



MAJLIS

ARTS & SCIENCE COLLEGE

(Affiliated to the University of Calicut, Approved by the Govt. of Kerala & Recognized under section 2 (f) of the UGC Act 1956)
Puramannur P.O. Valanchery, Malappuram Dist. Kerala. PIN: 676552



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MINUTES OF MEETING OF IQAC

DATE AND TIME OF MEETING: 02-06-2023, 10.30 AM

VENUE: IQAC Conference Hall

AGENDA:

1. Action Plan 2023-24
2. NCW CBPDP Programme – Conduct of Programme
3. Revised Code of Conduct for staff members
4. Preparation of Application for Conferment of Autonomy

MEMBERS PRESENT

1. Dr. Mohamed Kutty Kakkakunnan	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Noushad N	(Academic Director)	Sd/-
4. Mr. Rafeeq P	(IQAC Coordinator)	Sd/-
5. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
6. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
7. Prof. Santhakumari P	(HoD, Chemistry)	Sd/-
8. Dr. Vipina R	(HoD, Microbiology)	Sd/-
9. Mr. Ajayakumar U	(HoD, CS)	Sd/-
10. Mr. Nikhil PP	(HoD, CMS)	Sd/-
11. Ms Preethi M T	(HoD, English)	Sd/-
12. Ms. Stany Mariya Joji	(HoD in Charge, Sociology)	Sd/-
13. Dr. B L Pillai	(HoD, Hindi)	Sd/-
14. Mr. Sunesh P	(Program Coordinator, MC)	Sd/-
15. Mr. Muhammed Rafeekh T K	(HoD, Physical Education)	Sd/-
16. Ms. Fathima Nasreen	(Librarian)	Sd/-
17. Ms. Vaheeda Mol	(Coordinator, WDC)	Sd/-

The meeting started at 10.30 AM under the chairmanship of the principal, Dr. Mohamed Kutty K K. IQAC Coordinator Mr. Rafeeq P welcomed all members to the meeting.

Discussion and Resolutions:

Action Plan 2023-24:

- The Action Plan for the academic year 2023-24 was presented.



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- Members emphasized the integration of skill development programs, ICT tools in teaching, and enhanced student support systems.
- Suggestions to promote faculty research collaborations and conduct regular audits were discussed and accepted.
- Resolution: The Action Plan was approved with minor amendments.

NCW CBPDP Programme – Conduct of Programme:

- The committee discussed the logistics for organizing the capacity-building program under the NCW initiative.
- Proposed sessions on leadership, entrepreneurship, and legal awareness for women were well received.
- A sub-committee was formed to oversee scheduling, resource persons, and publicity.
- Resolution: The program was scheduled for 24/06/2023, and the organizing committee will finalize arrangements.

Revised Code of Conduct for Staff Members:

- The draft of the Revised Code of Conduct was reviewed. Members highlighted the importance of training sessions to familiarize staff with the new guidelines.
- Suggestions were made to include periodic reviews and clear procedures for addressing violations.
- Resolution: The revised code was approved for immediate circulation and implementation and a meeting of the code of conduct committee is scheduled on 16/06/2023, Friday at 2.30 PM in the AV hall.

Preparation of Application for Conferment of Autonomy:

- The roadmap for autonomy application was outlined, with a focus on documentation, stakeholder consultations, and proposal drafting.
- Members agreed on the formation of a task force to manage the process and ensure timely submission.
- Resolution: The application process will begin immediately, with periodic updates to the committee and meeting authorised Mr. Rafeeq P, Coordinator, IQAC to Coordinate the application process.

The meeting ended at 12.45 PM


Coordinator




Principal
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Minutes of Meeting of Internal Quality Assurance Cell

Date and Time: 19-07-2023, 10.00 AM

Venue: Academic Board Room

AGENDA:

1. Application for Conferment of Autonomy – Status
2. Submission deadline

MEMBERS PRESENT

1. Dr. Mohamed Kutty Kakkakunnan	(Principal)	Sd/-
2. Mr. C P Hamsa	(Secretary)	Sd/-
3. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
4. Mr. Noushad N	(Academic Director)	Sd/-
5. Dr. P Mohamedali	(Chairman, Academic Board)	Sd/-
6. Mr. Rafeeq P	(IQAC Coordinator)	Sd/-
7. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
8. Mr. Nikhil PP	(HoD, CMS)	Sd/-
9. Prof. Santhakumari P	(HoD, Chemistry)	Sd/-
10. Mr. Sunesh P	(Program Coordinator, MC)	Sd/-
11. Mr. Abhilash K	(Program Coordinator, Media)	Sd/-
12. Mr. Akhil K	(Asst. Professor, Chemistry)	Sd/-
13. Mr. Mohamed Jabir P K	(Assistant Professor, CS)	Sd/-

The meeting started at 10.00 AM PM under the chairmanship of the principal, Dr. Mohamed Kutty K K. IQAC Coordinator Mr. Rafeeq P welcomed all members to the meeting. The Honourable secretary-initiated discussion with the permission of the principal.

