

IQAC MEETING HELD ON 17.06.2021

Minutes of IQAC meeting held on 17.06.2021 at seminar Hall

AGENDA :-

1. AQAR 2021 submission
2. Online classes
3. Academic calendar and feedback system
4. Remedial classes
5. Honoring the toppers

Members Present

- 1 Dr. Mohammed Kully Kakkakkunnu
- 2 Crafoor I
- 3 Abdul Crafoor - I.V
- 4 Priya Nair
5. Mahammed Ismail, K.M. Gopak
- 6 Namshad. ICP
7. Meenaz Kappal
8. Mumthaz K
- 9 Ali Kinyalil
- 10 Dr. E.K. Munira Beebi
- 11 Dr. Mumtaz V.K.
- 12 Dr. Shameer AP
- 13 Muhammed Shefiq.

Decisions :-

1. Decided to collect all data from the departments and college office required to prepare the AQAR-21
2. Decided to follow online mode of classes till the Govt. orders to conduct the classes via offline mode. Records of online classes are to be sent weekly to the college office by the concerned Dept. HODs.
3. Decided to prepare academic calendar for the current academic year and the responsibility was given to Mr. Muhammed Ismail K.M, Coordinator IQAC.
4. Resolved to take feedback from students, teachers and parents at the appropriate time and to take further action on feedback
5. Decided to conduct remedial classes for weak students based on their performance in the previous semester University examinations.
6. Resolved to recommend to the managing committee and PTA the needs to honor the toppers in the final year University examinations.

Action taken :-

1. Collected all the data from departments and college office required for AQAR-21 preparation and started preparation it.
2. Online classes were started by all the departments via Google Class Room, Google Meet and shared recorded videos. The consolidated reports of students on attendance and topics handled by each faculty were collected weekly

3. Academic calendar for the current academic year has been prepared and discussed in the College Council and the same was uploaded in the college website.
4. Feedback from students, teachers and parents were collected and remedial actions were taken.
5. Remedial classes for weak students have been conducted and the report was collected from the faculty incharge.
6. A programme named 'vijayotsavam 2021' was conducted on 28th July-2021, to honor the toppers in the final year university examinations and cash awards were distributed to the toppers.



A handwritten signature in green ink, consisting of a large, stylized 'V' followed by a horizontal line and a diagonal stroke.

IQAC MEETING HELD ON 23.09.2021

Minutes of IQAC meeting held on 23.09.2021 at Seminar hall.

AGENDA :-

1. Progress evaluation of preparation of AQAR-2021
2. Criterion-wise duty allocation to teaching staff for AQAR/SSR preparation.
3. Collection of soft copy data from the departments required for AQAR-21 preparation
4. Certificate Course and Value Added course starting in 2021
5. Mentoring class

Members Present :

- 1) Dr. Muhammad Katty K.K. 
- 2) Muhammad Ismaili K.M. 
- 3) Dr. Shameer A.P. 
- 4) Ali Kingoals 
- 5) Dr. R.K. Munira Beebi 
- 6) Namshad-kep 
- 7) Munkap KS 
- 8) Hafsa I 
- 9) Muhammed shafi P. 
- 10) Munfar Kappal 
- 11) Priya Nair 
- 12) Dr. Minamol. V.G. 

Decisions :-

1. Evaluated the progress of AQAR-21 preparation and planned to complete it without delay. criterion-wise duties were allocated to all teaching staff for AQAR and SSR preparation.
2. Decided to collect soft copies of the AQAR and SSR data required for AQAR-21 prepared from the departments and informed the HODs to submit the same as soon as possible.
3. Resolved to implement certificate course and Value Added course in the academic year 2021-22 and entrusted to Dr. Girish V, the responsibility to coordinate various courses from different departments.
4. Decided to conduct mentoring class for all the second year students and to record the attendance and topics discussed in the department mentoring registers.

Action taken:

1. Collected soft copy of the data related to AQAR and SSR preparation from the departments.
2. Implemented certificate course and value added courses in 2021-22 academic year and started classes in each departments.
3. Mentoring classes were conducted for all the second year students and reports including the attendance of the students were also collected from the concerned faculty members.




