



PNC\IQAC\Agenda\1\21-22

07.06.2021

Attn: IQAC members\ Head of Departments

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

Venue	Google Meet
Date	07.06.2021
Time	4.00 pm

Agenda of the meeting:

1	Congrats to Dr Binu P Chacko, the new Principal
2	AQAR 19-20 to be submitted
3	AQAR 20-21 in New Format
4	Inclusion of New IQAC Members
5	Depts to be entrusted with Day Commemorations
6	Green Initiatives to be Introduced
7	IQAC webinars entrusted with IQAC Members
8	MoU's to be signed with Institutions
9	Extension/Outreach programmes to be planned

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\1/21-22

07.06.2021

Venue	Google Meet
Date	07.06.2021
Time	4.00 pm

Minutes of IQAC Meetings – 2021-22

07 June 2021


Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	
11	Ms Rosemary P G	Office Superintendent	
12	Ms Ceena Mathews	Head, Dept of Computer Science	
13	Mr Joseph P P	Head, Dept of Electronics	
14	Ms Jeetha Johny	Co-ordinator, Dept of Commerce	

	<p>Congrats to Dr Binu P Chacko, the new Principal</p> <p>IQAC congratulated Dr Binu P Chacko on his new position as Principal of Prajyoti Niketan College. He succeeded Dr Shaijan Paul who retired on May 31, 2021. Dr Binu P Chacko was the Joint Co-ordinator of IQAC. Ms Rincy T A, Asst Professor, Dept of Computer Science was nominated as the new IQAC Joint Co-ordinator.</p>
	<p>AQAR 2019-20 to be submitted</p> <p>The IQAC meeting has decided to upload AQAR 2019-20 after review presentations by seven Criterion Heads.</p>
	<p>AQAR 20-21 in new format</p> <p>The new format introduced for AQAR 20-21 was discussed in detail. The new AQAR included Extended Profile and Proof Documents.</p>
	<p>Inclusion of New IQAC members</p> <p>Dr Nicemary, Ms Umadevi and Dr Jaya A T were nominated as new IQAC members by the Principal.</p>



	<p>Depts entrusted with Day Commemorations</p> <p>Dept of Commerce is entrusted with Day Commemoration in August. Dept of Electronics with the month of September. Dept of English was given the month of October. Dept of Psychology entrusted with the month of November and the Dept of Computer Science entrusted with the commemoration of Days in December.</p>
	<p>Green Initiatives to be introduced</p> <p>To enhance the greenery of the bountiful Prajyoti, it has been decided to start green initiatives in the Campus. Planting of saplings for Miyawaki Forest and Butterfly Garden has been planned. Park benches to be constructed inside the garden so as to be in the lap of nature, relishing its beauty.</p>
	<p>Depts to conduct more productive webinars</p> <p>In the combined meeting of IQAC members and Heads of Depts, all dept heads have been encouraged to conduct more productive webinars in the backdrop of Covid 19.</p>
	<p>MoU's to be signed</p> <p>Department Heads have been motivated to sign more functional MoU's with reputed organisations and IQAC had also shouldered the responsibility to get more MoU's with prestigious institutions within the district.</p>
	<p>Extension/Outreach/Collaborative Programmes to be Planned</p> <p>In order to unravel its commitment to society, more Extension and Outreach programmes have been planned. Collaborations are also planned with other institutions and organisations.</p>


Dr Simi Varghese
IQAC Co-ordinator


Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\ATR\1\21-22

29.07.2021

Action Taken Reports of the IQAC Meeting dated 07.06.2021

Venue	Google Meet
Date	07.06.2021

Action taken on the suggestions of the IQAC Meeting dtd 07.06.2021:

