



AMC Group of Educational Institutions
Kothayur Road, Manisseri Post, Ottapalam, Palakkad, pin:679521.
Contact:9995427765,
Email: amcottapalam@gmail.com,
Website: amc-college.com

Meeting Minutes

03.06.2022- 3:00PM

1. Opening

The IQAC meeting was called to conduct on 03.06.2022 at IQAC room, AMC campus.

2.Attendee's list: Attendance list is attached below.

3.Absent list:

1. Mr. Rajeeesh Krishnan
2. Mr.Sajeev M
3. Mrs. Praseedha P

4. Agenda

1. Strategic plan for the academic year
2. Conduct of Faculty Development Programme, Workshops , Webinars
3. Conduct of Convocation
4. ED related workshops
5. Collaboration for augmenting academic quality
6. SPARK Students' Achievement Award
7. Other matters

5. Discussion

1. The implementation of strategic plan for the current year was discussed by members and put forward their suggestions.
- 2.Relevance of conducting Faculty Development Programme,Workshops and Webinars were pointed out during the meeting.
- 3.The meeting discussed about conduction of Convocation ceremony for the batch 2019-2022 batch.
4. The members stressed the need for conducting Entrepreneur Development workshops, to promote the entrepreneurial traits among students.
- 5.Need for more collaborations with industries and other educational institutions were discussed.
6. Discussed to call for nominations towards , SPARK Students' achievement awards 2022 and envisaged Ms. Divya Haridas, Assistant Professor, Department of English as the coordinator for the committee.

6. Action

The meeting envisaged IQAC coordinator to communicate the decisions to the departments and conduct the same .

The meeting was adjourned at 4.15 pm.

8. Next Meeting

The next meeting will be conducted on 01.09.2022

9. Submitted by: Mrs . Jisha K., IQAC Coordinator

10. Approved by: Dr.Byju K,Principal

11. Attachment – Resolution, Attendance list





AMC Group of Educational Institutions
Kothayur Road, Manisseri Post, Ottapalam, Palakkad, pin:679521.
Contact:9995427765,
Email: amcottapalam@gmail.com,
Website: amc-college.com

Resolution

03.06.2022

Manisseri

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE IQAC OF AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERI, OTTAPALAM – 679521 HELD ON 03 June 2022 AT 3:00 PM.

- Decided to work on the strategic plan
- Decided to conduct national/ international webinar, Workshops .
- Decided to conduct Convocation ceremony for the outgoing students.
- Decided to conduct Department wise ED workshops for students in departments.
- Resolved to initiate Collaborations with other HEIs & Industry.
- Decided to intimate all departments regarding SPARK Students' Achievement Award procedure and the final date for filing the same and to form a committee for the same.

Ms. Jisha K.
IQAC Coordinator

Dr. Byju K
Principal
M.Com (Double), MA, B.A, M Phil, PhD
PRINCIPAL
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521




ACTION TAKEN REPORT OF MEETING HELD ON 03rd JUNE 2022

1. As per the instruction of IQAC, the Entrepreneur Development club of the HEI started a New initiative named Nutri Nourish - to promote organic food and healthy food habit among students.
2. Organized a National seminar on Research related topic- AMOS and SPSS ON 27.07.2022 by Department of Management. CMA Sivakumar , Assistant Professor, Department of Commerce and Management Studies , SNGS Pattambi was the Resource person. An International Webinar on Social Infrastructure Development was conducted on 27.07.2022 by Department of Commerce. Department of Economics organized seminar on Sustainable development on 08.08.2022.
3. Convocation ceremony was conducted on 15.08.2022 for the outgoing students .The Guest of Honour was Dr. P. Rajesh Kumar, Registrar , Kerala Kalamandalam , Deemed to be University , Thrissur.
4. Department of Management and Commerce conducted workshop on Paper file making and Attendance register making in association with Entrepreneur Development Club
5. Collaboration was made with Cherpulassery College of Science and Technology, Karalmanna ,Cherpulassery on 22nd July, 2022.
6. Formed a committee consisting of three members to assess the nominations of students. Directed the panel to declare the winners before September.



