

ISAC meeting on : 2-07-18

Minutes of ISAC Meeting held on 2018-19 at seminar hall on 2nd July 2018.

Agenda :

1. Result analysis of previous final year.
2. Plan for the 2018-19 academic year.
3. Staff workload Adalat.
4. Other items if any.

Members presented.

- 1) Dr. Muhammad Khatib
- 2) Dr. Majid T.
- 3) Mohammed Shafiq
- 4) Nanshad
- 5) Bafoor I
- 6) Ali Kinyalil
- 7) Munfar Kappi
- 8) Dr. Jay Varby

Decisions :

- 1) Conducted Result analysis of the previous final year result and decided to give personal attention to weak students.
- 2) Decided to convene Class PTA meeting to discuss academic performance of first and third year students.
- 3) Decided to prepare college academic calendar and department level action plan for the current year.
- 4) Resolved to teach basic English during free hours, mornings or evening on working days and holidays to improve the English language competence of first semester students.

for this purpose, tutors will be requested to take necessary steps.

5. An orientation programme for teachers and supporting staff will be held on NAAC second accreditation.
6. Resolved to conduct Academic and Administration Auditing, for this purpose a panel of experts has to be formed this month itself.
7. Decided to start local research centre in the college.
8. Decided to bring out working papers by faculty members of various departments. Teachers will be directed to submit abstracts of their working papers.
9. Decided to assess staff workload to prepare necessary documents for Staff work load audit at Kannur University.
10. Decided to recommend the management to renovate wifi system in the college giving connectivity to all departments and classrooms.
11. Besides, it has been resolved to implement the plans for the current year made in the previous IQAC meeting on 27/03/2018.



Action taken Report

1. Detailed Result analysis has been conducted
2. Directed to take adequate measures to improve the results in each department.
3. A committee has been assigned to prepare college and academic calendar.
4. Functional English classes started by the English department
5. An orientation programme were conducted to discuss various criteria to the revised NAAC accreditation process. Preparation of yearwise AQAR and criterionwise direction were given by the resource person.
6. It is decided to provide a room in the Anas' memorial block to start the functioning of local research centre.
7. An online journal is released by the department of history.
8. Management accepted the proposal submitted for renovating wifi system in the college.



A handwritten signature in blue ink, appearing to be "V. Sri".

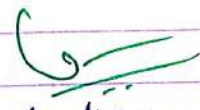
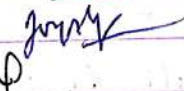
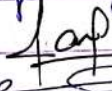







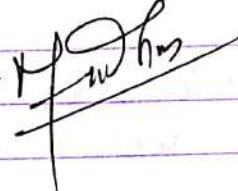

IQAC Meeting held on 9/10/2018.

Minutes of IQAC meeting held on 9th October 2018.
at Seminar hall.

Agenda:

1. Students discipline and attendance.
2. Tutorial and remedial classes.
3. Model Examinations.
4. Green campus.

Members present.

- 1) Dr. Muhammed Katty 
- 2) Dr. Jay Varley 
- 3) Ismail. P. 
- 4) Dr. Mejeesh P. 
- 5) Prof. I. 
- 6) Dr. E.K. Munira Beebi 
- 7) Ali Kuyyalil 
- 8) Namshad. 
- 9) Muhammed Sheriff 
- 10) Munir Kappil 
- 11) Dr. M.K. Madhusudanan 
- 12) Saifera. M.K. 

Decisions:

1. In view of maintaining campus discipline, it has been decided to stop loitering of students during class hours and disallow parking of vehicles in front of the college.
2. Decided to continue tutorial and remedial classes for weak students.
3. Decided to conduct model examinations in the last week of October.
4. Decided to convene a special meeting of parents of students who have attendance shortage during the semester.

5. As part of green campus projects, it has been decided to get tree saplings from Forest department and plant them in the campus.
6. Decided to place waste bins in class rooms, verandhas, college library and other necessary locations.
7. Decided to replace the existing water purifiers in the college.

Action taken report

1. Evaluate the performance and effectiveness of tutorial system and Remedial coaching, that is going on.
2. HOD'S are directed to conduct model examination.
3. provided waste bin in each classroom
4. It is recommended by the management to replace the old water purifiers.



LBAC Meeting held on 21/12/2018.

Minutes of LBAC meeting held on 21/12/2018 at seminar hall.

Agenda:

1. Review of model examinations
2. college students union and cultural programmes.
3. submission of students projects
4. Academic and administrative audit
5. other matters if any.

Members Present.

- 1) Dr. Muhammad Ketty
- 2) Dr. Jay Varkey
- 3) Muhammad Shaji
- 4) Gafar. I
- 5) Munfar Kappal
- 6) Dr. Majeesh. T.
- 7) Dr. M. Madhusoodhanam
- 8) Ali Kuyyalil
- 9) Namshad. Kp
- 10) Dr. E.K. Muirig Beebi
- 11) N. Kunhemmed
- 12) M.K. Zahir
- 13) Ismail. P.

Decisions:

1. The meeting made an assessment of students' performance in the model examinations and decided to contact parents of those students who have not performed well and those who did not attend examinations.
2. Decided to advise college students' union official to get all union, cultural and sports programmes and competitions by the end of January.
3. Decided to set 10th March as the last date

for the submission of all final year undergraduate project reports.

4. Decided to make a time schedule for the completion of classes and conducting of model exams for all undergraduate and postgraduate programmes.
5. Decided to conduct all study tours and excursion trips during christmas holidays.
6. Decided to conduct AAA.
7. Decided to publish newsletters for the year 2018-19.

Action taken Report

1. Directed to all HODS to conduct PTA meeting of final year students, to present the result of model examination before the parents.
2. Study tour plans were initiated by the departments ~~before~~ ^{in the} X-mas vacation.
3. News letter publication charge was assigned to Dr. Anas Dept History.
4. Directed the union members to conduct all the co-curricular activities with in March 10.



IQAC Meeting held on 12/03/2019.

Minutes of IQAC meeting held on 12th March 2019.
at Seminar hall.

Agenda:

1. Special classes.
2. Plan for the next year.
3. Other matters if any.

Members present.

- 1) Dr. Muhammad Katty
- 2) Dr. Jay Varkey
- 3) Mohammed Shafiq
- 4) Gabeer I
- 5) Munfor Kappit
- 6) Nishad. U
- 7) Dr. Majeesh T.
- 8) Safara M.K.
- 9) Ali Kuryalil

Decision:

1. Decided to conduct special classes for second semester students in the first week of April in order to complete remaining syllabus portions.
2. Plans for the next academic year as follows.
 - a. To promote research activities affiliated to college research centre.
 - b. To complete the work of indoor stadium.
 - c. To undertake research projects, seminars, workshops etc by major departments.
 - d. To sign MOU and to establish academic collaborations with other institutions.
 - e. To request the management to apply for getting an electrical transformer.

for the College to solve power problems.

f. To renovate chemistry lab in the College.

g. To conduct AAA.

h. To prepare Academic plan by 30 June 2019.