1	AQAR 19-20 to be submitted After all review presentations, discussions and incorporating corrections, AQAR 2019-20 was successfully uploaded on July 28, 2021. Review came from NAAC regarding entering technical details like numerals. Corrected and resubmitted on July 29, 2021 at 4.35 pm.
2	AQAR 20-21 in new format All staff had been intimated with the changed format of AQAR 2020-21. Criterion wise meetings held on June 12, 14, 16 and 17 to inculcate awareness regarding this format.
3	Inclusion of new IQAC members Dr Nicemary, Dr Jaya A T and Ms Umadevi had been nominated to IQAC by the Principal.
4	Depts to be entrusted with Day Commemoration August – Dept of Commerce, September – Dept of Electronics, October – Dept of English, November – Dept of Psychology and December – Dept of Computer Science.
5	Green Initiatives to be introduced Mr Joseph P P and Dr Jibish Mathew entrusted with the initiation of Miyawaki Forest and Ms Umadevi, one of the NSS Programme Officers with the Butterfly Garden. As plants will be available during November, Oushadhi had promised to donate 51 varieties of plant/tree saplings.
6	IQAC Webinars entrusted with IQAC members Restoration of Green Eco-system – Dr Jibish Mathew – 13.07.21 Gender Equity – Dr Jaya A T - 07.08.21 NEP: Trends in Education – Dr Binoj Jose – 07.09.2021 Intellectual Property Rights – Dr Nicemary Francis – 10.11.2021 Research Methodology – Dr Mary Paul and Dr Milu Maria Anto – 20.10.2021 Waste Management/Plastic Free initiatives – Ms Umadevi K S – 14.12.2021
7	MoU's to be Signed Different institutions have been identified like Jubilee Mission Medical College, Inmind, Thrissur Management Association etc to enter into MoU's.
8	Extension, Outreach, Collaborative Programmes to be planned In 20-21, due to Covid pandemic as it was not possible to start with extension outreach programmes in full swing, many organisations had shown willingness to collaborate with our institution this year.

Dr Simi Varghese
IQAC Co-ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\Agenda\2\21-22

09.07.2021

Attn: IQAC members\ Head of Departments

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

Venue	Google Meet
Date	09.07.2021
Time	2.00 pm

Agenda of the meeting:

1	Gender Equity Webinar – first week of August
2	Review Presentations –AQAR 2019-20
3	College Club Activities – To begin
4	MoU's and Collaborations with Institutions
5	Criterion Wise Meetings - To Plan SSR
6	Five Certificate Courses – Registration – July 31

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\2\21-22

09.07.2021

Venue	Google Meet
Date	09.07.2021
Time	2.00 pm

Minutes of IQAC Meetings – 2021-22

09 July 21

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	
11	Ms Rosemary P G	Office Superintendent	
12	Ms Ceena Mathews	Head, Dept of Computer Science	
13	Mr Joseph P P	Head, Dept of Electronics	
14	Ms Jeetha Johny	Co-ordinator, Dept of Commerce	

Gender Equity Webinar – first week of August A Gender Equity webinar titled 'Through the Gendered Lens' has been planned on August 7. IQAC member Dr Jaya A T has been assigned the Programme Co-ordinator charge.
Review Presentations – AQAR 19-20 Review Presentations of Criterion 1, 2, 3, 4, 5, 6 and 7 were completed and Criterion Heads were requested to incorporate the changes before July 20, 2021.
College Club Activities – to begin As it was the combined IQAC-Heads meeting, teachers were encouraged to initiate the various activities of the Clubs and Cells so as to involve students in activities of their interests.
Collaboration with Kodakara Block Panchayath – on the anvil As part of our social commitment, it has been decided to convene discussions with the Kodakara Block Panchayath Authorities to enter into collaboration so as to include our students in their community projects, programmes and activities.
Criterion-wise meetings – to plan SSR As part of our preparation for NAAC Accreditation, Criterion wise meetings have been charted from July 21 onwards.
Five Certificate Courses – to register by July 31 As conducted in 2020-21, the five Certificate Courses will be offered by the five depts to second and third year degree students.

Dr Simi Varghese
IQAC Co-ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\ATR\2\21-22

20.08.2021

Action Taken Reports of the IQAC Meeting dated 09.07.2021

Venue	Google Meet
Date	09.07.2021

Action taken on the suggestions of the IQAC Meeting dtd 09.07.2021:

1	Gender Equity Webinar – August 7, 2021 Dr Jaya AT in the capacity of IQAC member has organised the Gender Equity Programme on August 7, 2021 in Google Meet. Dr Seema Bhaskaran had handled the session on 'Through the Gendered Lens'.
2	College Club Activities - Film and Theatre Club, Art and Craft Club, EBSB Club, Quiz Club, Nature Club and Debating Club had initiated its activities.
3	MoU signed An MoU has been signed between Director, Jubilee Mission Medical College, Thrissur and Principal Prajyoti Niketan College on August 17, 2021 at 3 pm at Jubilee Mission Medical College, Thrissur.
4	Five Certificate courses – Second and Third Year students registered 1. Good Governance – Dept of English – Dr Binoj Jose (Course Co-ordinator) 2. Management and Maintenance of Energy Resources – Mr Joseph P P 3. Sports Psychology – Ms Bijitha Vincent 4. Technology Enabled Office Tools – Ms Rincy T A 5. Productivity and Employability Skills – Mr Jerry Johny

Dr Simi Varghese
IQAC Co-ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\Agenda\3\21-22

02.08.2021

Attn: IQAC members\ Head of Departments

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

Venue	Google Meet
Date	02.08.2021
Time	2.00 pm

Agenda of the meeting:

1	Criterion-wise Meetings
2	Enhancing Cultural Diversity – Film Club webinar
3	Joint venture with Dept of English – Compassionate Communication during Covid on August 6
4	IQAC Webinar – Gender Equity- Aug 7
5	Discussions –ongoing – MoU with Jubilee Mission Medical College, Thrissur
6	Day Commemorations

Please attend.


Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\3\21-22

02.08.2021


Venue	Google Meet
Date	02.08.2021
Time	2.00 pm

Minutes of IQAC Meetings – 2021-22

02 Aug 21

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	
11	Ms Rosemary P G	Office Superintendent	
12	Ms Ceena Mathews	Head, Dept of Computer Science	
13	Mr Joseph P P	Head, Dept of Electronics	
14	Ms Jeetha Johny	Co-ordinator, Dept of Commerce	

Discussions – ongoing – To sign MoU with Jubilee Mission Medical College, Thrissur As Jubilee Mission Medical College has a Clinical Psychology Dept, discussions were held as to sign an MoU with JMMC to share resources and expertise in the discipline. Students will be getting a chance to pursue their internship in the hospital. Planned to talk with Fr Renny and Dr Monsy Edward, Head, Dept of Clinical Psychology, JMMC.
Joint venture with Dept of English- Compassionate Communication IQAC plans to join hands with Dept of English to conduct a webinar on ‘Compassionate Communication: Staying Inspired Through Covid’.
Enhancing Cultural Diversity – Inauguration of Clubs and Forums Planned different programmes intended to enhance the cultural diversity and community inclusion. Through various club activities, students have been encouraged to improve their various skills and attributes.
Day Commemorations IQAC had entrusted the five depts with commemoration of days in a particular month. This is intended to mobilise students and to unite them as harbingers of global peace and prosperity.


Dr Simi Varghese
IQAC Co-ordinator


Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\ATR\3\21-22

2.08.2021

Action Taken Reports of the IQAC Meeting dated 02.08.2021

Venue	Google Meet
Date	02.08.2021

Action taken on the suggestions of the IQAC Meeting dtd 02.08.2021:

1	Joint venture with Dept of English- Compassionate Communication Dept of English conducted the webinar through Google Meet titled 'Compassionate Communication: Staying Inspired Through Covid' on August 6, Friday 2021 by Ms Soumya Mohan, Head, Dept of Behavioural Sciences, Kerala Police Academy, Thrissur at 4 pm.
2	Enhancing Cultural Diversity – Inauguration of Clubs and Forums Planned different programmes intended to enhance the cultural diversity and community inclusion. Through various club activities, students have been encouraged to improve their various skills and attributes. Film and Theatre Club inauguration and interactive session on 'The Beauty of a College Film Club' by Dr Fr Benny Benedict, Director and Dean, Chetana College of Media and Performing Arts, Chiyyaram on August 3, 2021 enhanced the cultural diversity through films.
3	Day Commemorations IQAC had entrusted the five depts and National Service Scheme with commemoration of days in a particular month. This is intended to mobilise students and to unite them as harbingers of global peace and prosperity. June – NSS and IQAC July – NSS and IQAC August – Dept of Commerce September – Dept of Electronics October – Dept of English November – Dept of Psychology December – Dept of Computer Science

Dr Simi Varghese
IQAC Co ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\Agenda\4\21-22

01.09.21

Attn: IQAC members

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

Venue	Google Meet
Date	01.09.21
Time	2.30 pm

Agenda of the meeting:

1	Calculation of Quantitative Metrics – Five Years
2	AQAR 2020-21 – Deadlines and Documentation methods
3	Letter of Collaboration – Kodakara Block Panchayath
4	World Suicide Day Commemoration
5	Capacity Building Programme – Dr M P Rajan
6	Academic Audit and Presentations of five Depts – To Plan

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\4\21-22

01.09.2021

Venue	Google Meet
Date	01.09.21
Time	2.30 pm

Minutes of IQAC Meetings – 2021-22

01 Sept 21

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	
11	Ms Rosemary P G	Office Superintendent	

