning to continue in the online mode in the academic year 2021-22 also. As the Bridge Courses and Value Added Courses have become extremely successful, it had been decided to continue these courses next year (2021-22) also.


Dr Simi Varghese
IQAC Co ordinator


Dr Shaijan Paul
Principal & Chairman



PNC/IQAC/ATR/ 8/20-21

21.05.2021

Action Taken Reports of the IQAC Meeting dated 19.04.21

Venue	Google Meet
Date	19.04.2021

Action taken on the suggestions of the IQAC Meeting dtd 19.04.2021 are reported as follows:

- 1 Presentation of AQAR 19-20: As the time limit for submission extended till Sep 2021, the presentation is postponed till June end to finish the minor matters also.
- 2 Academic Year Plan 21-22: Two Departments were submitted their Academic Year Plan 2021-22. Remaining Departments are on the last lap to finish the same.
- 3 Retirement of Dr Shaijan Paul and reconstitution of IQAC : Dr Binu P Chacko , the proposed Principal will be the new Chairman of the IQAC from 01.06.2021.
- 4 Institutional Distinctiveness : The PG and Research Dept of Psychology decided to initiate a Mental Wellness Survey for the whole fraternity of Prajyoti Niketan College. The Research Scholars under the leadership of HoD, Dr Milu Maria Anto had been working to materialise this survey which when analysed will bring forth the mental status of the people and can initiate effective steps. They also planned to prepare short videos helping people to overcome covid-19 pandemic.

Dr Simi Varghese
IQAC Co ordinator

Dr Shaijan Paul
Principal & Chairman