

Meeting of IQAC conducted online through Google Meet on 08.06.2020, Monday at 7:30 PM.

### AGENDA :

- 1) IQAC action plan 2020-21
- 2) Online platforms orientation programs.
- 3) NAAC work progress - review.
- 4) Introduction to video content development
- 5) other relevant matters permitted by the chair.

The following Members were Online present in the meeting

- 1) Dr. P. Mohamedali (Chairman, IQAC)
- 2) Mr. P. Rafeeq (Co-ordinator, IQAC)
- 3) Prof. Santhakumari P (Co-ordinator, TLC)
- 4) Dr. Sateer. A (Academic Director)
- 5) Mr. Muhammed Rafi N (Member)
- 6) Prof. K. Mohamed Hanefa (Member)
- 7) Mr. Noushad. N (Member)
- 8) Adhil. K. M (Alumni)
- 9) Babu Mathew (Member)
- 10) Ramees. M. T (Student Member)
- 11) Prof. Abduljaleel (Member)
- 12) Dr. B. L. Pillai (Member)
- 13) Jnb. C. P. Hamsa Haji (Member, Management rep)
- 14) Mr. Vijayakesaven (Member)
- 15) Mrs. Pathima Nasri (Member)
- 16) Mr. Kanuprasad. M. K (Member)
- 17) Mr. Nikhil. P. P (Member)
- 18) Ms. Hajara. B (Member)
- 19) Mr. Rajesh. V. P (Member)
- 20) Mr. Kumbhoideen (Member)
- 21) Mr. P. D. Smil Das (Member)

### Minutes :-

- 1) The IQAC action plan for the Academic year 2020-21 in the context of lock down and e-teaching learning is prepared and presented in the meeting for discussion. The

Meeting has approved The same.

- 2) Minutes of Previous meeting held on 31st May 2020 which was conducted online has confirmed.
- 3) The possibilities and experience of teachers in the new paradigm is discussed. Every Member teachers explained about the experience.
- 4) It was observed that there is a need to upgrade the IT infrastructure of the College to cater the need of enhanced students strengths.
- 5) E Content Development Centre need to be upgraded with more number of Cameras, Workstations, Chrome Studio and Tele prompter for video lecture shooting & editing.
- 6) All classrooms should be digitally connected by the end of December 2021.
- 7) A separate classroom should be setup in the campus to be equipped with big size smart TV, Board/Backdrop for video Conferencing, Showing Videos, Short films, presentations during Curricular, Extra Curricular and training programmes, and smart TV to also act as backdrop for such programme.
- 8) The chairman of the IQAC has presented a broad scheme of IQAC to be observed during pandemic period. It was noted that as per the directives of Government of India, The colleges are to remain closed for students and faculty. It was resolved that the precautionary guidelines as given by the state and central govt for control and management of Covid-19 Pandemic should be observed till such time as the college is closed for students and faculty.
- 9) IQAC has decided to sign an MoU, as part of collaborative quality initiative, with MES Keveeyem College velanchery for becoming a Mentee college under

## UGC PARAMARSH Scheme.

10) The Paramarsh Scheme will be beneficial to the college in the process of NAAC accreditation. They will help us in the form of faculty orientation, Academic and administrative audits, advisory services, collaborations, MoUs and linkages. etc.

11) The official inauguration of Paramarsh Scheme in the college will be organised on 19.06.2020, Friday at 9 AM in the AV hall with strict covid 19 Protocol.

Jb: Musthafal Faizee, The general secretary of Majlis - Educational Complex will inaugurate the programme. Principals of Mentor and Mentee colleges will address the audience. All IQAC Members should reach the AV hall at 9 AM keeping social distance. Managing Committee Members of both college will facilitate over the programme.

12) IQAC will organise an e-Content Development orientation - Programme for teachers of Majlis College. The following resource persons will present different themes/areas of e-Content.

1) Mr. Noushad .N (HOD, Media)

Topic : Multimedia production with Camera.

2) Mr. Abdul Karim .K

Topic : Scripting for e-Content.

3) Mr. Sunesh parajil.

Topic : Presentation of e-Content.

4) Mr. Abhilash K

Topic : Standing before Camera for presentation:  
The do's and don'ts.

