

CBAC Meeting on 21/06/2019.

Minutes of CBAC meeting held on 21st June 2019 at seminar hall.

Agenda:

1. AQAR preparation.
2. SSR Preparation.
3. Plan for the current year.
4. Drinking Water project.
5. Indoor stadium.
6. Speeding up of internet connection.
7. Other items if any.

Members Present:

1. Dr. Muhammad Kaffy
2. Dr. Majeesh T.
3. Gafar I
4. Munfer Kappst
5. Nanshad
6. Ali Kuyyalil
7. Muthaia RS
8. Dr. Jay Varby

Decisions:

1. Decided to prepare and submit all pending AQARs in this year.
2. Resolved to conduct an orientation programme for staff on SSR preparation.
3. Decided to undertake online teaching - learning process.
4. Resolved to offer library orientation for first semester undergraduate students.
5. Resolved to renovate the website of the college.

6. Plans for 2019-20 chalked out in the previous meeting (held on 12/3/2019) will be implemented during this academic year.
7. At least one seminar and one workshop will be conducted by each department.

Action Taken Report.

1. Preparation of pending AQAR is on progress, which will be submitted at the earliest.
2. Conducted orientation for teaching and non-teaching staff on the preparation of SSR.
3. Conducted a training programme for faculty members on various online teaching platforms and started online classes.
4. The college website has been renovated with new a new domain name. A website committee has also been formed to update and monitor the website services.
5. Library orientation programme for first semester students has been completed by November 2019.
6. Plans prepared in previous years have been executed, completed water supply scheme, signed MoUs with Nadapuram Urban-Co-operative Bank Ltd. and Lulu Sarees and Textile Pvt.Ltd.
7. All departments conducted at least one seminar and / or one workshop, 14 seminars / workshops were conducted during the academic year.



IOAC Meeting on 19/9/2019

Minutes of IOAC meeting held on 19/9/2019 at Seminar hall.

Agenda:

1. Departmental Documentation.
2. Extension Activities.
3. Silver jubilee celebrations
4. Other matters if any.

Members present:

- 1) Dr. Muhammad Kato
- 2) Dr. Jay Varby
- 3) N. Karthikeyan
- 4) Saheera M.K
- 5) Gokar I
- 6) Dr. Majeesh T.
- 7) Ismail P.
- 8) Dr. E.K. Mumina Babi
- 9) Ali Kuyyalil
- 10) Muhammed Shafi
- 11) Namshad.cep
- 12) Munfar Kapp
- 13) Dr. M.F. Madhusudan

Decisions:

1. Decided to examine the status of departmental documentation so far done for SSR.
2. Resolved to undertake extension activities and humanitarian services for the local society.
3. Develop academic interaction with schools in the neighbouring areas of the college.
4. Remedial and tutorial classes will be continued as usual.
5. Decided to direct all first semester

Students to open email accounts as compulsory

b. Decided to constitute a separate committee consisting of representatives from management, teaching staff, students, PTA and Alumni.

Action taken Report.

1. A committee has been constituted for assessing the status of department level documentation for the preparation of SSR.
2. A number of programmes like house construction for the victims of flood Relief, financial assistance for repairing of houses and medical treatment, training programmes for kulin-bashree members, seminars and workshops for school students in the nearby areas etc. have been conducted as part of extension activities and humanitarian services for the local society.
3. Two each programmes were conducted by computer science department and history department as part of interaction with schools in the locality of the college.
4. As usual remedial classes and mentoring sessions were under-taken.
5. Constituted a committee consisting of representatives from teaching and non-teaching staff, Management committee, students, PTA and Alumni.



IBAC Meeting held on 10/12/2019.

Minutes of IBAC meeting held on 10/12/2019 at Seminar hall.

Agenda.

1. Class PTA
2. Feedback and SSS.
3. Model Examinations.
4. Students Union Activities.
5. CCTV
6. Electricity
7. Other items if any.

Members present.

- 1) Dr. Muhammad Katto
- 2) Dr. Majeeesh T.
- 3) Professor I
- 4) Dr. M.B. Madhusoodanan
- 5) Ismail P.
- 6) Muhammad Saadi
- 7) Dr. E.K. Munira Rabbani
- 8) Muneer Kappal
- 9) Nishad
- 10) Ali Kingyalil
- 11) Dr. Joy Varley
- 12) M.K. Zahir

Decisions:

1. Decided to convene class PTA meetings in the month of December and January.
2. All feedbacks and SSS should be taken in the last week of February 2020.
3. Decided to recommend the college management to extend CCTV coverage to new buildings.
4. Decided to recommend the management to do the needful for solving power problems in the college.

5. Decided to take AAA in February 2020.

6. Students' union activities and cultural and sports competitions at the college level be completed before 30th January 2020.

Actions Taken Report.

1. All class PTA meetings were held before January 30th 2020.

2. Feedback of all students and SSS from outgoing students were collected by the end of the February.

3. Renovation of cctv work is on progress.

4. AAA has been conducted in February.

5. The management has assured that electric power problems in the college will be given urgent attention - it will apply for a separate power transformer for the campus.



ISAC Meeting on 02/3/2020.

Minutes of ISAC meeting held on 22nd March 2020 at Seminars hall.

Agenda:

- 1) AQAR Submission.
- 2) plans for the next year.
- 3) presentation of annual AQAR.
- 4) other matters if any.

Members Present.

- 1) Dr. Muhammad Khatib
- 2) Dr. M.K. Madhusoodaran
- 3) Muhammad Ismail K.H.
- 4) Gafar I
- 5) N. Kunhammed
- 6) Dr. Majeesh T.
- 7) Dr. R.K. Munira Begum
- 8) Safara M.K.
- 9) Namshad. I
- 10) Dr. Jay Varley
- 11) Ali Kuyyalil
- 12) Ismail P
- 13) Munfar Kappit

Decisions:

1. It has been strongly stated in the meeting that all pending AQARs must be submitted with out further delay.
2. plans for the next year.
 - a. To introduce online teaching and learning compulsory in the next year.
 - b. Revise SSS format inline with the specificities of the college.
 - c. prepare academic calendar by 30th June 2020.

- d. Conduct AAA in February 2021,
- e. Organize seminars and workshops by all major departments.
- f. Allot an office space for NAM Center of Research and Local Development.
- g. Renovate the college website urgently this year.
- h. Provide WiFi connectivity to all departments and classrooms.

Action taken Report

1. Departments submitted proposal to conduct seminars and workshop.
2. A committee has been organized to renovate the college website.
3. The work to provide WiFi connectivity to all departments has been started.

