

IQAC MEETING MINUTES 2023-24

MEETING 1

Date: 01 -06-23

Venue: IQAC Room (F25)

Agenda

- Preparation of Academic cum Examination calendar
- Department meeting
- Result Statistics
- Honoring the toppers of university examination
- Teachers Diary
- Capacity and Career course for students
- MoU

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Muneera Beebi E K
4. Dr. Rajesh Kumar E R
5. Dr. Shaik Apseer Basha
6. Sri. Muhammed Shafi P
7. Dr. Shameer A P
8. Sri. Shaju K
9. Smt. Priya Nair
10. Sri. Namshad KP
11. Sri. Gafoor I
12. Sri. Musthafa K S
13. Dr. Mini Mol V K
14. Sri. Munafar Kappil
15. Sri. Ali Kuyyaliyil
16. Prof. N Kunhammed (Management Representative)
17. Sri. Hameed P P (Stakeholders Representative)
18. Smt. Thankhamani (President, Thripprangottur Grama Panchayath)
19. Smt. Safeera M K (Alumni)
20. Mr. Muhammed Alfani (Student Representative)

Decisions

- Decided to prepare academic cum examination calendar for 2023-24 and publish the same in the college website and distribute to all departments and college office at the earliest.
- Decided to inform all the Department to convene Dept. meeting, as soon as possible, to discuss various academic and policy matters.
- Resolved to prepare Result Statistics for UG (2020-23) and PG (2021-23), as soon as the result is published by the University and same is to be handed over to the Principal.
- Resolved to honor the toppers of final year UG and PG University Examination-March 2023.
- Decided to follow the practice of preparing Teachers Diary and ensure the periodic verification by the Principal.
- Decided to organize capacity building and career courses for students
- Resolved to recommend each Dept. to engage in new MoUs and promote more collaboration activities.

Action taken

- Academic cum Examination calendar for 2023-24 was prepared and published in the college website and distributed to all departments.
- Department meetings have been completed.
- Result Statistics for UG (2020-23) and PG (2021-23) was completed and handed over to the Principal and the same is kept in the IQAC file.
- Honored the toppers of final year UG and PG University Examination-March 2023.
- All Teachers prepared the teachers Diary and this was verified by the Principal.
- Organized various capacity building programmes and career courses for students.
- Many departments signed new MoUs and engaged in more collaboration activities.

MEETING 2

Date: 07-09-2023

Venue: IQAC Room (F25)

Agenda

- Orientation & Bridge course
- Mentor-Mentee list
- Category wise student list
- Certificate/ Add-on course
- Remedial/ Tutorial
- Orientation for parents

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Muneera Beebi E K
4. Dr. Rajesh Kumar E R
5. Dr. Shaik Apseer Basha
6. Sri. Muhammed Shafi P
7. Dr. Shameer A P
8. Sri. Shaju K
9. Smt. Priya Nair
10. Sri. Namshad KP
11. Sri. Gafoor I
12. Sri. Musthafa K S
13. Dr. Mini Mol V K
14. Sri. Munafar Kappil
15. Sri. Ali Kuyyalil
16. Prof. N Kunammed (Management Representative)
17. Sri. Hameed P P (Stakeholders Representative)
18. Smt. Thankhamani (President, Thripprangottur Grama Panchayath)
19. Smt. Safeera M K (Alumni)
20. Mr. Muhammed Alfani (Student Representative)

Decisions

- Resolved to conduct orientation & bridge courses for the newly admitted undergraduate students, as soon as the first-year admission is completed.
- Decided to prepare Department wise Mentor-Mentee list for the first year UG students and same is to be handed over to the IQAC.
- Resolved to collect category wise students list, from the Admission Nodal Officer, for the 2024 UG and PG admission.
- Decided to inform to each Dept. to start preparatory work for commencing Certificate/ Add-on courses.
- Resolved to continue the practice of taking Remedial/ Tutorial classes for the slow learners.
- Resolved to conduct orientation for parents of the newly admitted UG students.