13) The workshop will be organised in two shifts. One day each is meant for 50% of staff members.

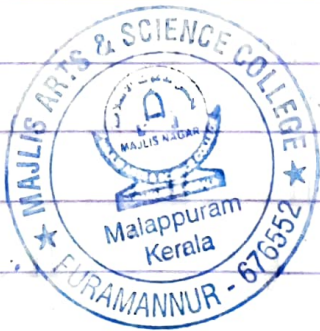
14) An orientation to the Non teaching and administrative staff will be organised in August 2020 to familiarise them the e-governance and online administrative

## Practices.

- 14) IQAC has taken stock of the NAAC work done - So far from the Criteria Coordinators.
- 15) The Meeting has ended with the official vote of Thanks by Prof. P. Santhakumari, the joint Coordinator of IQAC.
- 16) E CDC inauguration planned.

Dr. K.T. Jaleel, Minister of Higher Education will inaugurate in the Presence of Prof. Abid Hussain Thengal, MLA. Date will be on the availability of Minister in the Month of June - 2020.

*JTB*



PRINCIPAL  
MAJILIS ARTS & SCIENCE COLLEGE  
Puramannur PO, Malappuram Dt  
Kerala - 676552


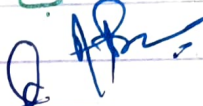

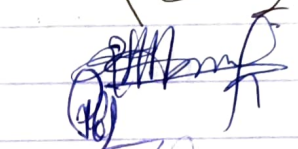





















Meeting held at Majlis Arts and Science College AV Hall on 15/06/2020, Monday at 10 AM

Agenda :-

1) Launching of 'Paramarsh', Institution Mentoring programme for NAAC Accreditation Under MESKEVEEYAM  
Event Venue: AV Hall, Majlis College.

Event Time: 10 AM on 19.6.20, Friday.

The following Members were present in the meeting

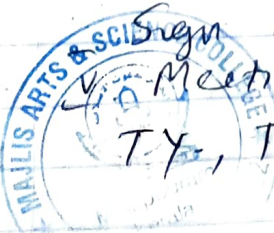
- |     |                               |   |
|-----|-------------------------------|---|
| 1.  | Dr. Mohamedeli                |    |
| 2.  | Dr. Safeer Athekkadam         |   |
| 3.  | S. Soopy. P.                  |    |
| 4.  | Rafeeq. P (IQAC, Coordinator) |  |
| 5.  | K. Mohamed Hameed             |  |
| 6.  | Abdul Ineel. Pk               |  |
| 7.  | Kunhi moideen. P              |  |
| 8.  | Sebin. P.                     |  |
| 9.  | Dhanesh Raghavan sen          |  |
| 10. | Sabu Unneenkutty. G           |  |
| 11. | Mustha fa. P.                 |  |
| 12. | Nikhil P.P                    |  |
| 13. | Abdul Karim. K.               |  |
| 14. | Dr. Daishya Sasidharan        |  |
| 15. | Salini Saneas. P              |  |
| 16. | Fathima Suhara. ck            |  |
| 17. | MANJULA. H                    |  |
| 18. | Deepesh. V.P.                 |  |
| 19. | Mohamed Tabir. P.S            |  |
| 20. | Muhammed Rebia                |  |
| 21. | Rajesh. V.P                   |  |
| 22. | Rajith. ER                    |  |
| 23. | Akhil. k                      |  |
| 24. | Mohammed Imail. M.S           |  |
| 25. | Muhammed Sybil. k             |  |

- 26 Binin T.V  
 27 Sameerali .EK  
 28 Asaina V  
 29 Saidaavi. P  
 30 Vipina R.  
 31 SAREENA . K.V  
 32 Sunesh Parayil  
 33 Abhilash.k.  
 34 Prasad . C  
 35 Nowsheed .N  
 36. Dr. Najila T.Y.  
 37 Dr. C. Rajesh

*[Handwritten signatures and notes on the right side of the page, including a date '19/06/20' and various scribbles.]*

→ Minutes :-

1. Meeting started with silent prayer and Mr. Rafeeq. P welcomed the members to the meeting
  2. The IQAC confirmed the Minutes of previous meeting - held on 8/6/20.
  3. The following matter is discussed in the meeting.
    - (i) The programme actions plan of UGC Paramarsh by MES Kereveyan college.
    - (ii) It cover orientation programs on quality practices, NAAC RAE, Research Methodology and IPR - Workshops, Academic Audits etc.
    - (iii) The official inauguration of the scheme will be done on 19.6.20, Friday followed by a NAAC orientation programme by Dr. Manzur Ali P.P, Former IQAC Coordinator of MES Marappally College.
    - (iv) Both colleges agreed on the terms and decided to MoU.
- Meeting ended with the vote of thanks by Dr. Najila T.Y., The IQAC Co-ordinator of MES Kereveyan college.
















