

Minutes of IQAC Meeting held on 03/June/2016

Venue: Principal's Chamber

Time: 2:30 PM.

Agenda:

1. Institutional Orientation Programme for first year students.
2. orientation Programme for all faculties
3. Initiatives Such as MOU's and other collaborations.
4. Skill development Programmes to be implemented.
- 5.

Members Present:

- 1/ Usman Vengasseri - ~~PA~~ Principal.
- 2/ Dr. O. P. Salehudheen. ~~PA~~ Co.-ordinator
- 3/ Limseer Ali PA ~~PA~~ Asst Coordinator
- 4/ Dr. Sanjeev Kumar. K ~~PA~~ Dept of Hindi
- 5/ Zainul Abid. T. ~~PA~~ Dept of Islamic History
- 6/ Femina E. P. ~~PA~~ Dept of Commerce
- 7/ Priya. T. V. ~~PA~~ Dept of Zoology
- 8/ T. M. Abdul Ali ~~PA~~ Dept of English
- 9/ Dr. Soemiasan. K. P. ~~PA~~ Dept of Chemistry
- 10/ K. C. Abdurahiman ~~PA~~ Member Mahasabha panchayat
- 11/ Ramillath. M. ~~PA~~ Office Superintendent
- 12/ Femio V. T. ~~PA~~ Librarian.
- 13/ Vijesh C. K. ~~PA~~ Dept of History
- 14/ Mohammadali K. ~~PA~~ LD Typist (Higher Grade)
- 15/ Yaqoob ~~PA~~ Former NAAC Peer Team member
- 16/ K. K. Syedali ~~PA~~ Chairman (Local Committee)
- 17/ Jabbar Ali ~~PA~~ Treasurer
- 18/ Ramdas M. ~~PA~~ Alumni
- 19/ Hinsa. ~~PA~~ Students Union chairman

## Resolution

1. Decided to Conduct an Institutional Programme for first year Students
2. Planned to Conduct a Symposium on Brexit.
3. Organise Various Workshop/ Seminar under the guidance of VQAC by various departments.
4. INFLIBNET access to P.G and UG Students.
5. Structured Orientation Programms at two levels: Institutional and departmental.
6. familiarise first year Students about Campus, facilities, clubs and forums rules and regulations.
7. More usage of library.
8. Public address system effectively used for more announcements.
9. special coaching for educationally backward Students.

Sol

# Minutes of IPAC Meeting held on 11-July-2016

Venue: ISAC room  
Time: 12:45 Pm.

## Agenda:

1. Induction Programme for Parents on opening day.
2. Remedial coaching classes for weaker students
3. General Programmes and facilities for the students.

## Members present

1. Usman Vengassey <sup>CA</sup> Principal.
2. Dr. O.P. Sakthudheen <sup>SA</sup> Co. ordinator.
3. Limsar Ali P.A. <sup>PA</sup> Asst. Co. ordinator
4. Dr. Sanjeev kumar. K. <sup>Asst</sup> Dept of Hindi
5. Zainul. Abid T <sup>Asst</sup> Dept of Islamic History
6. Femina. E.P <sup>Asst</sup> Dept of Commerce.
7. Poija. T.V <sup>Asst</sup> Dept of Zoology
8. T.M. Abdul Ali <sup>Asst</sup> Dept of English.
9. Dr. Sreenivasan. K.P <sup>Asst</sup> Dept of Chemistry
10. K.C. Abdusahiman <sup>Asst</sup> Member Mamabhood Parochiyath
11. Ramillath. M <sup>Asst</sup> Office Superintendent
12. Fernin. V.T. <sup>Asst</sup> Librarian
13. Vijesh. G.K. <sup>Asst</sup> Dept of History
14. Mohammadali K <sup>Asst</sup> LD Typist (Higher Grade)
15. Yaqoob <sup>Asst</sup> Former NAAC Peer Team Member
16. K.K. Syedali <sup>Asst</sup> Chairman. (Local Committee)
17. Jabbar Ali <sup>Asst</sup> Treasurer
18. Ramdas M. <sup>Asst</sup> Alumni

## Resolutions:

1. Discussions made about the conduct of the first year UG admission and decided to provide an induction program for Parents on opening day.
2. conduct Orientation Programme for all faculties on recent trends quality enhancement in higher education and its challenges and opportunities.
3. Coaching classes for NET/JRF examination.
4. Remedial coaching classes for weaker students under SSP and walk with Scholars for higher education.
5. Peer Coaching for differently enabled students.
6. Choice of Students to enrolling in any one club and co-curricular activities.
7. Regular Career Guidance Programme.
8. Enrollment of Students in Active Students Union.
9. classes for all types of Competitor in the Institution.
10. Mentoring Sessions for identifying Students with learning disabilities to address the issues.