IQAC Coordinator



Dr. BYJU. K
M.Com (Double), MBA, CWA, M.Phil, PhD
PRINCIPAL
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
Principal
MANISSERY, PIN - 674 921



AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERY

Attendance Sheet

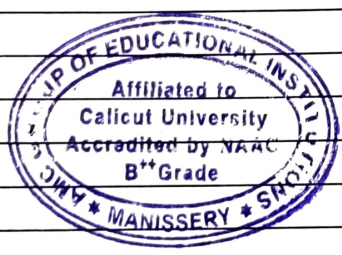
Name of Programme/ Activity : IQAC meeting

Organised by : IQAC

Date : 03/06/2022

Sl. No.	Name of Staff	Department	Signature
1	Dr. BYJU.K	Principal	
2	NISHA.SASIKUMAR	VICE PRINCIPAL	
3	Priya Hasidas	English	
4	Sruthi.P.V	Malayalam	
5	Sarala.K.T	Commerce	
6	Vasanthi.P	Economics	
7	Dr. Mugeeth.P	Commerce	
8	Ranjini.P	Commerce	
9	Sandhya Nair	Library	
10	Jagadeesh.C	Commerce	
11	Dr. REKHA.P.T	Management	
12	Dajeesh Kumar.M	Commerce	
13	Muh.Jamal.A	III BA Economics	
14	RameshWanni K.	Chairman	
15	Jisha K.	IQAC coordinator	
16	Anilkumar.C	Management	
17	Meera Ramaswamy	Auditor Operations	Attended Online
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Dr. BYJU.K.
M.Com (Double), M.Phil, Ph.D.
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521





AMC Group of Educational Institutions
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Website: amc-college.com

Meeting Minutes

01.09.2022- 3:30PM

1. Opening

The IQAC meeting was called to conduct on 01.09.2023 at IQAC room, AMC campus.

2.Attendee's list: Attendance list is attached below.

3.Absent list:

1. Mr. Rajeesh Krishnan
2. Mr.Sajeev M
3. Mrs. Praseedha P

4. Agenda

1. More initiatives for the academic year
2. Conduct of Orientation programme
3. Promotion of the habit of cultivation, as part of GO GREEN
4. To start AQAR preparation
5. FDP and Orientation classes for Faculty and non-teaching staff
6. Collaboration with industries and HEIs
7. Other matters

5. Discussion

1. The members discussed about the new initiatives to be introduced for the current academic year for the academic and holistic development of students.
2. The meeting decided to conduct Orientation programme for first year students.
2. Discussion was made on introducing an orchard inside the campus as an addition to the existing vegetable garden.
3. AQAR submission of the academic year 2021-2022 was discussed.
4. Need for conducting Faculty Development Programme and Orientation class for teaching and non-teaching staff.
5. Need for more collaboration with industry and other educational institutions were discussed.

6. Action

The meeting envisaged IQAC coordinator to communicate the decisions to the departments, clubs to conduct the same .

The meeting was adjourned at 4.30 pm.

8. Next Meeting

The next meeting will be conducted on 05.12.2022

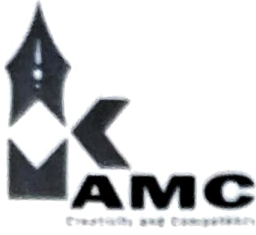
9. Submitted by: Mrs . Jisha K., IQAC Coordinator



10. Approved by: Dr.Byju K,Principal



11. Attachment – Resolution, Attendance list



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Kothayur Road, Manisseri Post, Ottapalam, Palakkad, pin:679521
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Resolution

01.09.2022

Manisseri

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE IQAC OF AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERI, OTTAPALAM – 679521 HELD ON 01 September 2022 AT 3:30 PM.