Orientation Programme on NAAC Accreditation Under the Mentorship of MES Keveeyam College, Valanchery  
"Workshop on NAAC Assessment and Accreditation - Criteria"

Dr. Manzur. Ali. P.P, IQAC Co-ordinator, MES College -  
 Marampally.

on 19.6.20, 10 AM.

S.No.	Name of the Participant	Signature
1	Dr. Mohamed A.	
2	Dr. Safer Athekkadan (Director)	
3	Soojy. P.	
4	Rafeeq. P. (IQAC Co-ordinator)	
5	Dr. Lemboodharan Pillai. B	
6	K. Mohamed Hameed	
7	Asdul Fazel. P. 10	
8	Kunhimoidam. P.	
9	Sobin. P.	
10	Abdul Karim. K. (Dept of English)	
11	Dr. Drishya Sasidharan	
12	Salini Sankar. P	
13	Hafsa. B	
14	Dr. Nayla T.Y.	
15	Dr. C. Rajesh	
16	Saidalavi. P	
17	Fathima Suhara. ck	
18	Mohameed Jabbar. PIS	
19	Deepesh V.P.	
20	Mangula. H	
21	Muhammed Rch. u	
22	Rajesh. V.P	
23	Rajith. E.R	
24	Akhil. k	
25	Mohammed Ismail. M.S	

26	Muhammed Iqbal.K.K	
27	Binin T.V	
28	Sameer Ali. EK	
29	Asanas.V	
30	Vipina. R.	
31	Sareela. K.V	
32	Junesh Parayal	
33	Abhilash.K	
34	Prasad. C	
35	Dhanesh Raghavan Km	
36	Jobu Unnee/Kutty. B	
37	Musthafaz P	
38	Nitehr P.P	

- The Session started with welcome address of Mr. Rafeeq P. The IQAC Co-ordinator. Dr. P. Mohamedali and Dr. C. Rajesh had talks on Paramarsh Scheme and benefits to Mentor Colleges.

- Captain Dr. Abdul Hameed, Prof. K.P. Hassan, Dr. Nayla T.Y. were represented the Mentor College.

- Dr. Sateer. A, Prof. P. Souppy, Ib. C.P. Hanusa, Mr. Salim Kuruvambalam, represented the Mentor College and felicitated over the function.

- Janab. Musthafaz Faizee inaugurated the scheme in the presence of dignitaries.

- Dr. Menzur Ali. P.P had deliberations on the following

- NAAC - Core Values.
- Revised Accreditation Framework.
- Qualitative Metrics.
- Quantitative Metrics.



Key Indicators.

Documents required for NAAC accreditation

Online documents upload.

Criteria wise Summary.

Doubts Clarifications.

The session has ended with Memento distribution to -  
Dr. Menzurali PP by Principal Dr. P Mohmedali and  
official Vote of thanks by Dr. Saifeer Athekkadan, the  
academic director of Majlis College.

*Dr*

PRINCIPAL  
MAJLIS ARTS & SCIENCE COLLEGE  
Puramannur P.O, Malappuram Dt  
Kerala - 676552


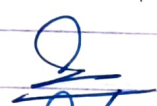


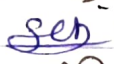


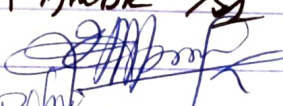
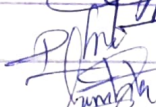
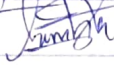





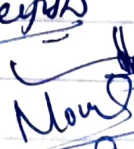
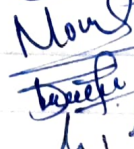
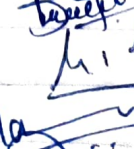




Meeting Conducted by IQAC in the AV Hall of Majlis - Arts and Science College on 29.06.2020, Monday at 10 AM

Agenda :-

- 1) NAAC work - Review.
- 2) Workshop on E-Content Development.
- 3) MoUs and Collaborative activities for research, Internship.
- 4) Letters to be received as evidence of Participation in BOS.
- 5) Other relevant issues permitted by the Chair.