Calculation of Quantitative Metrics – Five Years Requested members to consolidate the five year data and furnish the Quantitative Metrics for NAAC Peer Team member to conduct the Academic Audit.
AQAR 20-21 – Deadlines and Documentation Methods Discussed in detail the new AQAR 2020-21 format and the various documentation methods.
Letter of Collaboration – signed with Kodakara Block Panchayath Today Block Development Officer had signed in the Letter of Collaboration.
World Suicide Prevention Day Commemoration Planned to join hands with the Post Graduate and Research Department of Psychology to conduct a Regional Webinar on 'First Aid for Suicide Prevention' on Sept 10, World Suicide Prevention Day. Another commemoration webinar also planned as part of the inter-disciplinary lecture series in association with IQAC and Dept of Psychology titled 'Webinar on Hope: The Best Medium for Life'.
Capacity Building Programme – Dr M P Rajan Planned to invite Dr M P Rajan, Former NAAC Consultant and Peer Team member to enlighten the staff on the Revised NAAC Assessment and Accreditation Procedures.
Academic Audit and Presentations of five Depts Planned to conduct Academic Audit by Ms Julie Dominic, IQAC Co-ordinator and Head, Dept of English, Little Flower College, Guruvayur. It has been decided to have five presentations by the Heads of the Five Depts as part of the Academic Audit.

Dr Simi Varghese
IQAC Co-ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\ATR\4\21-22

10.10.2021

Action Taken Reports of the IQAC Meeting dated 01.09.2021

Venue	Google Meet
Date	01.09.2021

Action taken on the suggestions of the IQAC Meeting dtd 01.09.2021:

1	Calculation of Quantitative Metrics of five years – 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 . Dr M P Rajan, Former NAAC Consultant and Peer Team member had visited us on Oct 5, Tuesday at 11 am and handled a Capacity Building Programme titled 'Awareness on NAAC Procedures'. He analysed the final score of each metric of each Criterion and provided suggestions for improvement.
2	AQAR 2020-21- Deadline and Documentation Methods As the AQAR 2020-21 is in the new format, plans have been eked out to start with the documentation process of each Criterion. Criterion Meetings have started in full swing.
3	Letter of Collaboration – Kodakara Block Panchayath The letter of Collaboration with Kodakara Block Panchayath was signed by BDO, Mr Ajaya Ghosh on Sept 1, 2021. The meeting comprised Mr M R Ranjith, Kodakara Block Panchayath President, Adv. Ajo Pulickan and Mr Ashin P R. Prajyoti Niketan College had agreed to collaborate in several activities of the Block Panchayath like data entry, documentation, cleaning, facebook page designing, preparation and planning of Vision Document 2022 etc. W
4	World Suicide Day Commemoration Commemorated World Suicide Prevention Day on Sept 10 with a Regional Webinar by the Research and Postgraduate Dept of Psychology in association with IQAC on the topic 'First Aid for Suicide Prevention' by Ms Sreerika Mohan (Clinical Psychologist and Research Scholar) YouTube Live Streaming has been arranged and Principals, teachers and students from neighbouring Higher Secondary Schools participated. This is one of our Extension Programmes. On the same day , another webinar was conducted as part of Interdisciplinary Lecture Series in collaboration with the Dept of Psychology by Dr Nicemary Francis titled 'Hope: The Best Medium for Life'.
5	Academic Audit and Presentation of Five Depts by Ms Julie Dominic, Head, Dept of English, Little Flower College, Guruvayur (IQAC Co-ordinator) has been planned as we are nearing NAAC Accreditation.

Dr Simi Varghese
IQAC Co ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\Agenda\5\21-22

11.10.2021

Attn: IQAC members

It is decided to convene a IQAC meeting as follows:

Venue	Conference Hall
Date	11.10.2021
Time	2 pm

Agenda of the meeting:

1	Student Induction Programme and Orientation – I BA/BSc/BCom
2	Covid Awareness and Quiz Contest – Field Outreach Bureau
3	Starting of five Bridge Courses
4	NAAC Accreditation - Planning

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC\IQAC\Minutes\5\21-22

11.10.2021


Venue	Conference Hall
Date	11.10.2021
Time	2 pm


Minutes of IQAC Meetings – 2021-22

11 Oct 21

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	
11	Ms Rosemary P G	Office Superintendent	

	Students' Induction Programme- Deeksharambh and Orientation- I BA/BSc/Bcom Decided to conduct the Orientation and Induction Programme for first year degree students as a four-day programme as and when the classes commence.
	Covid Awareness Seminar and Quiz Contest – Field Outreach Bureau Planned to join hands with the Field Outreach Bureau, Thrissur under the Ministry of Information and Broadcasting to conduct an awareness programme on Covid 19 and a Quiz Contest under the banner of IQAC and College Quiz Club.
	Ongoing - five Bridge Courses It has been decided to continue with the five Bridge Courses by the five Depts as in 2020-21.
	NAAC Accreditation – Planning As part of planning towards NAAC Accreditation, it has been agreed by Principal to seek the technical help of teachers from the Dept of Computer Science. Ms Dhanya has been given Criteria 1 and 5, Ms Mythili given Criteria 2 and 7, Ms Anjana Criteria 3 and 6 and Ms Gopikrishna Criterion 4.


