

# IQAC Meeting 10.08.2016.

Minutes of IQAC meeting held on 10.8.2016 at Semnas hall.

- Agenda:
- 1) NAAC Report
  - 2) Academic matters (Tutorial, Drang)
  - 3) WWS & SSP
  - 4) Result of first year.
  - 5) Discipline
  - 6) Any other matters.

- Members presented
1. Dr. I.K.K. Musthofa
  2. Dr. Joy Purkey
  3. Gafar I
  4. M.K. Zahir
  5. Muhammad Ismail K.H.
  6. Ali Kingyalil
  7. Dr. R.K.M.
  8. Muhammad Shafiq
  9. Dr. Majid T.
  10. Dr. M.K. P. Indram
  11. Namshud .cc
  12. M.K. Safaria
  13. Muzfar Kappat

Signature:

- Decision:
- 1) Based on the recommendation of the NAAC report the IQAC decided to direct the department of commerce to apply for research center in the college.
  - 2) As recommended by the NAAC report, it has been decided to undertake necessary programmes to create an awareness of quality improvement among the students and staff.
  - 3) Following the NAAC report the cell also recommended



The creation of formal IQAC space for its functioning.

4. In order to human resource development activities in the college, it has been resolved to reorganise the placement and career development cell.
5. Dr. Mayesh T and Namshad. G.P. have been enrolled to organise the job fair.
6. The cell accepted the proposal of Dr. Yusu Khan to create English lab in the college to promote English communication.
7. It has been resolved to encourage Alumni to take up creative projects to the enhancement of curricular and co-curricular activities in the college.
8. Considering the better implementation the IQAC recommended that tutorial classes may be conducted on every Thursdays after lunch break.
9. The IQAC and the college council will monitor the activities of WWS and SSP to ensure their effective implementation.



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## Action taken Report -

1. As per the NAAC report recommendation, it is decided to start English language lab and functional English classes for the students to improve their communication skills.
2. Directed to start tutorial hour once in a week.
3. NW & SSP programme were initiated. Dr. M. K. Madhu Soodhanan is the co-ordinator of NW and I Gafar took the charge of SSP. Departmentwise mentors were selected and assigned their duties to them.
4. The Alumni secretary has assigned to arrange a meeting of Alumni officials to discuss the NAAC Report and discuss future plans to arrange co-curricular and co-curricular activities in the institution.



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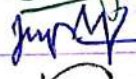




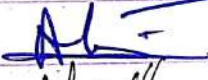

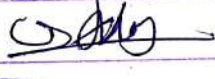
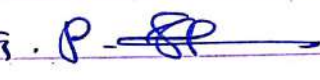
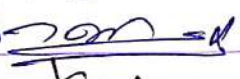
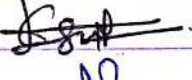

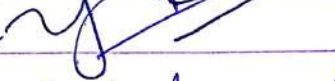
# IBAC Meeting - 6/10/2016

Minutes of IBAC Meeting held on 6<sup>th</sup> October 2016 at 3:30pm in the Seminars hall.

## Agenda:

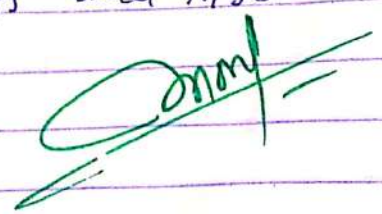
- 1) Model Examination.
- 2) English language lab.
- 3) Extension activities.

## Members present:

- 1 Dr BK Musthof 
- 2 Dr. Jay V. Day 
- 3 N. Kanhammed 
- 4 Dr. Majeeb T 
- 5 Gafar I 
- 6 MK Zaher 
- 7 Ali Ganyali 
- 8 Dr. Dr. Madhuni 
- 9 Muhammad Ismail K.M. 
- 10 Mohamed Shafi P. 
- 11 Manshad U 
- 12 Ismail P. 
13. MK Saleem 
14. Dr Yusuf Am 

Decision: 1) Decided to conduct model examination before university semester examination

- 2) Recommended the creation of language lab.
- 3) Decided to undertake extension activities funded by the U.S.C. These activities will be organized at the level of major departments and N/S.S.



## Action Taken Report

1. NSS coordinators are directed to conduct extension activities. The proposal to plant vegetable gardens in nearby houses was presented in the meeting.

Departments conducted extension activities like awareness on digital literacy and paper bag making to Kudumba Sree members.



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IQAC meeting on 9/12/2016.

Minutes of IQAC meeting held on 9.12.2016 at 3.30 PM in the seminar hall.


Agenda:

- 1) WWS
- 2) SSP Programme

Members presented:

- 1 Dr. K.K. Musthet 
- 2 Dr. Majeesh.T. 
- 3 Ah.Kingyalil 
- 4 Dr. Mr. Mohudam 
- 5 N. Kankamud 
- 6 Crafor 
- 7 Dr. E.K. Muneer Beebi 
- 8 M.K. Sabeera 
- 9 Mohammed Shafi.P 
- 10 Manshad.I.P 
- 11. Munfar Kappil 
- 12. Jay Varkey 
- 13 Dr. Jay Varkey 

Decision:

- 1) Constituted an advisory committee of the IQAC to assist and direct WWS and SSP activities in respect of organizing extended orientation programmes, selecting external resource person etc. Besides the IQAC co-ordinator, Dr. Yusuf Arun, Dr. Majeesh.T, Dr. E.K. Muneer Beebi and librarian Munfar Kappil are the members of the Committee.
  - 2) Recommended computerisation of Students attendance register.
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## Action taken Report

1. The NWS activities included Motivational training programme, Mock interviews and Leadership training etc. They mainly focused on final year students.

2. Started computerised attendance taking in each period.



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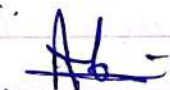



## IOAC Meeting on 27/02/2017.

Minutes of IOAC meeting held on 27<sup>th</sup> February 2017 at the Seminar hall of the college.

- Agenda:
- 1) Model Examination.
  - 2) Remedial classes.

Members present.

1. Dr. K.K. Mmthafa 
2. Dr. S.K. Muhammed 
3. Dr. Majeesh.T. 
4. Ali Kinyalil 
5. Grafor T. 
6. Mohammed Sharif 
7. Muneer Kappal 
8. Dr. Yusuf Am. 
9. Nainshad. 
10. M K Zahid 
11. Ismail-P. 
12. Muhammad Ismael. 
13. Dr. Jay Varley 

Decisions.

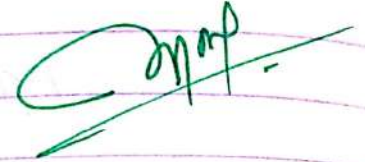
- 1) Decided to conduct model examination in the first week of March-2017.
- 2) Remedial classes will be arranged for weak students before and after working hours of regular days and during holidays.
- 3) Decided to make an assessment of college library visit by the students in 2016-17.
4. Plan for the next year.
  - a) completion of the work of Student



Facility Centre.

b) Completion of Indoor Stadium.

c) Research proposals on environmental and social issues.



### Action Taken Report

1. Model Examinations were conducted as decided in the meeting.

2. The completion of construction work of indoor stadium and students facility center were discussed with the management-committee members meeting.