The following members were participated in the meeting

1. Dr. Mohamed Ali 
2. Prof. Soopy. 
3. Dr. Safer. A 
4. Rafeeq. P (IQAC Coordinator) 
5. Sebin. P. 
6. Mustafaj P Dept mgt studies 
7. Sameer ali. EK Dept of Arabic 
8. K. Mohamed Hameed 
9. Mohamed Roshan 
10. Akhil. K 
11. Dr. Doishya Sasidharan 
12. Salini Sankar. P 
13. FATHIMA SUHARA. CK 
14. RAJESH. V. P 
15. Dr. Lembodharam Pillai. B 
16. Deepesh. V. P. 
17. Abhilash. K. 
18. Noushad. N 
19. SAREENA. K. V 
20. MANJULA. H 
21. Abdul Karim. K.
22. Sabu Unneeskutty. K
23. Mohamed Ismail. M.S

24 Dhanesh Raghavan KM  
 25 Muhammed Iqbal KK  
 26 RASITH E.P  
 27. Nikhil PP

DRKM  
 June  
 RKM

### MINUTES :-

1. Meeting started with a silent prayer.
2. IQAC Co-ordinator Mr. Rafeeq. P welcomed the members to the meeting.
3. Minutes of the previous meeting held on 19.06.20 confirmed.
4. The following issues were discussed in the meeting

(I) Criteria I, Metric 1.1.3 Participation of teachers in assessment and evaluation is discussed in detailed. In a plan period, more than 80% of teachers have participated in the assessment and evaluation of the affiliating Calicut University.

(ii) The following faculty members are included in the Bos of Affiliating University as well as add on or Certificate Courses of other autonomous and other Universities or Colleges.

- 1) Mr. Noushad. N (HOD, Media - Bos Multimedia)
- 2) Prof. P. Santhakumari (Bos Certificate Course of MES Kaveerayam College)
- 3) Mr. Rafeeq. P (Add on Course of MIC arts and Science College, Athanikkal)
- 4) Mr. P.P. Nikhil (Commerce add on, MIC arts and Science College, Athanikkal)
- 5) Mr. Abhilash. K } Certificate Course of Saffa College
- 6) Mr. Sunesh. P }

- 7) Mr. Asrees K.K }  
 8) Mrs Ruby C } Certificate course of MIC college.  
 9) Mr. Muhammed Rafi N }  
 10) Prof. K. Mohamed Hanefa } Safa college add on course  
 11) Mr. Sabar Unneenkutty. K } in physics.  
 (Certificate course by department of Commerce,  
 Safa College)

12) Mr. Rajesh. V.P

(Certificate Course in Mathematics, Safa College.)

(ii) The participation of teachers in the curriculum development of add on / Certificate courses of affiliating University is encouraged. Dr. B.L. Pillai has prepared Curriculum for Hindi course in Sri Narayana Guru Open University, Kollam for AY 2020-21

(iv) The University of Calicut has already issued an order to the principal of the College regarding the participation of teachers in question paper setting of UG 2019 curriculum. In response to the order, all teachers of the College prepared UG programme question paper in the University prescribed format and an answer key to support the question paper.

(v) IQAC has decided to send the question paper along with answer key to the University by next week.

(vi) Decided to organise an audit by paramedical team in July 2020,

(vii) Decided to organise a Workshop on Technopedagogy and Ephemeralisation

Resource person

Dr. Reheesh Kalyadan. (Kerala Higher Education Department)

Dr. Abdul Kheef. (Trainer Coach India, Thrissur)

(viii) Principal Dr. P. Mohamedali<sup>with</sup> facilitated the -

Participation of faculty members in setting of OP as per Bloom's taxonomy and OBE.

A Workshop on question paper setting and OBE will be organised in July in this regard.

(ix) IQAC has decided to arrange MoUs with other colleges and collaborations with Industries for research, Internship, and project.