Dr Simi Varghese
IQAC Co-ordinator


Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\ATR\5\21-22

20.10.2021

Action Taken Reports of the IQAC Meeting dated 11.10.2021

Venue	Conference Hall
Date	11.10.21

Action taken on the suggestions of the IQAC Meeting dtd 11.10.21:

1	Student Induction Programme and Orientation – I BA/BSc/BCom 'Deeksharambh 2021' has been planned as a four day programme for first year students. October 16, 18, 20 and 22. The Programme commenced with Principal's Message and Orientation talk by Dr Binoj Jose regarding the different scholarships and online courses for them. On 18th, depts conducted a goal setting programme and a session on Choice Based Credit and Semester System (CBCSS) Regulations. On Oct 20, an enlightening session was handled by one of the notable alumnae of the Dept. Depts have been advised to take the students on a Campus Tour on Oct 22 and conduct the pedagogical tests to find out the advanced learners, slow learners and medium level learners.
2	Covid Awareness and Quiz Contest – Field Outreach Bureau In collaboration with Field Outreach Bureau, (Ministry of Information and Broadcasting), Regional Centre, Thrissur under the Swachhta Action Plan (SAP), a Quiz Contest and Covid Awareness Programme will be organised on Nov 30, 2021. Mr Binju C Jacob, Health Inspector, Family Health Centre, Kandanassery will deliver the Awareness Session. Field Outreach Bureau, Deputy Director, Sri George Mathew and Principal Dr Binu P Chacko will speak on the occasion. Quiz Club will also join hands with IQAC.
3	Starting of Five Bridge Courses by five Depts – 1. Understanding Mass Media – Dept of English – Dr Simi Varghese (Co-ordinator) 2. Basics of Mathematics – Dept of Electronics and Computer Science - Dr Jinto James 3. Introduction to Human Physiology – Ms Rahana Razak 4. Basics of Accounting – Dept of Commerce – Mr Jerry Johny This has been to help students gain a basic understanding regarding new subjects in the first year.

Dr Simi Varghese
IQAC Co ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\Agenda\6\20-21

17.11.21

Attn: IQAC members\ Head of Departments

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

Venue	Conference Hall
Date	17.11.21
Time	2.00 pm

Agenda of the meeting:

1	Hunger Hunt Project – Fr Davis Chiramal Charitable Trust
2	Divyanjan-friendly Campus -World Disability Day
3	MoU with Thrissur Management Association
4	Training Programme for NonTeaching Staff – Mr Pauly Raphael
5	Self Defense Training for Women – Kerala Police
6	Food and Craft Exhibition
7	Energy Conservation Programme
8	More Green Initiatives -Miyawaki Forest, Butterfly Garden and Joy of Green
9	Green-Energy-Environment Audit

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



PNC/IQAC/Minutes/6/21-22

17.11.2021

Venue	Conference Hall
Date	17.11.21
Time	2.00 pm

Minutes of IQAC Meetings – 2021-22

17 Nov 21


Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	<input checked="" type="checkbox"/>
2	Dr Simi Varghese	IQAC Co-ordinator	<input checked="" type="checkbox"/>
3	Ms Rincy T A	Joint Co-ordinator	<input checked="" type="checkbox"/>
4	Dr Mary Paul	Head, Dept of English & IQAC Member	<input checked="" type="checkbox"/>
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	<input checked="" type="checkbox"/>
6	Dr Nicemary Francis	IQAC Member	<input checked="" type="checkbox"/>
7	Dr Jibish Mathew	IQAC Member	<input checked="" type="checkbox"/>
8	Dr Jaya A T	IQAC Member	<input checked="" type="checkbox"/>
9	Dr Binoj Jose	IQAC Member	<input checked="" type="checkbox"/>
10	Ms Umadevi K S	IQAC Member	<input checked="" type="checkbox"/>
11	Ms Rosemary P G	Office Superintendent	<input checked="" type="checkbox"/>
12	Ms Ceena Mathews	Head, Dept of Computer Science	<input checked="" type="checkbox"/>
13	Mr Joseph P P	Head, Dept of Electronics	<input checked="" type="checkbox"/>
14	Ms Jeetha Johny	Co-ordinator, Dept of Commerce	<input checked="" type="checkbox"/>