- Resolved to initiate Campus Radio in the campus for students to hone their creative capacities and as a platform to share infotainment.
- Decided to conduct orientation Programme for students.
- Decided to conduct woman empowerment awareness programmes and defence training programmes for girl students to make them mentally and physically fit to face problems.
- Resolved to inform faculty regarding the submission of AQAR for the academic year 2021-2022 and to start its work at the earliest.
- Decided to introduce an orchard, planting Red lady papaya saplings in the campus as part of HEI's Initiative, GO GREEN.
- Decided to conduct Faculty Development Programme and Orientation classes for teaching and non-teaching staff.
- Resolved to initiate Collaborations with other HEIs & Industry.

Ms. Jisha K.
IQAC Coordinator



Dr. BYJU. K
M.Com (Double), MBA, CWA, M Phil, PhD
Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO THE GOVERNMENT UNIVERSITY
MANISSERI, PIN - 679521

ACTION TAKEN REPORT OF MEETING HELD ON 09TH MAY 2022

1. Officially inaugurated Campus radio - Hello AMC , on 30.09.2023 by Vice Principal Ms. Nisha Sasikumar. Nandana of III B.com Cooperation class, performed as student RJ on the inaugural day.
2. Departments conducted Orientation Programme for students in the month of November.
3. On 25.11.2023, Women Development Cell of the HEI conducted a Self defence programme for girl students on International day of Elimination of violence against women. Physical Education Teacher, Mr. Vineeth k.v. handled the session.
4. Ms. Nisha Sasikumar, Vice Principal was envisaged as NAAC Coordinator to lead AQAR Preparation.
5. NSS Volunteers of the HEI planted saplings of Red lady Papaya , adjacent to Butterfly garden in the campus on 14.11.2023.
6. An Faculty Development Programme for Faculty on NBFC was organized on 11.10.2023 and a one day orientation for non- teaching staff on digitalization of documents by Gautam Narayana , Managing Director , Cargo County , Canada was also conducted on 1.11.2023 .
7. Collaboration was made with Bodhi Vrudhi Educational Services , Kathriguppe, Bangalore for providing certificate courses on areas of Office Automation , technology training and so on for students. Collaboration was signed with Lakshmi Narayana Arts and Science college , Mayannur , for mutual academic benefit of the HEIs.



IQAC Coordinator



Dr. BYJU. K
M.Com (Double), MBA, CWA, M Phil, PhD
PRINCIPAL Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521



AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERY


Attendance Sheet

Name of Programme/ Activity : LOAC Meeting

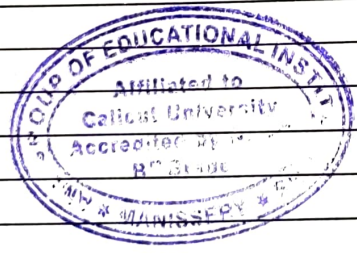
Organised by : LOAC

Date : 01.09.2022

Sl. No.	Name of Staff	Department	Signature
1	<u>Dr. B.V.S.U.K</u>	<u>Principal</u>	<u>[Signature]</u>
2	<u>NISHA SASIKUMAR</u>	<u>VICE PRINCIPAL</u>	<u>[Signature]</u>
3	<u>Riya Hasidhar</u>	<u>English</u>	<u>[Signature]</u>
4	<u>Sruithi P.V</u>	<u>Malayalam</u>	<u>[Signature]</u>
5	<u>Sarala K.T</u>	<u>Commerce</u>	<u>[Signature]</u>
6	<u>Vagandhi P</u>	<u>Economics</u>	<u>[Signature]</u>
7	<u>Ranjini P</u>	<u>Commerce</u>	<u>[Signature]</u>
8	<u>Sandhya Naie</u>	<u>Library</u>	<u>[Signature]</u>
9	<u>Dr. Magesh</u>	<u>Commerce</u>	<u>[Signature]</u>
10	<u>Dr. REKHA P.T.</u>	<u>Management</u>	<u>[Signature]</u>
11	<u>Ramawani K.</u>	<u>Chairman</u>	<u>[Signature]</u>
12	<u>Filhe K.</u>	<u>LOAC Coordinator</u>	<u>[Signature]</u>
13	<u>Jagadeesh C</u>	<u>Commerce</u>	<u>[Signature]</u>
14	<u>Rajesh Kumar M</u>	<u>Commerce</u>	<u>[Signature]</u>
15	<u>Mub.Jamal</u>	<u>III BA Economics</u>	<u>[Signature]</u>
16	<u>Anilkumar C</u>	<u>Commerce</u>	<u>[Signature]</u>
17	<u>Neena Ramasamy</u>	<u>Dualis Operations</u>	<u>Attended Online</u>
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Dr. B.V.S.U.K
 M.Com (Doubt), MBA, CWA, M Phil, PhD
 PRINCIPAL

AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521





Meeting Minutes

05.12.2022- 3:30PM

1. Opening

The IQAC meeting was called to conduct on 05.12.2022 at IQAC room, AMC campus.

2.Attendee's list: Attendance list is attached below.

3.Absent list:

1. Mr. Rajeesh Krishnan
2. Mr.Sajeev M
3. Mrs. Praseedha P

4. Agenda

1. Submission of AQAR for the year 2021-2022
2. Promotion of Research and publication among Faculty
3. Enhance feedback system
4. Subscription of journals
5. Conduct of webinars, seminars and workshops
6. MOU with HEIs
7. Other matters

5. Discussion

1. The members discussed about progress of AQAR preparation and found to be satisfactory. A tentative date was also decided to submit the same.
2. The members discussed about the need for upgradation of current journal to ISBN Journal and to present the same to the Management.
3. Need to strengthen and systematize the feedback system was discussed.
- 4.The need of subscribing academic journals to the college library was discussed.
5. The members discussed on the matter of conducting seminars, webinars in departments.
6. To improve academic quality, need for more MOUs and Collaborations was put in to discussion.
7. The members discussed and expressed the need of organizing a defence class for girl students, in the following month.

The meeting envisaged IQAC coordinator to communicate the decisions to the departments, clubs/Cells and Management to consider and conduct the same .

The meeting was adjourned at 4.45 pm.

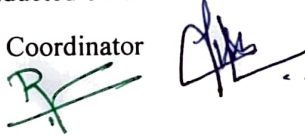
8. Next Meeting

The next meeting will be conducted on 02.03.2023

9. Submitted by: Mrs . Jisha K., IQAC Coordinator

10. Approved by: Dr.Byju K,Principal

11. Attachment – Resolution, Attendance list

Handwritten signatures in blue and green ink, likely corresponding to the individuals mentioned in the text.



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Resolution


05.12.2022

Manisseri

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE IQAC OF AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERI, OTTAPALAM – 679521 HELD ON 05 December 2022 AT 3:30 PM.

- Resolved to complete the pending works of AQAR at the earliest.
- Decided to communicate the need of upgrading the existing in house publication of the HEI to ISBN Status, to the Management.
- Decided to strengthen the existing system of feedback collection by introducing a direct interactive session with students .
- Resolved to subscribe more journals to the library to encompass students with multifaceted areas of research and knowledge .
- Decided to inform Departments to organize seminar/webinar/workshops on academic and research topics for students
- Decided to sign MOU/Collaboration with HEIs for academic benefit.
- Resolved to organize a self defence class for girl students in the month of January.