Action taken

- All the departments have arranged orientation & bridge courses for the newly admitted undergraduate students.
- Department wise Mentor-Mentee list for the first year UG students has been prepared and mentor mentee sessions have been conducted
- Category wise students list for the 2024 UG and PG admission was collected from the Admission Nodal Officer and kept in the IQAC file.
- Certificate / Add-on courses were started in all departments.
- Remedial/ Tutorial classes were continued.

MEETING 3

Date: 18-01-2024

Venue: IQAC Room (F25)

Agenda

- Soft skill training programme
- FDP on FYUGP
- Green campus initiative
- Students cultural programmes
- NIRF data completion
- Sensitization of staff and students to the constitutional obligation

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Muneera Beebi E K
4. Dr. Rajesh Kumar E R
5. Dr. Shaik Apseer Basha
6. Sri. Muhammed Shafi P
7. Dr. Shameer A P
8. Sri. Shaju K
9. Smt. Priya Nair
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13. Dr. Mini Mol V K
14. Sri. Munafar Kappil
15. Sri. Ali Kuyyalil
16. Prof. N Kunammed (Management Representative)
17. Sri. Hameed P P (Stakeholders Representative)
18. Smt. Thankhamani (President, Thripprangottur Grama Panchayath)
19. Smt. Safeera M K (Alumni)
20. Mr. Muhammed Alfani (Student Representative)

Decisions

- Decided to conduct department wise soft skill training programme for students.
- Resolved to conduct students cultural programmes in connection with the commemoration of important national and international important days.
- Decided to organize various green campus initiative programmes.
- Resolved to collect data from all Dept. in connection with the uploading of NIRF-2023 data.
- Decided to perform various programmes for sensitization of staff and students to the constitutional obligation as well as national integration activities.
- Decided to conduct FDP for teachers on FYUGP.

Action taken

- Many of the departments have arranged soft skill training programme for students.
- Conducted students cultural programmes in connection with the commemoration of national and international important days.
- Organized various green campus initiative programmes.
- NIRF-2023 data was uploaded.
- Programmes for sensitization of staff and students to the constitutional obligation as well as national integration activities were performed.
- FDP for teachers on FYUGP was organized .

MEETING 4

Date: 21-03-2024

Venue: IQAC Room (F25)

Agenda

- Completion of Certificate/ Add-on course
- Feedback on teachers
- Student satisfaction survey
- Self-appraisal form of teachers
- Academic and Administrative Audit
- Completion of the documentation work of IQAC
- AQAR 2023-24 Submission

Members Present

1. Dr. Majeesh T (Principal – Chairman)
2. Dr. Mohammad Ismayil K M (Co-ordinator)
3. Dr. Muneera Beebi E K
4. Dr. Rajesh Kumar E R
5. Dr. Shaik Apseer Basha
6. Sri. Muhammed Shafi P
7. Dr. Shameer A P
8. Sri. Shaju K
9. Smt. Priya Nair
10. Sri. Namshad KP
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12. Sri. Musthafa K S
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16. Prof. N Kunhammed (Management Representative)
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18. Smt. Thankhamani (President, Thripprangottur Grama Panchayath)
19. Smt. Safeera M K (Alumni)
20. Mr. Muhammed Alfani (Student Representative)

Decisions

- Decided to inform all the Dpt. to complete documents related to the completion of Certificate/ Add-on course
- Resolved to take Feedback on teachers and Student satisfaction survey from the students of all semesters.
- Resolved to collect self-appraisal form of all teachers.
- Decided to conduct Academic and Administrative Audit (AAA).
- Decided to complete all the documentation work of IQAC for the period 2023-24.
- Decided to prepare and submit AQAR-2024.

Action taken

- Documentation work of AQAR-2024 has been completed and awaited submission for technical clearance from NAAC.
- Documentation work related to the completion of Certificate/ Add-on course was finished.
- Feedback on teachers and Student satisfaction survey from the students were done.
- Self-appraisal form of all teachers was collected.
- Academic and Administrative Audit (AAA) has been conducted.
- Completed all the documentation work of IQAC for the period 2023-24.