

IQAC Meeting Minutes I

2022 - 2023

Date: 10.06.2022

Time: 3:30 pm

Venue: Principal's Cabin

Meeting was conducted with HODs.

The Agenda of the meeting were

* PAC withdrawal

* NAAC Preparation

* Departmental Activities & Committee Progress

Attendees

1. Dr Naveen Mohan

2. J. T. Haniff

3. Mohanraj N.K

4. Mr Ramzan Ashraf

5. Dr. Jenose A

6. SIVAKUMAR.K

7. Sandeepan.R.M

8. Raghu. M.D

9. Smitha Premod

10. HARIK

11. Abdul Rehman. W

12. Shahul Hamed. A

13. Shincy. P

14. Radhika R. Krishna.

15. Resna. N.K

16. Anous Babu P.K.

17. ARVN. K

18. ANAND. C

19. Jayasree. K.G.

20. Moh Ali

COORDINATOR
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DR NAVEEN MOHAN
PRINCIPAL
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Discussion Points

PAC

- * PAC submission has been Cancelled Since NAAC withdraw NAAC Process
- * A visit to nearby NAAC accredited colleges shall be conducted to analyse various actions of the colleges & to study the NAAC process.
- * Training classes on NAAC Preparatory work shall be arranged. Activities of departments and Committees.
- * Review of various activities of different Committees was done.
- * The activities completed which had been proposed in last academic year was discussed.
- * Extension activities has to be increased by each department.
- * An action plan on departmental activity and extension program to be conducted in this year shall be submitted to the principal on or before 30th June 2022.

FDPs & Training Programs

- * Workshops & Training Programs shall be arranged for the faculties.

Juni

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Dr. NAVRIN MOHAN
PRINCIPAL
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IQAC Meeting Minutes II

2022 - 2023

Date: 12.10.2022

Time: 3.30 pm

Venue: Principal's Cabin

A meeting of IQAC committee was conducted to review the NAAC Progress.

The Agenda of the meeting were

- * NAAC review
- * Criteria wise meeting schedule
- * Research development & journal article submission

Attendees

1. Dr. Naveen Mohan
2. Mohammod Akhrif
3. Mohamed Navees. K
4. P. T. Hamp
5. Dr. Janose A
6. Sandeepan. K M
7. Smitha Prasad
8. SIVAKUMAR. K
9. HARIK
10. Abilul Rahman. W
11. Shahul Hameed. A
12. Shincy P
13. Resna. N. K
14. Radhika R Krishna
15. Anous Babu .P. K
16. Raghu. M D
17. Anun. k
18. Jayasree K. G
19. Mohamemed. Ali. k

ANANDCOORDINATOR
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21. Saidalavi C

Saidalavi

Discussion Points:

1. NAAC Data Collection

- * Explained how far the data collection has been.
- * The document controller of TOAC shall sort all the data with NAAC coordinator.
- * All MoUs & linkages done by all departments shall be properly documented.
- * It was decided to collect the remaining data & finalise it for the given time period.
- * Criteria meeting
- * Criteria wise meetings shall be conducted coming week to assess the progression of data collection.
- * Research
- * The students project shall be properly handled & the report should be submitted to the library as before.
- * The articles submitted for the journal of the college is at the final stage of modification.

Jain

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Dr. Naveen Mohan

DR. NAVEEN MOHAN
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IQAC Meeting Minutes III

2022 - 2023

Date: 08.08.2023

Time: 3.30 pm

Venue: Principals Cabin.

A meeting was held by IQAC for all HODs with the Principal to assess data collection and departmental activities.

The Agenda of the meeting were

- * NDLI registration
- * Certificate Course
- * Annual assessment of faculties
- * Review the academic progress of the College
- * Plans for the next year.

Attendees:

1. Dr. Navleen Mohan
2. Mohammed Athraf
3. Mohameed Naveed K
4. Resna N.K
5. Dr. Farook B
6. Sandeepan. Raj
7. P.T. Harsh
8. Smitha Pramod
9. Raghu. M.J
10. HARIK
11. SIVAKUMAR.K
12. Abdul Rahman. A
13. Shincy P
14. Radhika R Krishna
15. ANAND.C
16. M. Moh. Ali
17. GORDINA Jayaraj K.G

18. Mohammed Ali. K
19. Saidalavi. C

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Discussion Points

- # NDLI
- * All teachers shall register in NDLI if there is a plan to conduct an awareness session
- # Certificate Course
- * All tutors shall ensure the enrolment of students in the certificate course including the course provided by SWAYAM & NPTEL
- # Assessment of Faculties
- * The appraisal form of the faculties shall be submitted by last week of march.
- # Academic Progress Review
- * Result analysis shall be submitted of the latest results.
- * Certificate Course files shall be submitted to IQAC for Verification
- * Student Progression Details shall be collected by each departments & filed.
- * Action plan for the next academic year shall be submitted after vacation.

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