(x) The progress of online class through Google classroom and Edmodo is reviewed in the meeting.

(xi) Prof. P. Santhakumari has proposed the official vote of Thanks to the participants.

*LS*

PRINCIPAL  
MAJLIS ARTS & SCIENCE COLLEGE  
Puramannur PO, Malappuram Dt  
Kerala - 676552



WORKSHOP ON "E CONTENT DEVELOPMENT"  
ON 01/07/2020, WEDNESDAY, DAY 1  
AT AV HALL

Resource persons :

- Mr. Noushad. N (HoD, Media & Comm.) :  
Mr. Abdul Karim. K (HoD, English)  
Mr. Sunesh. P (Asst. Prof, Dept of Media)  
Mr. Abhilash. K (Asst. Prof, Dept. of Media)

Participants :-

S.No.	Name of Faculty Member	Department	Signature
1.	Dr. Safeer Athekkadan	Director	
2.	Prof. Soopy. N	V. P.	
3.	Rafeeq. P	IQAC Coordinator	
4.	Rajesh. V. P	Dept. of Mathematics	
5.	Abdul Faleel. P	Dept of Chem	
6.	K. Mohamed Haneez	Dept of Physics	
7.	Hajara. B.	Dept of Arabic	
8.	Sabira. P. K	Dept. of Malayalam	
9.	Shihabudheen. P	Dept. of Multimedia	
10.	Emeythra. K	Dept of Multimedia	
11.	Abhilash. K.	"	
12.	Sunesh Parayal	"	
13.	Crayatri. P	Dept of English	
14.	Ummu Habeeba. K.	Dept of English	
15.	MANJULA. H	Dept of Computer Science	
16.	Deepesh. V. P.	Dept of Computer Science	
17.	Mohamed Jabir. K.	"	
18.	Abdul Karim. K.	Department of English	
19.	Muhammed Sahad. G.	Dept. of Physics	
20.	PRASAD. C	Dept of Physics	
21.	Suhaila. M. P	Dept of Computer Science	
22.	Bijithra. N. C	"	

Dep<sup>1</sup>

23.	Nadobera.C	Computer Science	<u>akal</u>
24.	JINZY.U.V	Physics	<u>Jiny</u>
25.	Jothi.P	"	<u>Jp</u>
26.	Vipina.R	Microbiology	<u>Vipina</u>
27.	Jumaila.M	"	<u>Jumaila</u>
28.	Steelakshmi.P	Dept. of Physics	<u>Steelakshmi</u>
29.	Deepa.T.G	Dept of Physics	<u>Deepa</u>
30.	Aljasya.P.P	Dept of Microbiology	<u>Aljasya</u>
31.	Neema S. Nareyanan	Dept of Multimedia	<u>Neema</u>
32.	Ayishath Sufyina	"	<u>Ayishath</u>
33.	Baccena.K.V	"	<u>Baccena</u>
34.	Muhammed Rob-a		<u>Muhammed</u>
35.	Rajith-ER	Dept of Mathematics	<u>Rajith</u>
36.	Sameerali.ER	Dept of Arabic	<u>Sameerali</u>
37.	Deepak.K	Dept of Chemistry	<u>Deepak</u>
38.	Akhil.K	Dept. of Chemistry	<u>Akhil</u>
39.	Ilaiimohan.C.S	Dept - of Chemistry	<u>Ilaiimohan</u>
40.	Dr. Drishya Sasidharan	"	<u>Dr. Drishya</u>
41.	Linsydas.V.K	"	<u>Linsydas</u>
42.	Reshma.K.K	"	<u>Reshma</u>
43.	Nikhil.P.P	Dept. of Management Studies	<u>Nikhil</u>
44.	SALINI SANKAR.P	Dpt of Commerce II	<u>SALINI</u>
45.	Sabu Unneskully	Dept of Commr.-I	<u>Sabu</u>
46.	Thekyndeen.MT	Maths	<u>Thekyndeen</u>
47.	Muska.f.p	Dept of mg-I stud	<u>Muska</u>
48.	Azeer.KK	Depts of English	<u>Azeer</u>
49.	Sebin.P	Dept of Sociology	<u>Sebin</u>
50.	VAHEEDAMOL.V.P.	Dept of mathematics	<u>VAHEEDAMOL</u>
51.	ATHIRA.KT	"	<u>ATHIRA</u>
52.	JAMSEENA.P	dept of Mathematics	<u>JAMSEENA</u>
53.	Fathima Suhara.CK	"	<u>Fathima</u>