Hunger Hunt Project – social commitment- Fr Davis Chiramal Charitable Trust To boost the staff and students' social commitment, the meeting decided to join hands with Fr Davis Chiramal Charitable Trust in offering food packets to the needy and poor people of Pudukad every day.
World Disability Day –Divyanjan-friendly Campus Decided to commemorate World Disability Day joining hands with the Dept of Psychology on December 6, Monday. Entrusted the IQAC member Dr Milu Maria Anto with the co-ordination of the programme. Several competitions are also planned.
MoU with TMA – Inauguration of Student Chapter and Career Orientation Decided to sign an MoU with Thrissur Management Association. As part of it, a student chapter will be initiated. A Career Orientation programme for the students of the Dept of Commerce has also been planned.
Training Programme for Non Teaching Staff – Mr Pauly Raphael Decided to organise a training programme for the Non Teaching Staff. Dr Paul Alappat, Head Accountant has been assigned the charge of Programme Co-ordinator.
Self-Defense Training for Girl Students – Kerala Police As per our strategic plan, it has been decided to organise a self-defense training programme for our girl students in association with the Dept of Physical Education. It has also been decided to ask for the collaboration with Kerala Police.
Cuisinekraft -21 – Exhibition in association with Women's Cell Under the auspices of Women's Cell and Art and Craft Club, a food festival and art/craft exhibition has been planned. Decided to invite Kudumbasree groups to put up their stalls as part of the Exhibition.



	Energy Conservation Programme – Energy Management Centre, Govt of Kerala Decided to organise a seminar on ‘Energy Conservation for Sustainable Future’ in association with the Energy Management Centre (Govt of Kerala) of Thrissur District and the Dept of Electronics.
	More Green Initiatives – Miyawaki Forest, Butterfly Garden and Joy of Green To enhance the green initiatives, it has been decided to nurture a Miyawaki Forest and a Butterfly Garden here. It has been planned to boost our commitment towards mother earth. A Butterfly Garden has also been planned under the auspices of National Service Scheme.
	Green/Energy/Environment Audit – To Plan As we have completed five academic years after the second cycle of NAAC Accreditation, it has been decided to conduct the Energy, Environment and Green Audit to assess and identify the main energy consuming areas/plant items to be surveyed during the audit. Green audit is intended to inculcate awareness among the staff and students regarding environmental awareness, ethics and values.


Dr Simi Varghese
IQAC Co-ordinator


Dr Binu P Chacko
Principal & Chairman



Action Taken Reports of the IQAC Meeting dated 17.11.2021

Venue	Conference Hall
Date	17.11.2021

Action taken on the suggestions of the IQAC Meeting dtd 17.11.2021:

1	<p>Hunger Hunt Project – Fr Davis Chiramal Charitable Trust</p> <p>Hunter Hunt Project inaugurated at Prajyoti on Dec 3, 2021. This is in association with Fr Davis Chiramal Charitable Trust. Joyel, our Jesus Youth student co-ordinator handed over the lunch packet to Fr Davis who placed the packet in the Food Shelf donated by Fr Davis Chiramal Charitable Trust to Prajyoti Niketan College. The Food Shelf had been placed in the Pudukad Grama Panchayath road and every day students place food packets for the poor and needy population of Pudukad. Each dept has been assigned one day in a week.</p> <p>Monday – Dept of English Tuesday – Dept of Computer Science Wednesday- Dept of Electronics Thursday – Dept of Psychology Friday – Dept of Commerce</p> <p>This is one of our Best Practices which bears testimony to the social commitment of our students.</p>
2	<p>Divyanjan-Friendly Campus – World Disability Day</p> <p>World Disability Day has been commemorated in the Campus on Dec 6, at 11.30 am. Ms Sandra Davis (III BA English), has inaugurated the function. She is a very talented student who is visually challenged. Poster Making competitions, Awareness Rally and Flash Mob etc were some of the programmes. Ms Anna Theres (II BSc Psychology) has explained the relevance of the theme. Ms Shaly, mother of Ms Sandra Davis narrated her painful experiences in nurturing a differently abled child. This programme was organized in association with the Dept of Psychology. Dr Binu P Chacko, Principal presided over the function. Dr Milu Maria Anto was the Programme Co-ordinator. Dr Simi Varghese, IQAC Co-ordinator offered felicitations.</p>
3	<p>MoU with TMA – Career Orientation Seminar</p> <p>An MoU has been signed with Thrissur Management Association after the inauguration of its student chapter here. Mr Vinod Manjila, Managing Director, Double Horse inaugurated the function. Mr Francis George, Secretary, TMA delivered a topic on ‘Career Opportunities and Challenges’. CMA Mr Madhu A P talked at length about the Industry Expectations. Students from II and III BCom participated. Dr Simi Varghese, IQAC Co-ordinator welcomed the gathering and Ms Nandhana P Nair (I BA English) proposed the vote of thanks.</p>
4	<p>Training Programme for Non Teaching Staff – Mr Pauly Raphael</p> <p>Organised in association with Administrative Staff on Dec 13, 2021 titled ‘Audit and Administrative Procedures’ by Mr Pauly Raphael, Senior Superintendent (Rtd), Collegiate Education, Thrissur. Office Superintendent Ms Rosemary welcomed the gathering. Dr Binu P Chacko, Principal presided over the function. Dr Simi Varghese, IQAC Co-ordinator proposed the vote of thanks.</p>



