

IQAC MEETING MINUTES 2022-23

MEETING 1

Date: 01 -06-22

Venue: Seminar Hall

Agenda

- Academic cum examination calendar preparation
- Honoring the toppers of university examination
- Commencement of value-added and certificate courses
- Website renovation
- Follow up on Feedback system
- Arranging programmes related to *Azadi Ka Amrit Mahotsav*
- Organizing capacity building programmes and socially responsible activities of students
- Preparatory work for the upcoming NAAC visit
- Conducting alumni meet at the college

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Shameer A P
4. Sri. Muhammed Shafi P
5. Dr. Abdul Gafoor C V
6. Smt. Priya Nair
7. Sri. Namshad KP
8. Sri. Gafoor I
9. Sri. Musthafa K S
10. Dr. Mini Mol V K
11. Sri. Munafar Kappil
12. Sri. Ali Kuyyalil
13. Prof. N Kunhammed (Management Representative)
14. Sri. Hameed P P (Stakeholders Representative)

Decisions

1. Decided to prepare academic cum examination calendar for 2022-23 and publish it in the college website and distribute to all departments and college office at the earliest.

2. Resolved to recommend to the managing committee and PTA the need to honor the toppers in the final year University examinations March /April-2022.
3. Resolved to implement various certificate courses and value-added courses in different departments for the academic year 2022-23 and assigned Dr. Girish V, to coordinate the same.
4. Resolved to continue collecting feedback from students, teachers, and parents at the appropriate time and to take further action on feedback.
5. Decided to update the college website and upload additional and relevant data to the website. Mr. Syed Mohamed Fazil, Asst. Prof. of Computer Science, is assigned to head this work
6. Resolved to recommend coordinators of ASAP, NSS and NCC to organize capacity building programmes, socially responsible activities of students and other extension programmes in and outside the campus.
7. Decided to ensure continuous and appropriate work, necessary for the upcoming NAAC visit.
8. Decided to arrange various activities and programmes to observe *Azadi Ka Amrit Mahotsav*.
9. Resolved to make recommendation to alumni members to hold a grand alumni meeting during this academic year.

Action taken

1. Academic cum examination calendar for 2022-23 was prepared and published in the college website and distributed to all departments and college office before 15th June 2022.
2. An honoring ceremony was organized on 16-09-2022 by managing committee and PTA and the toppers in the final year University examinations of March /April-2022 were honored . Mementos were also presented to the awardees.
3. Various certificate courses and value-added courses in different departments have been started.
4. Feedback from students, teachers and parents has been collected and action has been taken on the basis of feedback.
5. The college website was updated by adding more information, faculty profile, photos and reports of the events etc.
6. Different capacity building events like life skill programs, anti-drug campaign, Onam celebration, *Gandhi talk* etc. were organized by various agencies and clubs in the college.
7. To observe *Azadi Ka Amrit Mahotsav*, various programmes like freedom wall, history talk on freedom struggle fighters, elocution competitions etc. have been conducted in and outside the campus
8. A grand alumni family meet was organized in the college on 13-08-2022 and new office bearers were elected to coordinate the alumni contributions to the college.

MEETING 2

Date 03-10-22

Venue: Seminar Hall

Agenda

- Orientation & Bridge course 2022-23
- PTA meeting and model examinations
- Academic and green audit
- Organize FDPs
- Anti-drug campaign
- IIQA submission

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Shameer A P
4. Dr. E K Munira Beebi
5. Sri. Muhammed Shafi P
6. Dr. Abdul Gafoor C V
7. Smt. Priya Nair
8. Sri. Namshad KP
9. Sri. Gafoor I
10. Sri. Musthafa K S
11. Dr. Mini Mol V K
12. Sri. Munafar Kappil
13. Sri. Ali Kuyyaliyil
14. Prof. N Kunhammed (Management Representative)
15. Sri. Hameed P P (Stakeholders Representative)
16. Mr. Abdulla Muhammed (Student Representative)

Decisions

1. Resolved to conduct orientation & bridge courses for the newly admitted undergraduate students, as soon as the first-year admission was completed.
2. Decided to conduct PTA meeting for first year UG students and model exams for 3rd, 5th Sem (UG classes) and 3rd Sem PG classes.
3. Decided to organize academic and green audit conducted by suitable and expert agencies.

4. Decided to organize FDPs for faculty and supporting staff.
5. Resolved to recommend NSS coordinators and student union representatives to conduct anti-drug campaign in accordance with the concern of the central and state Govt.
6. Decided to start work for IIQA submission at the earliest and complete the same before 25th December 2022.