Ms. Jisha K.
IQAC Coordinator


Dr. Byju K
Principal
M.Com (Double), MBA, GWA, M Phil, PhD
PRINCIPAL
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521



ACTION TAKEN REPORT OF MEETING HELD ON 05TH DECEMBER 2022

1. Submitted the Annual Quality Assurance Report of the HEI of the academic year, 2020-2021 on 23rd December 2022 .
2. Necessary works started by the Research Forum of the HEI to upgrade Daksha as an ISBN Journal.
3. Students' Interaction Forum (SIF) , a platform for students to directly interact and communicate their academic grievances, requirements to the higher authority was introduced on 21st February 2023.
4. The HEI subscribed commerce, Management, Economics related Journals.
5. Departments conducted seminars on the topic of IPR, ED and a workshop on Google form making , in relation to Project preparation was also conducted by Department of Management during the month of December, January and February.
6. The HEI signed an MOU with Lement College of Advanced studies, Pattambi on 28.02.2022 for the mutual academic quality enhancement of its stakeholders.
7. The Gender Equity Club conducted a practical demonstration class of Kalari for girl students of the college on 23rd January , in relation to International World Child day observance. Ms. Sajini Gurukkal , Kalari practitioner and performer handled the session.

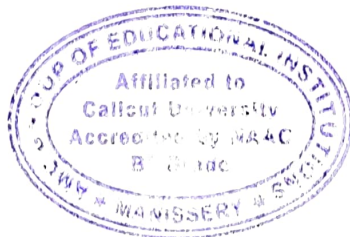


IQAC Coordinator



Principal

M.Com (Double), MBA, GWA, M Phil, PhD
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MANISSERY, PIN - 679 521




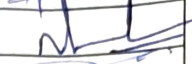
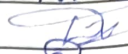

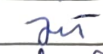




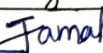




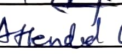
AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERY

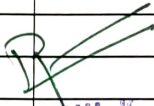
Attendance Sheet

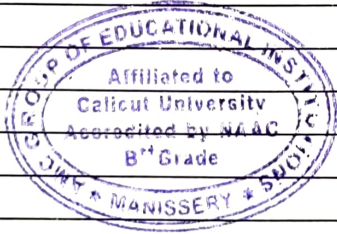
Name of Programme/ Activity : IOAC Meeting

Organised by : IOAC

Date : 05-12-2022

Sl. No.	Name of Staff	Department	Signature
1	Dr. BYJU.K	Principal	
2	Nisha. Sasikumar.	Vice President	
3	Danya Hasidas	English	
4	Sruthi.P.V	Malayalam	
5	Sarala.K.T	Commerce	
6	Varanathi.P	Economics	
7	Dr. Myrah.P	IT Commerce	
8	Rajeesh Kumar.M	Commerce	
9	Ranjini.P	Commerce	
10	Sandhya Nair	Library	
11	Muh.Jamal	BA Economics	Jamal
12	Jagadeesh.C	Commerce	
13	Dr. REKHA.P.T.	Management	
14	Ramaswami K.	Chairman	
15	Jisha K.	IOAC Coordinator	
16	Anilkumar.C	Commerce	
17	Meena Ramaswamy	Director Operations	Attended Online
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Dr. BYJU.K
 M.Com (Double), MBA, CWA, M.Phil, PhD
 Principal



AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERY



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Meeting Minutes

02.03.2023- 3:00PM

1. Opening

The IQAC meeting was called to conduct on 02.03.2022 at IQAC room, AMC campus.

2.Attendee's list: Attendance list is attached below.

3.Absent list:

1. Mr. Rajeeesh Krishnan
2. Mr.Sajeev M
3. Mrs. Praseedha P

4. Agenda

1. Certificate course for students on softs skills
2. An infotainment initiative for faculty
3. Conduct of One week Faculty Development Programme
4. Conduct of one day Faculty Development Programme on E- Governance
5. Yoga practice for students
6. Promote health awareness
7. Collaboration for augmenting academic quality
8. Follow up of ISBN Journal
9. Feedback and result analysis
10. Other matters

5. Discussion

1. The members discussed the importance of providing softskill training session for students.
2. The members discussed about starting a practice of conducting infotainment session for faculty to make them mentally rejuvenated .
- 3.Need for organizing a one week Faculty Development Programme on various aspects of teaching learning process. .
4. The members discussed the need for conducting a one day session on E-Governance .
5. The members discussed the benefit of including yoga as a practice among students for their mental and physical fitness.
6. Discussed the significance of introducing an initiative for the stakeholders of the HEI for creating health awareness.