6	<p>Cuisinekraft 2021 – Food and Craft Exhibition</p> <p>A food and craft exhibition was organized in association with Women's Cell and Craft Club. Women from Kudumbasree, Thrissur and Maradu put up stalls of snacks and household utensils. Students from various departments prepared snacks, soap, herbal oils, pastries, tapioca delicacies etc and sold at reasonable prices in the exhibition venue.</p>
7	<p>Energy Conservation Programme – Energy Management Centre (Govt of Kerala), Thrissur</p> <p>Joined hands with Energy Management Centre, Govt of Kerala, Thrissur and organized an Energy Conservation Seminar on December 16, 2021. Dr T V Vimalkumar, District Co-ordinator, Energy Management Centre, Thrissur and Asst Professor, Dept of Physics, St Thomas College, Thrissur was the Resource Person for the day. Dept of Electronics associated with IQAC in organizing the programme.</p>
8	<p>Green Initiatives and Green-Energy-Environment Audit – Miyawaki Forest and Butterfly Garden</p> <p>As part of its green commitment, the planting of a Miyawaki Forest had taken place in the campus. A Butterfly garden had also been planted to attract butterflies and other insects. This is one of our best practices and it enhances the beauty of the bountiful nature of Prajyoti Niketan College. Joined hands with the Dept of English in planting tree saplings in the campus under their Joy of Green initiative. Other Depts have also planted saplings in the campus. Athul Energy Consultants, Thrissur has conducted the Green-Energy-Environment Audit of the institution.</p>

Dr Simi Varghese
IQAC Co-ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\Agenda\7\21-22

18.01.22

Attn: IQAC members\ Head of Departments

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

Venue	Conference Hall
Date	18.01.22
Time	2.00 pm

Agenda of the meeting:

1	AQAR 20-21 to be uploaded
2	Review Meetings of Criteria to be scheduled
3	Timeline for IIQA and SSR submission
4	Data in IQAC folder to be uploaded in NAAC portal
5	Calculation of Quantitative Metrics
6	Discussions on Academic Audit
7	Discussions on Green-Energy-Environment Audit

Please attend.

Dr Simi Varghese
IQAC Co-ordinator



Minutes of IQAC Meetings – 2021-22

18.01.2022, Tuesday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	

18 January 2022
AQAR 20-21 to be uploaded The meeting decided to upload AQAR 20-21 at the earliest. Review Meetings of different Criteria have been scheduled as follows: Criteria 1, 6 and 7 – Jan 21, 9.30 to 11.30 am Criteria 2, 3, 4 and 5 – Jan 24, 2.30 to 4.30 pm February 11 – AQAR 20-21 submission
Timeline for IQA and SSR submission March 1 – IQA submission March 31 – Final SSR submission
Data in IQAC folder to be uploaded in NAAC Portal All IQAC members have furnished the data pertaining to their respective metrics in the IQAC folder. The technical committee have supported IQAC members in uploading the data to the NAAC portal.
Calculation of Quantitative Metrics As per the instruction from our Academic Auditor Dr Rajan, we calculated the Quantitative Metrics of our five Assessment years :: 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21. The meeting analysed the status of our institution and suggested measures to improve our situation.
Discussions on Audits The meeting expressed satisfaction at the reports of various Audits conducted in our institution. The Academic Audit conducted by Ms Julie Dominic, IQAC Co-ordinator was impressed by our growth in different areas like Academics, Social Commitment, Research, Green Initiatives etc. Athul Energy Consultants have conducted our Energy, Environment and Green Audits.



