Minutes of the meeting of IQAC held on 13.06.2018 in the IQAC room.

Agenda:

1. Reaccreditation works - evaluation.
3. Any other matter.

Members present:

1. Dr. T.P. Abbar.
2. Capt. M. M. Mohammed Koya
3. V. S. Zeeria
4. Saji Vanigheese
5. Dr. R. Sajakrishnan
6. Dr. C. Sajith
7. Dr. R. Sajith
8. Ms. Subhasree. Neti Dr. V. A. Ayisha
9. Dr. Brijesh V K
10. O. C. Salahudheen
11. P. T. Shekida Beagum
12. Nausor V.V.
13. P. V. Ayodee
14. Anad Nath
15. Nazimudheen K. P.
16. Abdul Azeez K. P.
Minutes of the meeting of the IAAC with Management Academic Committee on 30.06.2018 in the management room.

Agenda:

1. Evaluation of the accreditation process
2. Infrastructure augmentation and update
3. Any other matter

Members present:

1. Capt. M. N. Mohamed Koya
2. Prof. V. K. Baby
3. Prof. C. T. Abraham
4. C. T. Selahudeen
5. K. V. Habeebulla
6. Dr. V. A. Ajisha
7. Dr. C. Sreejith
8. Dr. K. Sagadinshnan
9. Dr. Razia bai
10. Sriji Varghese
11. P. T. Senthilade Bejum
12. D. Brigash Me
13. Amalathira

The principal welcomed the members and briefed the agenda.

Decisions taken:

1. It was decided to augment the re-accreditation activities. As a part of this, it was decided to increase the
Making hours of teachers to 5 pm till further notice.

2. It was decided to give awareness to the students about the accreditation process and also to get suggestions from their side.

3. Management promised to make all the classrooms ICT-enabled so as to cope up with the demands of higher education.

4. It was also decided to purchase new racks to the library and to supply additional furniture to all staffs.

5. It was decided to modify the E-L auditorium with sound system and new seating arrangement.

6. It was decided to monitor the pre-accreditation works by the academic committee once in two weeks.

The meeting came to a close by 5 pm.
Minutes of the combined meeting of the IAC, Heads of dept and course coordinators held on 09.07.2018 at the college conference hall.

Agenda:

1. Assessing the coordination of reaccreditation process
2. Approval of the certificate courses to be held from this academic year
3. Presenting the quality initiatives for the current year - modifications
4. Any other matters

Members present:

1. Capt. M. N. Mohamed Tohy
2. Dr. V. A. Ayisha
3. V. S. Sileja
4. Siji Varghese
5. Dr. K. Jayakrishnan
6. Dr. C. Sreejith
7. Dr. Raniaberi M
8. Thambiraj A. A
9. Dr. Binjesh V.K
10. N. V. Monisha
11. P. R. Sabaridabeeva
12. Abdul Azeer R. P
13. P. V. Ayyoob
14. Aminath
Principal, Capt. M. Mohamed Hoya, welcomed the gathering. He explained the decisions of the last meeting to the teachers. The following decisions were taken in the meeting:

1. It was decided to seek the help of students as well in the reaccreditation process.

2. It was also decided to share the responsibility of preparation self-study report document with teachers/department following the given order:
   - Criterion I: Agriculture
   - Criterion II: Physics
   - Criterion III: Geology
   - Criterion IV: Chemistry & Computer Science
   - Criterion V: Commerce
   - Criterion VI: Economics
   - Criterion VII: Zoology & Languages

3. It was decided to offer the following certificate courses in the current year after a briefing by the respective coordinators from the departments. It was also suggested to put the same agenda before the next staff council meeting to ratify the decision. (List of the courses, dept coordinator, duration etc are given in the attached sheet)

4. The teachers urged the gathering regarding the need of following green protocol in the programmes being conducted by the college and various
departments. The IQAC coordinator put a suggestion to purchase steel glass, plastic, and glasses and to offer that for the needy in order to avoid the waste.

5. It was also decided to go for a plastic-free campus through rigorous awareness programmes.

6. It was also decided to strengthen the tutorial system in order to improve the overall quality culture of the college.

7. It was also decided to conduct a workshop on effective teaching from 27.08.18 to 31.08.18.

8. The IQAC coordinator briefed about the programmes on the meeting for teachers, non-teaching staff, and urged the gathering to organise value-added programmes for the students, whenever and wherever possible.