7. Decided to sign Memmorandum Of Understanding with HEI or Industry for mutual academic excellence.
8. Discussed the status of the proposed ISBN Journal.
9. Discussed feedback analysis report (SIF) and result analysis .

6. Action

The meeting envisaged IQAC coordinator to communicate the decisions to the departments and conduct the same .

The meeting was adjourned at 4.30 pm.

8. Next Meeting

The next meeting will be conducted on 02.06.2023

9. Submitted by: Mrs . Jisha K., IQAC Coordinator

10. Approved by: Dr.Byju K,Principal

11. Attachment – Resolution, Attendance list



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Resolution

02.03.2023

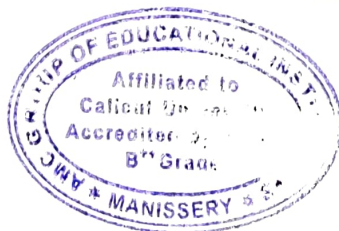
Manisseri

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE IQAC OF AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERI, OTTAPALAM – 679521 HELD ON 02 March 2023 AT 3:00 PM.

- Decided to conduct Certified training programme for first year students on Softskill, lifeskill and communication skill.
- Decided to conduct a yoga.session and a fun filled session for faculty for self rejuvenation.
- Decided to conduct an Faculty Development Programme in the month of April.
- Decided to conduct a one day Faculty Development Programme on E- Governance.
- Decided to give a yoga training session for students
- Decided to give awareness classes and Body Mass Index calculation sessions for students and faculty . And the same to be intimated to Mr. Vineeth K.V. , Physical Education Teacher.
- Decided to intimate Research Forum coordinator to do further procedures of ISBN Journal.
- Resolved to submit the requirements and grievances communicated by students in the Students' Interaction Forum and result analysis to CGC and Academic Council.


Ms. Jisha K.
IQAC Coordinator

Dr. BYJU. K
M.Com (Double), MBA, CWA, M Phil, PhD
Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521




ACTION TAKEN REPORT OF MEETING HELD ON 02nd MARCH 2023

1. Organized Certified Training programme for all first year students in association with Linus Educational Services, Halifax, Canada.
2. An IQAC Initiative - Euphoria , to make the faculty stress free in the classroom was officially inaugurated . A practical session of meditation was given to the faculty by the trainers of Sri Rama Chandra Mission , Pattambi.
3. A one week FDP was conducted by IQAC from 17.04.2023- 23.04.2023 on 'Innovative Teaching and Learning Process'.
4. A one day Faculty Development Programme on E- Governance was conducted on 18th May 2023 by Mr. Uvais K.T. , CEO of NECTTOS, Campus Management Software.
5. As per the instruction of IQAC , the NSS Unit of the HEI Conducted a yoga demonstration session and practical session on Pranayama for students on 28.04.2023 . Mr. Haridas , yoga practitioner, Art of Living handled the session.
6. Associating with the Physical Education Department , Body Mass Index calculation sessions for students was conducted . Subsequent health awareness class was given by Physical Education Teacher, Mr. Vineeth K.V.
7. On March 20 , 2023 the HEI received the intimation of being achieved the ISBN Status for the journal.
8. The reports of feedback and result analysis were forwarded to Academic council and CGC for taking further action.



IQAC Coordinator



Dr. B.V.U. K
M.Com (Double), MBA, GWA, M.Phil, Ph.D
Principal
AMIC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 678 523



AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERY

Attendance Sheet

Name of Programme/ Activity : IOAC meeting

Organised by : IOAC

Date : 02.03.2023

Sl. No.	Name of Staff	Department	Signature
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16	Anilkumar C	Commerce	
17	MEENA RAMASWAMY	DIRECTOR- OPERATIONS	
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