PNC\IQAC\ATR\7\21-22

22.02.2022

Action Taken Reports of the IQAC Meeting dated 18.01.22

Venue	Conference Hall
Date	18.01.2022

Action taken on the suggestions of the IQAC Meeting dtd 18.01.2022:

1	AQAR 20-21 and Review Meetings All steps had been initiated to upload AQAR 2020-21 before March 31, 2022. As we are also into SSR preparation and submission, everything is proceeding on war footing. All Review meetings had been completed and changes incorporated. The data furnished by IQAC members in IQAC folder had been uploaded to NAAC Portal with the support of the technical committee.
2	Timeline for IIQA and SSR submission IQAC members felt the urgency of the situation and are toiling harder for the early submission of IIQA and SSR. Criterion Heads conduct individual meetings to quicken the pace of submission and all members are energised to achieve the goal at the earliest. Dates have been rescheduled for IIQA and SSR submission IIQA – May 26 SSR – June 30
3	Discussions on Audits All the needed changes suggested by the Auditors will be incorporated in the campus.

Dr Simi Varghese
IQAC Co-ordinator

Dr Binu P Chacko
Principal & Chairman



PNC\IQAC\Agenda\6\21-22

16.03.2022

Attn: IQAC members\ Head of Departments

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

Venue	Google Meet
Date	16.03.2022
Time	3.00 pm

Agenda of the meeting:

1	Submission of IIQA and SSR
3	AQAR 20-21 - Uploading
4	Review on SSR preparations
5	Criterion wise meetings
8	MoU's to be signed with Institutions

Please attend.


Dr Simi Varghese
IQAC Co-ordinator



Minutes of IQAC Meetings – 2021-22

16.03.2022, Wednesday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	

	March 16, 2022
	Submission of IIQA and SSR The meeting fixed deadlines to submit IIQA and SSR with the support and co-operation of all Criterion members. It has been planned to submit IIQA in the second week of May and to eke out plans to submit SSR within the stipulated period.
	AQAR 2020-21 – To be uploaded All Criterion members have almost completed their documentation work for AQAR 2020-21. Can be uploaded towards the end of March.
	Review on SSR Preparations As the AQAR 2020-21 demands documentation as per the new format, it makes documentaion easier for SSR also. IQAC members have furnished the data pertaining to their respective metrics in the IQAC folder. The technical committee have supported IQAC members in uploading the data to the NAAC portal.
	Criterion wise Meetings Criterion wise meetings have been conducted regularly, chaired by Criterion Chiefs along with IQAC Co-ordinators for the systematic filing of documents for AQAR and SSR.
	MoU's to be Signed All depts have been encouraged to sign MoU's with various Industry heads. This will definitely increase the possibility of campus placements.



PNC\IQAC\Agenda\7\21-22

12.05.2022

Attn: IQAC members\ Head of Departments

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

Venue	Google Meet
Date	12.05.2022
Time	3.00 pm

Agenda of the meeting:

1	Review on AQAR Submission
3	IIQA Submission
4	To speed up SSR preparations
5	Student Satisfaction Survey – Modus Operandi
8	Initiating Value Education Course in College

Please attend.


Dr Simi Varghese
IQAC Co-ordinator



Minutes of IQAC Meetings – 2021-22

12.05.2022, Thursday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Simi Varghese	IQAC Co-ordinator	
3	Ms Rincy T A	Joint Co-ordinator	
4	Dr Mary Paul	Head, Dept of English & IQAC Member	
5	Dr Milu Maria Anto	Head, Dept of Psychology & IQAC Member	
6	Dr Nicemary Francis	IQAC Member	
7	Dr Jibish Mathew	IQAC Member	
8	Dr Jaya A T	IQAC Member	
9	Dr Binoj Jose	IQAC Member	
10	Ms Umadevi K S	IQAC Member	

	May 12, 2022
	Review on AQAR submission The meeting decided to analyse the details uploaded in AQAR 2020-21
	IIQA Submission IQAC Co-ordinators explained the modus operandi of IIQA submission which took place on May 26, 2022.
	To speed up SSR preparations The meeting decided to quicken the pace of SSR preparations and to review all Criteria wise metrics.
	Student Satisfaction Survey- Modus Operandi The meeting discussed the various questions involved in Student Satisfaction Survey
	Initiating Value Education Classes As the college has initiated Value Education Classes, the meeting discussed its contemporary relevance and positive impact.