*[Signature]*

Minutes of IQAC Meeting held on 03<sup>rd</sup> August 2016

Venue: IQAC room

Time: 2:30 Pm.

### Agenda:

1. Feedback from Various Stakeholders from Students, Parents and Alumni
2. Introduction of Skill development Programme.
3. Strengthening of Research & extension of college.

### Members Present:

- |    |                       |                              |
|----|-----------------------|------------------------------|
| 1  | Usman Vargasey        | Principal.                   |
| 2  | Dr. O.P. Salahudheen. | Co-ordinator.                |
| 3  | Limseer Ali P.A.      | Asst Co-ordinator            |
| 4  | Dr. Sanjeed Kumar K.  | Dept of Hindi                |
| 5  | Zainul. Abid. T.      | Dept of Islamic History      |
| 6  | Femina. E.P           | Dept of Commerce.            |
| 7  | Maigy. T.V.           | Dept of Zoology              |
| 8  | T.M Abdul. Ali        | Dept of English              |
| 9  | Dr. Sreenivasan. K.P  | Dept of Chemistry            |
| 10 | K.C. Abdurahiman.     | Member Mamablood Panchayath  |
| 11 | Ramillath. M          | Office Superintend           |
| 12 | Femin. V.T            | Librarian.                   |
| 13 | Vijeesh C.K           | Dept of History              |
| 14 | Mohammadali K         | LD Typist (Higher Grade)     |
| 15 | Yaqoob.               | Former NAAC Peer team Member |
| 16 | KCK Syedali           | Chairman Local Committee.    |
| 17 | Ramdas M.             | Alumni                       |
| 18 | Hansa.                | Student's Union chairman.    |

## Resolution

1. Installment of MIS ~~and~~ to enable Students Profile, attendance and result.
2. Conducting of PTA general meeting
3. recording of Students Performance at academic and non academic level.
4. Student's Progression
5. Coaching classes arranged for competitive examinations.
6. According to the suggestion by various bodies and cells, feedback system has to be decided to be strengthened.
7. Skill development Programme for B.Com and B.B.A final year students
8. C.A Training Programme for Career guidance

Pat

Minutes of IQAC Meeting held on 6<sup>th</sup> October. 2016

Venue: Principals chamber.

Time: 2:30 Pm

### Agenda

1. Research orientation for faculties.
2. Extension activities under extension all
3. More Competitive examinations for U students and
4. Workshops in different departments

### Members Present

- |                         |                             |
|-------------------------|-----------------------------|
| 1/ Usman Vengassery     | (Principal) ✓               |
| 2/ Do. O.P. Salahudheen | <u>Do. O.P. Salahudheen</u> |
| 3/ Limseer Ali P.A      | <u>Limseer Ali P.A</u>      |
| 4/ Do. Sanjeev Kumar    | <u>Do. Sanjeev Kumar</u>    |
| 5/ Zainul Abid T        | <u>Zainul Abid T</u>        |
| 6/ Femina. E.P          | <u>Femina. E.P</u>          |
| 7/ Priya. T.V           | <u>Priya. T.V</u>           |
| 8/ T.M. Abdul Ali       | <u>T.M. Abdul Ali</u>       |
| 9/ Do. Sreenivasan. K.P | <u>Do. Sreenivasan. K.P</u> |
| 10/ K.C. Abdurrahiman   | <u>K.C. Abdurrahiman</u>    |
| 11/ Ramillath. M        | <u>Ramillath. M</u>         |
| 12/ Femina. V.T         | <u>Femina. V.T</u>          |
| 13/ Ujesh. C.K          | <u>Ujesh. C.K</u>           |
| 14/ Mohammadali K       | <u>Mohammadali K</u>        |
| 15/ Yaqoob.             | <u>Yaqoob.</u>              |
| 16/ K.B. Syedali        | <u>K.B. Syedali</u>         |
| 17/ Jabbar Ali          | <u>Jabbar Ali</u>           |
| 18/ Ramdas M            | <u>Ramdas M</u>             |
| 19/ Hamza. K.V          | <u>Hamza. K.V</u>           |