Discussions and Resolutions

Application for Conferment of Autonomy – Status:

Updates on the autonomy application process were provided by the task force lead by Mr. Rafeeq P. It was noted that significant progress had been made, with most of the required documentation completed.

Members highlighted the importance of reviewing the application thoroughly before submission to ensure compliance with UGC guidelines.



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Resolution: The task force will finalize the application draft and share it with the IQAC for approval before submission.

Submission Deadline

The importance of adhering to the submission timeline was emphasized. The Chairperson urged the members to expedite any pending tasks.

Resolution: The final submission is scheduled for 21/07/2023 before 5 PM, and all preparations must be completed by then.

Secretary asked IQAC to prepare a booklet of the application for submitting to the University of Calicut, college council and other concerned.

Meeting concluded at 11.30 AM



Coordinator, IQAC



Principal

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MINUTES OF MEETING OF IQAC

DATE AND TIME OF MEETING: 10-10-2023, 1.30 PM VENUE: Board Room

AGENDA:

1. Academic Audit 2023-24
 - o Review of progress and preparations for the audit.
 - o Discussion on necessary documentation and compliance.
2. College Union Election 2023
 - o Updates on the election process and schedule.
 - o Discussion on the smooth conduct of the election.
3. Extension Activities – Status
 - o Report on ongoing and planned extension activities.
 - o Identification of areas requiring additional support or resources.
4. Certificate Courses – Status of Enrolment
 - o Review of student enrolment figures.
 - o Suggestions for increasing participation in certificate programs.
5. Other Relevant Matters
 - o Additional points permitted by the chair for discussion.



MEMBERS PRESENT

1. Dr. Mohamed Kutty Kakkakunnan	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Noushad N	(Academic Director)	Sd/-
4. Mr. Rafeeq P	(IQAC Coordinator)	Sd/-
5. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
6. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
7. Dr. Vipina R	(HoD, Microbiology)	Sd/-
8. Mr. Ajayakumar U	(HoD, CS)	Sd/-
9. Mr. Nikhil PP	(HoD, CMS)	Sd/-
10. Prof. Santhakumari P	(HoD , Chemistry)	Sd/-
11. Ms Preethi M T	(HoD, English)	Sd/-
12. Mr. Sebin P	(HoD, Sociology)	Sd/-
13. Dr. B L Pillai	(HoD, Hindi)	Sd/-
14. Mr. Sunesh P	(Program Coordinator, MC)	Sd/-
15. Mr. Abhilash K	(Program Coordinator, Media)	Sd/-
16. Ms. Fathima Nasreen	(Librarian)	Sd/-

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The meeting started at 1.45 PM under the chairmanship of the principal, Dr. Mohamed Kutty K K. IQAC Coordinator Mr. Rafeeq P welcomed all members to the meeting.

1. Academic Audit 2023-24

Members discussed the need for timely submission of department-level documentation.

The proposed period of audit is 19/10/2024 – 25/10/2023.

Identified areas requiring additional attention, including course files and feedback reports.

Departments have to submit the required documents to the internal audit team as per the schedule circulated by IQAC.

IQAC shall circulate a checklist for compliance by 15/10/2023

2. College Union Election 2023

Guidelines for ensuring a fair and transparent election were reiterated.

Members discussed logistical arrangements and student engagement strategies.

Election Officer (Which will be nominated by College Council) to finalize the schedule and communicate it to all stakeholders.

Principal to issue a notice ensuring compliance with guidelines.

3. Extension Activities – Status

Updates on ongoing extension activities were presented especially OORU Project, Chemistry for Society and Abhayam Project

Suggestions were made to collaborate with external organizations to enhance outreach.

Coordinators to submit a status report during Academic audit.

IQAC to identify potential collaborations for future programs.

4. Certificate Courses – Status of Enrolment

Current enrolment figures in all certificate courses were reviewed by Heads of department. It has found that the enrolment in Data Science got a Handsome number and meeting appreciated the effort of Prof. K Mohamed Haneefa, The course coordinator for the great effort.

Departments highlighted challenges in attracting students and Proposed strategies included awareness campaigns and leveraging alumni networks.

Departments to conduct awareness sessions by 30/10/2023.

IQAC to monitor enrolment progress and provide regular updates.



5. Other Relevant Matters

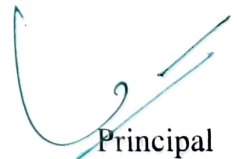
A suggestion was made to improve classroom ICT infrastructure. It was decided to explore funding opportunities for the same.