The meeting came to a close by 5:10 pm.
minutes of the meeting of the LGAC with non-teaching staff held on 11.07.2018 at the college conference hall.

Agenda:

1. Requirements and suggestions from the office staff towards the quality culture of the college.

2. Capability enhancement program for the non-teaching staff.

3. Any other matter.

members present:

1. Capt. M. N. Mohammed Hoja
2. Dr. V. A. Agisha
3. Dr. A. Saltanath
4. Dr. C. Sekerith
5. Dr. Partab Kumar M.
6. P. T. Subaida Begum
7. Mansoor N.V.
8. Fatima P.
9. Nazir
10. Bashir
11. Abdul Rahman K.
12. Aminova E.P.
13. Aminova L.P.
14. Zyber A.
15. Sip Zerbegi V. Sedir.
Principal welcomed the gathering and explained the details of interaction with the Dy. Director of collegiate education after the audit, held on 29.06.2018. He proposed that the office staff could be updated on the latest good procedures about office functioning.

Office Supt. also expressed the same opinion and requested that a training session may be arranged for the office staff by inviting a resource person from the DDE office.

Decisions taken:

1. It was decided to conduct one or two sessions on office procedures for the staff members very soon.
2. It was also decided to entrust the dept. of computer science to run a training programme on computer skills for the staff at the earliest.

The meeting came to a close by 4.30 PM.
Minutes of the meeting of GAC with office-bearers of the Alumni Association of the college held on 07.08.2018 at the college conference hall.

Agenda:

1. Formula 18 - Alumni meel - Organising the event - plan of action

2. Distribution of duties and responsibilities in connection with Formula 18

3. Any other matter

Members present:

1. Capt. M. V. Mohammed Faya
2. Dr. V. A. Ayisha
3. Dr. C. Secejith
4. Dr. Bhijesh V K
5. Dr. Razia Bee
6. Dr. K. Sayakrishnan
7. D. C. Salimshindeen
8. Bishwade M. V
9. Abdul Majeed P. K
10. Dr. Rajoo Sunnadi
11. Nagamshindeen K. P
12. Abdul Azeez K. P
13. Aimal Mathi
14. P. V. Ayooj
15. Manjik V V
16. Z. Basha D. O
17. P. T. Subrados Bagga
18. Siji Verges

[Signatures]
Principal welcomed the gathering. He explained the significance of the Alumni meet as it coincides with the golden jubilee celebrations of the college. The Alumni association members benefited about the plan of action and mode of execution. The following decisions were arrived at in the meeting.

1. It was decided to open separate registration counters for all departments, and one mentor from the teaching staff and one from alumni would coordinate the same.

2. It was decided to have the participation of students as volunteers for the whole programme.

3. The alumni members and faculty opined that they would be in a position to declare certain developmental plans for the college, from their side during the event.

4. All departments of the college were entrusted to assure maximum participation for the event from their side.

Sai. Nazirmulheen thanked all of them. The meeting was over by 5.30 PM.
Minutes of the meeting of IAAC held on 22.11.2018 held at the IAAC room

Agenda:

1. Submission of ABAR's for the previous academic years
2. Preparation of ABAR for the year 2017-18
3. SSR preparation - progress and plan of action

Members present:

1. Capt A. V. Mohamed
2. Dr. V. J. Ajith
3. V. S. R. Jesna M
4. Saiji Vargese
5. Dr. K. Jayakrishnan
6. Dr. C. Sreejith
7. Dr. Fazilkeer M
8. Zainal A. A.
9. Dr. Bhujesh V. K
10. D. C. Salakuddheen
11. P. T. Subaida Beequm
12. Mansoor V.
13. P. V. Ayyoub
14. Ammal Math
15. Abdul Azeez

Principal welcomed the meeting.

The IAAC coordinator explained the progress of re-accreditation works and stated that the ABARs for the previous years were ready for submission and that of 2017-18 is nearing completion.
He also explained about the merit of works being carried out towards the SSR datasets. He appreciated the quantity of work being initiated under the different center coordinators.

Amal Nath, the students' representative informed that the students' union would take necessary steps to sensitize the students regarding the re-accreditation process.

D.C. Salabudheen, manager promised all required help and support for the works being carried out. He was endorsed for putting the ACTs for approval by the management in the next meeting.

The meeting came to a close by 4.30 PM.
minutes of the meeting of IAAE with the Staff Council, held on 15.01.2019 at the management room.