54.	Rajitha. A	Department of English	
55.	Praseetha M	"	Raja Sanyas
56.	Nusrath. P.	"	Chy
57.	Asccya. a	Dept of BBA	
58.	Vijaya Kumari: P	Dept of commerce	Vijaya
59.	Muhammed Iqbal KK	Dept. of English	
60.	PRIVANKA. P	Dept of Commerce II	
61.	Shritha. A.K	"	
62.	Ishita K	Dept of English	
63.	Ruby. c	Dept of English	Ruby
64.	Fernina. M	Dept of English	
65.	Ruksana. p.	Dept of English	Jinival 02/07/20
66.	Dhanesh Raghavan	PG Dept of Commerce	DRK
67.	Sainul Abid. NP	PG Dept of Commerce	
68.	Kunhimudeen P.	Dept of Sociology	
69.	AJITH. K.T	Dept. of management studies	
70.	RAJASREE. P	P. G. Dept. of Commerce	
71.	Shabna. p	P.G. Dept. of Commerce	Shabna 02/06/20
72.	Pravi-tha. R	PG. Dept. of Commerce	
73.	Poojitha. P.P	Dept of English	
74.	Preethi M.T	"	
75.	MUHSINA	Dept of Sociology	
76.	MUHAMMEDALI. MP	Dep of Maths	
77.	Shemshulheen VIK	pg. Dept of Com	

The Second session will be continued on the next day -  
 i.e., 2/7/20, Thursday at AV Hall

Li





WORKSHOP ON "E-CONTENT DEVELOPMENT"  
 on 02/07/20, THURSDAY, DAY 2  
 AT AV HALL

Resource persons :

- 1) Mr. Noushad . N (HoD, Media & Commn)
- 2) Mr. Abdulkarim . K (HoD, English)
- 3) Mr. Sunesh . P (Asst. Prof, Media)
- 4) Mr. Abhilash . K (Asst. Prof in Media)

Participants

1. Dr. P Mohamedali	Principal	<i>[Signature]</i>
2. Dr. Saifeer Athekkadan	Director	<i>[Signature]</i>
3. Raafiq . P	IQAC Co-ordinator	<i>[Signature]</i>
4. Salini Sankar . P	H.O.D, Commerce II	<i>[Signature]</i>
5. Nishal . P	H.O.D, Management Studies	<i>[Signature]</i>
6. Azeer . KK	English dept.	<i>[Signature]</i>
7. Sabi Umeeekatty . S	Commerce . I	<i>[Signature]</i>
8. Mohammed Ismail . MS	English	<i>[Signature]</i>
9. Pathima Suhara . CK	Dept. of Mathematics	<i>[Signature]</i>
10. JAMSEENA . P	Dept. of Mathematics	<i>[Signature]</i>
11. ATHIRA . KT	Dept of Mathematics	<i>[Signature]</i>
12. VAHEEDAMOL . V . P	Dept of Mathematics	<i>[Signature]</i>
13. Sebin . P	Dept of Sociology	<i>[Signature]</i>
14. Kumbi moideen . P	Dept of Sociology	<i>[Signature]</i>
15. Samul Abid . NP	P.G. Dept of Commerce	<i>[Signature]</i>
16. Dhareesh Raghavan . KM	" "	<i>[Signature]</i>
17. AJITH . K . T	DEPT. of management studies	<i>[Signature]</i>
18. RAJASREE . P	P.G. Dept of Commerce	<i>[Signature]</i>
19. Shabna . P	" "	<i>[Signature]</i>
20. Pravitha . R	" "	<i>[Signature]</i>
21. Prapitha . PP	Dept. of english	<i>[Signature]</i>