Action taken

1. All the departments have arranged orientation & bridge courses for the newly admitted undergraduate students.
2. PTA meetings for first year UG students and model examinations for odd semester UG and PG classes were completed.
3. An FDP for teaching faculty on the topic '*Faculty Sensitization towards NEP 2020*' was organized.
4. Various events related to anti-drug campaign such as students mass rally, cycle rally, *Vimukthi social media campaign* etc. were organized by NSS, NCC and student union to create awareness in society about drug abuse.
5. IQAC has submitted IIQA to NAAC website on 22-12-2022

MEETING 3

Date 03-01-23

Venue: Seminar Hall

Agenda

- SSR submission and related file work
- Commemoration of important days
- Promotion of participative learning among students
- Extension activities and best practices
- Submission of self-appraisal of faculty
- Green park and open air classroom

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Shameer A P
4. Dr. Muneera Beebi EK
5. Sri. Muhammed Shafi P
6. Dr. Abdul Gafoor C V
7. Smt. Priya Nair
8. Sri. Namshad KP
9. Sri. Gafoor I
10. Sri. Musthafa K S
11. Dr. Mini Mol V K
12. Sri. Munafar Kappil
13. Sri. Ali Kuyyaliyil
14. Smt. Safeera M K (Alumni)
15. Sri. Hameed P P (Stakeholders Representative)

Decisions

1. Decided to speed up file work related to SSR submission and to upload the same within the stipulated period.

2. Resolved to encourage concerned clubs and committees to observe national and international important days.
3. Resolved to recommend promoting internship programmes, industrial visits and project work by all Departments especially for outgoing students to encourage participative learning among them.
4. Decided to continue extension activities and best practices via the women cell, N S S, N C C and all Departments and advocate immediate preparation and presentation of reports of the events.
5. Resolved to inform all teaching faculty to submit self-appraisal form, before 20th March 2023, with all the supporting documents duly signed by the principal and IQAC coordinator.
6. Resolved to recommend construction of a Green park cum open air class to Management committee

Action taken

1. All file work related to SSR preparation have been completed by all Departments and the same was uploaded to the NAAC website on 23-02-2023.
2. Various clubs and committees observed national important days like Republic Day, National Youth Day etc.
3. All Departments have performed internship programmes, industrial visits and project work as part of participative learning.
4. Majority of the faculty submitted the self-appraisal form to the IQAC with all the supporting documents, duly signed by the principal.
5. The construction work of Green park cum open air class has been started.

MEETING 4

Date 20-03-2023

Venue: Seminar Hall

Agenda

- NAAC visit and related work
- Submission of all programme reports to IQAC
- More ICT facilities in class rooms
- Maintenance and upgradation of furniture in the Department
- Campus beautification.
- Green initiatives
- Plan for the academic year 2023-24

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Rajesh Kumar E R
4. Dr. Shameer A P
5. Dr. Muneera Beebi EK
6. Sri. Muhammed Shafi P
7. Smt. Priya Nair
8. Sri. Namshad KP
9. Sri. Gafoor I
10. Dr. Mini Mol V K
11. Dr. Anas Edoli
12. Sri. Munafar Kappil
13. Sri. Ali Kuyyaliyil
14. Prof. N Kunhammed (Management Representative)
15. Smt. Naseema Chamali (President Thrippangottur Grama Panchayath)
16. Sri. Hameed P P (Stakeholders Representative)
17. Mr. Abdulla Muhammed (Student Representative)

Decisions

1. Resolved to meet Management, PTA, student representatives, alumni etc. to hold a meeting related to the arrangements pertaining to NAAC visit in May 2023.
2. Decided to collect all reports of various activities and programmes from departments and concerned agencies.
3. Resolved to make a recommendation to the College Management to improve the ICT facilities in all class rooms, upgrade furniture in Departments, implement more green initiatives on campus and beautify the campus.
4. Decided to make a detailed Plan for the coming academic year.

Action taken

1. Many meetings were conducted and various committees were constituted to make all arrangements in connection with NAAC visit in May 2023.
2. Collected the reports of all activities and programmes from departments and concerned agencies and filed it in the IQAC.
3. Installed smart projectors in all class rooms, upgraded the furniture in the Department and staff rooms, planted more fruiting and flowering plants on campus, started campus beautification and initiated the process to install solar energy system on campus.