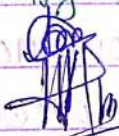







IQAC MEETING HELD ON 26-11-21

Minutes of IQAC meeting held on 26-11-2021 at seminar hall

AGENDA :-

1. PTA meeting
2. Orientation programme and Bridge courses for first year students
3. Meeting with management committee
4. Progress of criterion-wise duty allocated to teaching staff for AQR/SSE preparation

MEMBERS PRESENT :

- 1 Dr. Mahammad K. K. 
- 2 Dr. F.K. Munira Beebi 
- 3 Munfar Kappit 
- 4 Dr. Muharramad Ismaili. K.M. 
- 5 Dr. Shameer AP 
- 6 Namshad KP 
7. Manthra KS 
8. Abi Kinganali 
9. Panya Alais
10. Rafoor I
11. Dr. C.V. Abdul Gaffoor
12. Muhammed shefi. P
- (31) Dr. Minonof. V. 

DECISIONS :-

1. Decided to conduct class-wise PTA meetings for all the semesters in the month of December and January.
2. Decided to conduct orientation programme for newly admitted undergraduate students soon and the earliest. A report of the same is to be submitted to IQAC by the HODs.
3. Decided to arrange Bridge courses for first year students according to a prescribed time table, soon after the admission procedure was complete and a report of the same is to be submitted to IQAC by the tutors.
4. Decided to convene a meeting with management in the next week to discuss the progress of NAAC related work.
5. Resolved to evaluate progress of criterion-wise duty, allocated to teaching staff for AQAR/SSR preparation.

ACTION TAKEN :-

1. Conduct orientation programme, during November and December-2021, for the newly admitted undergraduate students and reports were collected by the IQAC.
2. Bridge courses for the first year student were held according a prescribed time table and syllabus, report of the same was submitted to IQAC.
3. PTA meetings for all the classes were held in the last two weeks of January-2022 and report was submitted to Dr. Haseeb V V, the Gen. Secretary of PTA committee.
4. A meeting with management was convened on 11th October-2021 to discuss the progress of NAAC related work.




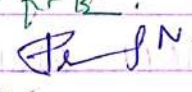


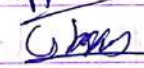
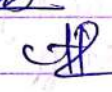
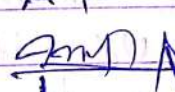




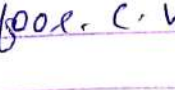


IQAC MEETING HELD ON 15.03.2022

Minutes of IQAC meeting held on 15.03.2022 at seminar hall.

AGENDA :-

1. Submission of AQAR-2021
2. Conduct faculty development programme for the TS and NTS during summer vacation
3. Submission of SSR
4. Report of all the programmes conducted by department to be submitted to IQAC
5. Submission of report of Orientation Bridge and Mentoring programmes.

MEMBERS PRESENT :-

1. Dr. Muhammad Khaty K.K. 
2. Priya Nair 
3. Dr. F.K. Munira Beebi 
4. Muzfar Kappit 
5. Muhammad Ismail K.M. 
6. Dr. Shameer A.P. 
7. Namshad. K. 
8. Muntazir K. 
9. Ashi Kuyyalil 
10. Dr. Majeesh T. 
11. Muhammed Shafi P. 
12. Dr. Abdul Crapoor. C.V. 
13. Crapoor. T. 
14. Dr. Minimal-V.K. 

DECISIONS :-

1. Resolved to submit AQR-2021 before 20th March-22 and to prepare all the documents related with SSR submission
2. Decided to conduct Faculty Development Programme for supporting staff of various affiliated colleges under Kannur University during summer vacation
3. Resolved to collect reports of various academic activities like orientation Bridge courses, mentoring programmes etc.
4. Decided to collect soft copies of the reports of all co-curricular activities conducted by each department.

ACTION TAKEN :-

1. AQR-2021 preparation was completed and the same was submitted to the NAAC website on 20th March 2022 and SSR preparation was started
2. Faculty development programme for supporting staff of various affiliated colleges under Kannur University was organized on 14th May 22
3. Various academic activities like orientation, Bridge courses, mentoring programmes etc. were held and co-curricular activities were also conducted by each department and reports were collected.