28	Preethi. M. I	Department of English	<del>Preethi</del>
29	MUTHUNA	Dept of Sociology	<del>Muthuna</del>
30	Dinesh. A	Dept. of English	<del>Dinesh</del>
31	Aboubacker Sidheaque. P	Department of Commerce	<del>Aboubacker</del>
32	Saida Lari. P	"	<del>Saida</del>
33	Asamaal. V	"	<del>Asamaal</del>
34	Sareena. KP	"	<del>Sareena</del>
35	Thalezynelem	MATH	<del>Thalezynelem</del>
36	MUHAMMEDALI. M. P	"	<del>Muhammedali</del>
37	Sharaludheen. VIC	pg: Dept of Commerce	<del>Sharaludheen</del>

I Mr. Refreeq. P, IQAC Co-ordinator has welcomed the gathering

II Mr. Noushed, N, Mr. Abdul Karim. K, Mr. Sunesh. P, Mr. Abhish. K had explained various aspects of e-Content preparation

III Prof. K. Mohamed Haniffa had proposed the vote of thanks.

TS

PRINCIPAL  
MAJLIS ARTS & SCIENCE COLLEGE  
Puramannur P.O, Malappuram Dt  
Kerala - 676552



Meeting Conducted in the AV Hall of the College on -  
08/07/2020, Wednesday at 10 AM

### Agenda

- 1) Discussion on Curricular Aspects (Participation of Teachers in BoS, Curriculum design, Assessment and Evaluation) and Its record Keeping, Progress, Concerns and Suggestions.
- 2) Discussion on progress of Add on, Certificate or Diploma Courses
- 3) Discussion on experiential learning, field work

### Members Participated :-

1. Dr. Mohamedali. Jis
2. Soopy. P.
3. Rafeeq. P.
4. Dr. hembudharan Pillai. B
5. Samadoti. ER
6. K. Mohamed Hameed
7. Kunkimordeen P.
8. Abdul Karim. P
9. Sebin. P.
10. Akhil. L.
11. Saidalavi. P
12. Umesh Parayil
13. Abhilash. K.
14. MANJULA. H
15. Fathima Suhara. ck.
16. Rajith. ER
17. Nithul PP
18. Rajish. V. P
19. Babu Mathias

MINUTES :-

- 1) Mr. Rafeeq. P, IQAC Co-ordinator welcomed the gathering after a silent prayer.
  - 2) The Minutes of Previous meeting held on 29.06.2020 is confirmed.
  - 3) The following issues were discussed.
    - (i) The order from the Controller of Examinations asking to appear for participating in the assessment and evaluation of affiliating University is to be collected from all faculty members.
    - (ii) Duty Certificates of Participation in Assessment/Evaluation of the affiliating University is to be collected. The charge of collection is entrusted with Criteria I Co-ordinator Mr. Rajesh. V. P
    - (iii) Communications from University to attend BOS meeting to Noushad Sir should be collected and kept in soft and hard copy.
    - (iv) Add on/Certificate course for 2020-2021 should be started. All departments should follow the official procedure for starting a new course. Documents like HoD letter, Principal proceedings, Bos of Certificate course, Bos meeting Minutes, Curriculum and outcomes are to be kept by all departments.
    - (v) The add on courses should be offered to students without affecting the regular online classes. Google Classroom, Meet, Zoom, Edmodo can be used for content transactions of add on course.
    - (vi) The experiential learning is promoted in curriculum and content transaction. Second years and final years are given projects based on curriculum.
    - (vii) First year students can do experiential learning in Transactions (English course)
- Meeting ended with official vote of thanks by Mr. Noushad. V

by Stressing the importance of Criteria I and its -  
Key Indicators.

The IQAC chairman has stressed the importance of  
keeping records of Qualitative Metrics.

*Is*



PRINCIPAL  
MAJLIS ARTS & SCIENCE COLLEGE  
Puramannur PO, Malappuram Dt  
Kerala - 676552

Meeting Conducted in the AV Hall of the College on 23.07.2020, Thursday to discuss on the following important agenda.

### Agenda

1. Discussion on add on courses / Diploma Courses / Certificate Courses planned in each department.
2. Discussion on Experiential learning, field work / Project - planned for this academic year.
3. Feedback collection from parents, alumni and employers - about the curriculum for the academic year 2019-20
4. Other relevant issues permitted by the chair.