## Resolution

1. Communicative Skill development Programmes
2. Career opportunities call to be implemented
3. Decided to organise Research Methodology classes for all Per Students
4. Suggestions provided to each departments for the modification of proposal of their extension activities
5. Organising various excursions activities under the monitoring of IQAC
6. Arts sessions of the student formulated, especially Poetry sessions are organised.
7. HISBATE - to be overall evaluated and strengthened.
8. Student's strength based Cultural and non - cultural Programmes are arranged.
9. Evaluation of Student's activities and programmes are made in discussion.



## Resolution

1. Planned to Organize a Second phase of Medical Camp at MES Medical Centre.
2. Decided to Organise a placement drive by Career Guidance and Placement Cell.
3. Planned to Conduct a Seminar exclusively for the girl students and "gender equity measures".


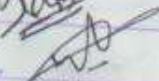
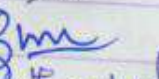





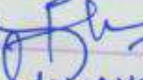

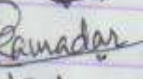
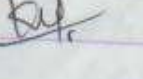



SM

Minutes of IQAC Meeting held on 07<sup>th</sup> November 2016  
 Venue: IQAC Room  
 Time: 1:45 Pm

### Agenda:

1. Departmental Programmes.
2. Placement Drive Strengthening.
3. Initiatives for Green Development
4. More programme of Community orientation and Capacity building.

### Members Present.

- |                          |   |
|--------------------------|---|
| 1/ Usman Vengassery.     |   |
| 2/ Dr. O.P. Salehudheen. |  |
| 3/ Limrose Ali PA        |  |
| 4/ Dr. Sanjeev Kumar K   |  |
| 5/ Zainul Abid. T        |  |
| 6/ Femina E.P            |  |
| 7/ Priya. T.V            |  |
| 8/ T. M Abdul Ali        |  |
| 9/ Dr. Sureshwaran K.P   |  |
| 10/ K.C. Abdurrahiman.   |  |
| 11/ Ramillath M          |  |
| 12/ Femio. VI            |  |
| 13/ Nitesh. C.B          |  |
| 14/ Mohammadali K        |  |
| 15/ Yaqoob               |  |
| 16/ K.C. Syedali         |  |
| 17/ Jabbar Ali           |  |
| 18/ Ramdas M             |  |
| 19/ Latimes. K.U         |  |

Minutes of IQAC Meeting held on 9<sup>th</sup> January 2017

Venue: Principal's chamber

Time: 12:30 pm

### Agenda

1. Submission of Annual Quality Assurance Report
2. Feedback System to be analysed.

### Members present

Usman Vengessery

Dr. O.P. Salahudheen.

Limseer Ali P.A

Dr. Sanjeev Kumar.

Zainul Abid. T.

Femina. E.P

Priya. T.V.

T.M. Abdul Ali

Dr. Sreenivasan. K.P

K.C. Abdurrahiman.

Femina V.T.

Vijesh C.K.

Mohammadali K

K.C.K. Sqedali

Jabbar Ali


Ramdas. M

Umasa. R.V.









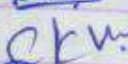








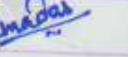




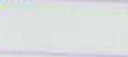












### Resolutions

1. Instructions made to all departments to submit Annual report before third week of the month of March.
2. Feedback from students, alumni, parents etc to be submitted to IQAC before 15<sup>th</sup>

March

Decided to start plans for next year.

Introduce fully pledged online feedback system

Students wing of IQAC

Introduction of technology well.

Equipped IQAC room

Start medical camp at Athappady

Installation of ICT gadgets in all class rooms.

SAT

# Minutes of IQAC Meeting held on 20<sup>th</sup> February 2017

Venue: principal's room

Time: 9.30 am

## Agenda

1. Motivation to Students
2. Students to use digital general library
3. Career guidance orien

## Members present

Usman Vengasserij

Dr. O.P. Sabahudheen.