Adjournment:

The meeting concluded at 3.45 PM. The chairperson thanked all members for their participation and contributions.



Coordinator



Principal

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MINUTES OF MEETING OF IQAC

DATE AND TIME OF MEETING: 11-11-2023, 3.30 PM

VENUE: Principal's Chamber

AGENDA:

1. AQAR Submission for the academic year 2022-23.
2. Planning Faculty Development Programmes on Autonomy.
3. Organizing Orientation Programmes on FYUGP.
4. Discussion of other relevant matters.

MEMBERS PRESENT

1. Dr. Mohamed Kutty Kakkakunnan	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Noushad N	(Academic Director)	Sd/-
4. Mr. Rafeeq P	(IQAC Coordinator)	Sd/-
5. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
6. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
7. Dr. Vipina R	(HoD, Microbiology)	Sd/-
8. Mr. Ajayakumar U	(HoD, CS)	Sd/-
9. Mr. Nikhil PP	(HoD, CMS)	Sd/-
10. Prof. Santhakumari P	(HoD, Chemistry)	Sd/-
11. Mr. Sebin P	(HoD, Sociology)	Sd/-
12. Dr. B L Pillai	(HoD, Hindi)	Sd/-
13. Mr. Sunesh P	(Program Coordinator, MC)	Sd/-
14. Mr. Abhilash K	(Program Coordinator, Media)	Sd/-

The meeting started at 3.25 PM under the chairmanship of the principal, Dr. Mohamed Kutty K K. NAAC Coordinator Mr. Muhammed Rafi N has welcomed all members to the meeting.

Proceedings:

1. AQAR Submission for 2022-23:

The importance of timely submission of the AQAR was emphasized. Members reviewed the progress of the report preparation. It was resolved to finalize and submit the AQAR by 25/12/2023. The IQAC team will ensure the completion of the report and submission.

2. Faculty Development Programmes on Autonomy:

The need for faculty training on autonomy-related processes was discussed.



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- It was decided to organize a series of FDPs in the upcoming months to familiarize faculty with the benefits and responsibilities of autonomy. (M-FESIS '24 (Majlis Faculty Empowerment Series on Innovations in Autonomous System))
- The IQAC Coordinator will prepare a schedule and suggest topics for FDPs.

3. Orientation Programmes on FYUGP:

- Orientation programmes for faculty and students on the FYUGP curriculum were discussed.
- A proposal to conduct workshops and interactive sessions was approved. Fellow from Kerala State Higher Education Council (KSHEC) may be invited for the session.
- The Academic Coordinator will develop a detailed plan for these programmes.


4. Other Relevant Matters:

- Suggestions for improving campus research culture were brought up.
- The need for a student feedback mechanism on academic initiatives was discussed.
- The Research and Development Cell will propose activities to promote research, and the feedback system will be reviewed by the concerned committee.

Conclusion:

The Principal thanked all attendees for their active participation and constructive suggestions. The meeting concluded at 5 PM.


Coordinator


Principal



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MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL

DATE AND TIME OF MEETING: 11-09-2023, 2.30 PM

VENUE: Principal's Chamber

AGENDA:

1. Quarterly evaluation of department action plans.
2. AQAR Submission 2022-23 and 2023-24.
3. Strengthening of alumni and conducting alumni meetings
4. Library enrichment and increasing the usage
5. Other matters relevant

MEMBERS PRESENT

1. Dr. Mohamed Kutty Kakkakunnan	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Noushad N	(Academic Director)	Sd/-
4. Mr. Rafeeq P	(IQAC Coordinator)	Sd/-
5. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
6. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
7. Dr. Vipina R	(HoD, Microbiology)	Sd/-
8. Mr. Ajayakumar U	(HoD, CS)	Sd/-
9. Mr. Nikhil PP	(HoD, CMS)	Sd/-
10. Prof. Abdul Jaleel P K	(HoD in Charge, Chemistry)	Sd/-
11. Ms Preethi M T	(HoD, English)	Sd/-
12. Ms. Stany Mariya Joji	(HoD in Charge, Sociology)	Sd/-
13. Dr. B L Pillai	(HoD, Hindi)	Sd/-
14. Mr. Sunesh P	(Program Coordinator, MC)	Sd/-
15. Mr. Abhilash K	(Program Coordinator, Media)	Sd/-
16. Mr. Muhammed Rafeekh T K	(HoD, Physical Education)	Sd/-
17. Ms. Fathima Nasreen	(Librarian)	Sd/-

The meeting started at 2.30 PM under the chairmanship of the principal, Dr. Mohamed Kutty K K. IQAC Coordinator Mr. Rafeeq P welcomed all members to the meeting.

Principal initiated the discussion by briefing the agenda and updated the status of preparation of Qualitative metrics for AQAR 2022-23. He also pointed out the recommendations of the autonomous peer team regarding library enrichment.



