

IQAC MEETING MINUTES I

2021-2022

Date: 18.06.2021

Time: 3 pm

Venue: Online

A Meeting was held by IQAC for all HoDs with the Principal

The Agenda of the meeting were

- * Student Induction Program
- * Monitoring Departmental Activities
- * Progress of Committee
- * Certificate course
- * PAC Filing
- * Faculty Development Program

Attendees

1. Dr. Navreen Mohan

2. A.T. Haniff

3. Mohamed Nazeem K

4. Santhi Pramod

5. Dr. Fouse A

6. SIVAKUMAR K

7. IARIK

8. Raghu M D

9. Abdul Khader V

10. Sulabha Das P

11. Dhulal Rahman CV

12. Shahul Hammed A

13. Shiny P

14. Radhika R Krishna

15. Anous Baba P. K

16.

COORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
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DR. NAVREEN MOHAN
PRINCIPAL
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17. Abdul Samud
18. ANAND.C
19. Mohammed Ali.k
20. M. Moh Ali

Saeed
 Anand.C
 Power
 Saeed

Discussion Points

* Student Induction Program

Decided to conduct 5 days Student Induction Program - online due to the Corona outbreak. Departments should ensure the participation of students

* Departmental Activities

Recorded classes shall be given to students in case of poor-network area.

Analysis of department annual report of last academic year was done & decided to collect the action plans of current academic year from the departments. Introduced Monthly Activity Report (MAR) to assess monthly progress of departments. Encouraged the faculties to implement new technologies for teaching.

* Progress of Committees

Planned to collect the Action plans of different committees & decided to start a new committee for Alumni.

* Certificate Course

The curriculum of new certificate/add on course that the departments intend to provide should be submitted by one week. And should ensure maximum participation of students.

* Provisional Accreditation For colleges

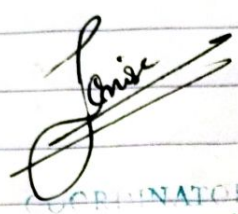
Provisional accreditation for colleges was discussed & planned to collect data for filing.

Decided to constitute the team for PAC filing.

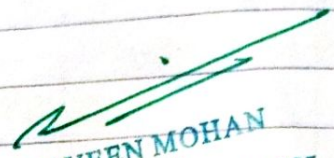
* Faculty Development Program and training Programs

Decided to conduct a Faculty Development Program.

The program will be online due to Covid Pandemic.



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IQAC Meeting Minutes II 2021-2022

Date: 08.10.2021

Time: 3 pm

Venue: Online.

A meeting of head of the departments with the Principal, Vice-Principals, Academic Director & IQAC Coordinator was conducted.

The Agenda of the meeting were

- * Newly implementing programs for teaching & non teaching - Faculties.
- * Teachers Diary
- * PAC Progress
- * Stock Maintenance
- * ISO renewal
- * FDP

Attendees

1. Dr. Naveen Mohan
2. Shahul Hameed A
3. Mohamed Naveed K
4. P.T. Haniffa
5. Dr. Farooq A
6. HARIK
7. Abdul Khader V
8. SIVAKUMAR K
9. Smitha Pramod
10. Raghu. MD
11. Sulabha Das P
12. Abdul Rahman. CV
13. Ranjusha v.p
14. Radhika R. Krishna

15. Anur K
16. Abdul Samad
17. Mohammed Ali K
18. A. Chand. C
19. M. Moh. Ali

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Discussion Points

* Newly Implementing Program for teaching & non teaching Staff. Friday lecture Series by the Faculty for the Faculty shall be implemented by January. The lecture will be on Fridays at 3:30pm. The board will comprise of four external members. Best Faculty with best presentations will be selected. Mr. Hari (HoD, Department of Computer Application) has been assigned the convenorship of lecture Series. Chairman lecture Series shall be implemented to uplift the Faculty standards. The new journals have been subscribed & shall be circulated to the students. Faculties shall try to bring the external funded projects. Training Programmes for administrative staffs & laboratory staff will be conducting in the upcoming month.

* Teachers Diary

The Course plan, teaching plan should be done as the provided data & Teachers diary should be verified by HoDs & submitted to the Principal.

* PAC Progression

PAC data which is submitting from Departments to PAC should be verified by the HoDs. The format provided by PAC shall be followed by every departments.

* Stock maintenance

Each department shall maintain stock register including laboratories as before.

ISO renewal

Renewal of ISO has to be done & requested to support to maintain our standards by including value added programs & other programs.

* FDP

A five days Faculty development programs will be conducted by IQAC in the last week of December. (Commencement date - 27.12.2021 to 30.12.2021.)

Decided to conduct Orientation program for administrative staffs, housekeeping staffs & security staffs.

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IQAC MEETING MINUTES II

2021-2022

Date: 11.03.2022

Time: 3.30 pm

Venue: Principal's Cabin

A meeting was held by IQAC for all HoDs & all Committees & club convenors with the principal to assess future plans & progress.

The Agenda of the meeting were

* PAC

A FDP

* NAAC Preparation

Attendees

1. Dr. Naveen Mohan
2. Shahul Hameed. A
3. Mohamed Navas. K
4. SIVAKUMAR. K
5. P. T. Hameed
6. Dr. Farooq. A
7. Simthe Aramod
8. Abdul Khader. V
9. HARI K
10. Sulabha Das. P
11. Raghu. MD
12. Abdul Rahman. CV
13. Shinsy. P
14. Resna. NK
15. Anoop Babu - P. IC
16. Abdul Sameed
17. ~~Farooq. A~~

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18. Dr. Mohan Aki - ~~Principal~~

Discussion Points

* PAAC

Provisional Accreditation for Colleges will be on hold due to some technical reasons. Data Collected should be submitted to PAAC for further documentation.

* NAAC Preparation

As NAAC accreditation is mandatory for colleges, all should be prepared for this. Each Criterion under NAAC shall be sub-divided to concerned teachers based on their area of expertise.

Discussed the necessity of taking up more extension activities under departments, N.S.S and other clubs for the Society. Planned activities shall be conducted aiming for NAAC aiming for a NAAC visit.

Mentor Mentee System & Teachers Diary system shall be continued with full involvements.

A GPS based software shall be used for taking photographs of the event conducted by each departments, committees & clubs.

* General

* The first Chairman Lecture Series will be on 21.03.2022 & will be online.

* Placement cells will be conducting a recruitment drive for the outgoing students.

* purchase for the year is almost complete & the stock entry will be done by vacation & the registers will be completed by then.

Dr. NAVEEN MOHAN
PRINCIPAL

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