Agenda:

1. Evaluation of progress in the re-accreditation process.
2. Any other matter

Members present:

1. Capt. M.H. Mohamed Koya
2. V.S. Seeja M
3. Dr. Rasha Beeri M
4. Siji Varkey
5. Dr. K. Jayakrishnan
6. Nazrath K
7. Armeena M
8. Soumya CC
9. Dr. Sindu A R
10. Dr. V.A. Agishra
11. Dr. Sayakshree K.M
12. Sreekumar P K
14. Sandalvar I P
15. Babitha N V
16. Zubair A A
17. Dr. Brijesh K
18. Dr. C. Seeryth
19. D.C. Salathucceen
20. Armeena M
21. D. Syamala PV
22. Dr. K.M. Sheereena
Principal welcomed the gathering, 184. Coordinator explained the progress of the reaccreditation process and 185 urged the members to speed up the activities related to SSK and AQA for the current year.

Teachers doubted about the completion of the reaccreditation process in the present pace. The coordinator explained that the whole process is being carried out without compromising the routine works including teaching-learning. He expressed his notion that the SSK could be submitted by June 2019.

The council members pointed out the requirements in connection with the infrastructure, ICT, library, girls zone etc as obtained from the concerned dept. council meetings.

Principal assured that he would bring the above said requirements into the management's attention and will be solved at the earliest.

Dr. A.R Sina proposed vote of thanks.

The meeting came to a close by 5 PM.
Minutes of the combined meeting of the IBAE, PTA executive and student representatives held on 15th Apr in the college conference hall.

Agenda:

1. NAAC re-accreditation - evaluation

2. Suggestions and recommendations to be incorporated in the plan of action for the coming academic year

3. Any other matter

Members present:

2. Dr. V A. Agisha
3. Dr. C. Sreejith
4. Dr. K. Sajjakrishnan
5. Dr. M. Raisa Beevi
6. V S. Seega
7. Zubair A A
8. Dr. K R I. Sheerana
9. M V. Bhusana
10. Dr. K S. Arunthaman
11. Ramdas Ragul
12. Anand Murali
13. Naidu Rekamandram
14. P T. Subaihda Beevum
15. Mansoor V K
16. Dr. Brijesh V K

Principal welcomed the gathering. He explained the importance of NAAC re-accreditation and briefed about the steps taken so far in
Students' Union representatives expressed their support and suggested a few things to be incorporated in the action plan for the coming year.

The PTA executive members also had points to be included in order to improve the quality of teaching-learning, student welfare and placement.

The following decisions were taken:

1. Teachers would be requested to switch over to ICT enabled teaching methods.

2. Students will be trained for the augmented use of library resources.

3. The girls' common facilities will be improved.

4. More greenery will be imparted for the school campus. All programmes should follow a green protocol within the campus.

5. The idea of a plastic-free campus will be executed by next academic year.

The meeting came to a close by 4:30 PM.
minules of the meeting of 18.01.2019 held with the staff club held on 08.03.2019 at the college conference hall.

Agenda:

1. Syllabus revision process of the University of Calicut.

2. Outcome Based Education

3. Inviting inputs for the SSR preparation

4. Finalizing the plan of action for the next academic year.

Members present:

1. Capt. M. N. Mohamed Foga
2. Dr. V. A. Agisha
3. Dr. M. Rubia Beenu
4. V. S. Seeji
5. Dr. K. Suyakrishnan
6. Dr. C. Sreejith
7. Zubaer A. A
8. Sriji Varghese
9. Dr. Biju Seri K K
10. D. S. Sufianda Beegum
11. Amal Rani
12. O. C. Salumadheen
13. P. V. Biju —

Principal welcomed the gathering. Dr. V. A. Agisha briefed about the plan to the University to switch over to OBE—Outcome Based Education and the steps for syllabus revision. She said that the OBE can
have a lead role in sensitising teachers to be part of the change. 
IQAC coordinator also shared similar views and agreed to do the follow-ups in this direction.

The IQAC wholeheartedly wished a happy retirement life to Prof. D. S. Desai, HOD of Physics Dept., who is retiring by the end of this month. She expressed her gratitude for the support rendered to her during her service in the college.

IQAC coordinator presented the plan of action for the coming academic year. The members suggested certain modifications and approved to follow the same during the academic year 2019-20. The coordinator also urged the members to gear up for activities to the SSR preparation and to keep the database related to different ready.

The plan of action for the academic year 2019-20 is appended herewith.

The meeting came to a close by 5 PM.