Limseer Ali PA

Dr. Sanjeev kumar

Zarul Abid. T.

Femina. E.P

Pritya. T.V

T. M Abdul Ali

Dr. Sreenivasan. K.P

K.C. Abdurrahiman.

Femin V.T.

Vijesh CB

Mohammadali B

KCB Syedali

Jabbar Ali

Ramesh M

Hamsa. K.V.

~~Usman~~  
~~Dr. O.P.~~  
~~Limseer~~  
~~Dr. Sanjeev~~  
~~Zarul~~  
~~Femina~~  
~~Pritya~~  
~~T. M~~  
~~Dr. Sreenivasan~~  
~~K.C.~~  
~~Femin~~  
~~Vijesh~~  
~~Mohammadali~~  
~~KCB~~  
~~Jabbar~~  
~~Ramesh~~  
~~Hamsa~~

## Resolution

1. Decided that Students Selection for each programmes/ activities will be based on their Performance.
2. Decided to conduct a career guidance orientation to all Students

by Career guidance and Placement Div.

- 3. Motivated Students to adopt eco-friendly Practices.
- 4. Motivated Students to use Digital General library facilities.
- 5. Introduced Students to organise programmes that are socially relevant subjects.

Say

M  
V  
F  
A  
1.  
C  
2.  
M  
J  
D  
L  
D  
2  
F  
3  
7  
1  
1  
2

# Minutes of IQAC Meeting with Non Teaching Staff held on 25<sup>th</sup> February 2017

Venue: Principal Chamber

Time : 2:30 pm

## Agenda

1. Conduct an awareness class for use of Computerized Catalogue Searching in library.
2. Computerization of admissions and registration related data of the students.

## Members Present

- Usman Jengassery.
- Do. O.P Salahuddeen.
- Limseen Ali PA
- Do. Sanjeevkumar. K
- Zainul Abid. T
- Femina. EP
- Priya. T.V
- T.M. Abdul Ali
- Do. Sreenivasa. K.P
- K.C Abdusahiman.
- Femina. V.T
- Vijesh. CK
- Mohammadali K
- KCK Syedgali
- Jabbar Ali
- Ramadas. M
- Hamsa. KV

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

## Resolutions

1. Decided to conduct a workshop for Non-teaching staffs on Computer awareness.
2. Decided to established more Wifi routes in office.

- 3 Recruitment of non-teaching staff on ad-hoc basis to compensate the insufficiency of employees.
- 4 Update the registration of Students Scholarship and renewal through E-grant portal
5. planned to conduct awareness class on use of digital facilities in the campus to newly admitted students of this academic year.

*[Signature]*



## Resolution

1. Decided to allot fund for the ongoing extension activities of various departments.
2. Recruitment of teaching and non-teaching staffs on ad-hoc basis to compensate the insufficiency of employees.
3. Plans were made for the construction of new computer block.
4. Decided to distribute awards for rank holders for Ucs and Pcs students.
5. Decided to apply for more Ucs & Pcs Courses.

SUN

Men

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

# Minutes of IQAC Meeting with Management held on 16<sup>th</sup> March 2017

Venue: Principals chambers

Time: 2:30 Pm.

## Agenda

1. construction of new Computer Block
2. Renovation of History Dept Block
3. Decided to apply for more U.G & P.G courses.

## Members Present

Usman vengassery

Dr. O.P Salahudheen.

Limsoon Ali P.A

Dr. Sanjeev Kumar B

Zainul Abid T

Femina. E.P

Pooya. T.v

T.M. Abdul Ali

Dr. Soemvasan. K.P

K.C. Abdusahiman.

Femina. V.T

Vijesh. C.A

Mohammada-li. K

R.K.K Syedali

Jabbar Ali

Ramadas. M

Hamsa. K.V

✓

Usman

Dr. O.P

Limsoon

Dr. Sanjeev

Zainul

Femina

Pooya

T.M. Abdul

Dr. Soemvasan

K.C. Abdusahiman

Femina

Vijesh

Mohammada-li

R.K.K Syedali

Jabbar

Ramadas

Hamsa