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1. All departments are directed to strictly adhere to the department action plans in conducting curricular and Cocurricular activities and pending activities if any should be completed within 30th September 2023.
2. The AQAR for 2022-23 shall be submitted before 31st October 2023
3. All departments are directed to conduct alumni meetings before 15th November 2023 to plan the new alumni initiatives. HoDs are also directed to give the list of department alumni coordinator (faculty) and latest department wise alumni office bearers to Dr. B L Pillai sir before 15th November 2023
4. To convene a library advisory committee meeting and chalk out plans to increase the library usage including NLIST by students and faculty members.
5. Department library should be strengthened before the autonomous visit of UGC by procuring sufficient number of books (list already provided). The college academic director Noushad sir may do a follow up of the same.
6. The financial statements of the college for the year 2022-23 should be collected from the auditor CA Balakrishnan for AQAR purpose and Noushad sir may do the needful.
7. IQAC will convene a meeting with all criteria coordinators in September 2023 itself to finalize the data relating to respective qualitative and quantitative matrix for AQAR.
8. All departments are directed to organise seminar / workshops on IPR, research methodology, Indian Knowledge System, entrepreneurship, capacity building and skill development. Make use of the existing MoU and Collaboration to organise these programmes so that MoUs becomes functional.
9. Report of Student Induction Programme 2023 should be submitted on or before 15th September.
10. The Second Phase of Internal Academic Audit will be conducted on 25th & 26th September.
11. IQAC will conduct student satisfaction survey 2023 as per NAAC format and the same will be administered by class tutors.
12. HoDs are also directed to organise Media fest, IT fest, Literature fest, film festivals, Management Meet and science fairs before December 2023 and ensure maximum student participation as organisers and contestants.

The meeting came to an end at 4.30 PM.


Coordinator




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MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL

Date and Time: 19-02-2024, 10.30 AM

Venue: Academic Board Room

AGENDA:

1. M-FESIS Session: Leadership Development in Autonomous Colleges
2. Curriculum redesigning on granting Autonomy
3. Academic Council and BoS Meetings – Documentation
4. AISHE 2022-23: Participation and Reporting
5. AQAR 2022-23: Final Submission and Review
6. Alumni Engagement: Strengthening Network and Organizing Meetings
7. Mega Job Fair: Planning and Implementation Strategies

MEMBERS PRESENT

1. Dr. Mohamed Kutty Kakkakunnan	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Noushad N	(Academic Director)	Sd/-
4. Mr. Rafeeq P	(IQAC Coordinator)	Sd/-
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15. Ms. Fathima Nasreen	(Librarian)	Sd/-

Minutes

1. M-FESIS Session: Leadership Development in Autonomous Colleges

- o The session's objectives were outlined, focusing on empowering institutional leadership.
- o The session will be scheduled for March 2024.



- IQAC Coordinator was assigned to coordinate with resource persons and finalize the agenda.

2. Curriculum Redesigning on Granting Autonomy

- The need to align the curriculum with autonomy guidelines and academic benchmarks was emphasized.
- A committee, led by Dr. Mohamed Kutty KK, was formed to oversee the redesign process.
- Deadlines were set for preparing a draft curriculum by 15.03.2024.

3. Academic Council and BoS Meetings – Documentation

- Discussion on ensuring proper documentation of meeting minutes and decisions.
- Templates for uniform reporting will be shared with all departments.
- Mr. Muhammed Rafi N, NAAC Coordinator assigned to ensure documentation standards are followed.

4. AISHE 2022-23: Participation and Reporting

- Data collection progress was reviewed.
- Final submission deadline set for 01-03-2024.
- IQAC Core team has tasked with consolidating and submitting the data.

5. AQAR 2022-23: Final Submission and Review

- Progress on AQAR preparation was evaluated.
- Any pending contributions from departments to be submitted by 28-02-2024.
- The final review and submission date were confirmed as 15/03/2024.

6. Alumni Engagement: Strengthening Network and Organizing Meetings

- Approval was granted to establish an Alumni Engagement Committee.
- Tentative dates (April / May 2024) for alumni meetings and networking events were discussed.

7. Mega Job Fair: Planning and Implementation Strategies

- Dates for the job fair were tentatively set for 24th May 2024
- A task force was created under the leadership of Mr. Nikhil PP to coordinate with potential employers and participants.
- Strategies for advertising and ensuring maximum turnout were brainstormed.

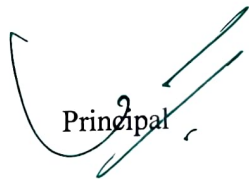


Decisions and Action Items

- Committees formed for curriculum redesign, alumni engagement, and the job fair.
- Specific deadlines and responsible persons were assigned for each task.

Meeting Adjourned: 12:00 PM


Coordinator


Principal



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