### Members Participated :-

1. Dr. Mohamed Ali Dr
2. Dr. Safer Athekkadu Dr
3. Soopy P
4. Rafeeq. P (IQAC Co-ordinator)
5. Dr. Lembudharan Pillai. B Dr
6. Sameer ali. EK Dept. of Arabic Dr
7. Akhil. K. Dept. of Chemistry Dr
8. Do. Doishya Sasidharan "
9. JAMBEENA. P dept. of Mathematics Dr
10. Vijayakumari. P dept of Commerce Vijay
11. Mustafa. P Dept of Management Studies Dr
12. Mohamed Jabir. PLS Dept of Computer Science Dr
13. Abdul Razaq. K Dept. of. Sociology Dr
14. Vipina. R Dept. of Microbiology. Dr
15. Saadana. K. V. "
16. Mohammed (Sami. MS English Dr
17. Muhammed Iqbal. KK English Dr
18. Abhilash. K. Multimedia Dr
19. Simal Ponnal "

20. Sebin P Dept. of Ecology.  
21. Muhammed Reza Physics  
22. Vijaykumar K Superintendent

Gen  
P  
MS

## MINUTES :-

1. Meeting has started with a silent prayer and Mr. Rafeeq P welcomed the gathering.
2. Meeting has confirmed the minutes of previous meeting held on 8/7/20.
3. The following issues were discussed in the meeting.  
(I) List of add on Courses offered by different departments.  
(Draft)
  - 1) Introduction to Newspaper Journalism
  - 2) Advertising practices and studies.
  - 3) Basics of Computer.
  - 4) Object Oriented Programming Using CPP
  - 5) Linux Administration
  - 6) Ethical hacking and Cyber security
  - 7) Network Administration
  - 8) Community Diseases and Public health awareness.
  - 9) Quality assurance in food industry.
  - 10) Hematology and transfusion medicine
  - 11) Water quality parameter.
  - 12) Chemistry related Software
  - 13) Domestic wiring
  - 14) Repair and Maintenance of household equipments.
  - 15) Python.
  - 16) Introduction to Latex.
  - 17) Domination in graph and its application.
  - 18) Human Rights in India
  - 19) Blockchain technology
  - 20) Digital Marketing
  - 21) English for career development.
  - 22) Reading Comprehension

Se

## (II) Experiential Learning

- Project Report preparation to final year students -
- Mini project on course as per curriculum for second year students.
- An experiential learning in common English paper Transactions for first year students

## (III) Feedback Collection Committee

Mr. Rafeeq. P (Convener)

Mr. Nowsaad. N (Joint Convener)

Mr. Muhammed Rafi. N

Dr. B. L. Pillai

Feedback on curriculum should be collected from -

- Teachers
  - Students
  - Alumni
  - Employers.
- } on Curriculum.

## (IV) Feedback analysis Committee

Mr. Mohammed Thakudheen. M.T

Mr. Sharafudheen. V.K

Mrs. Jyothi. P

Mrs. Jisha. K.

The report should be submitted to IQAC by the -  
Second week of August 2020.

- (V) Induction and bridge for the NY 2020-21 should be provided online. All HoDs are directed to shoot e-Content video (Induction and bridge course) and share the same through the Youtube channel of e CDC. The syllabus were given by IQAC for preparing bridge course.

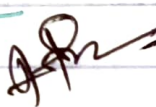



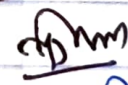


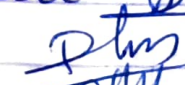
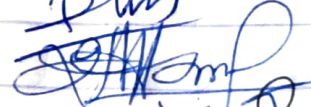



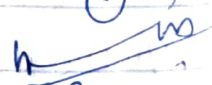






- (VI) Meeting ended with official Vote of Thanks by Mr. Muhammed Rafi. N, HoD, Physics.



Meeting Conducted in the AV Hall of the College.  
on 10/08/2020 at 10 AM.

## Agenda

1. Discussion on the Completion of Hard Copies of -  
regarding the curricular Aspects.
  2. Discussion on Experiential Learning Hard Copies.
  3. Feedback analysis Report.
  4. Actions to be taken on Feedback.
  5. Other relevant issues permitted by the Chair.
- Members Participated.

1. Dr. Mohamed Ch. Z.
2. Dr. Safer Athekhadon 
3. Soopm. P. 
4. Rafeeq. P (IQAC Co-ordinator) 
5. RAJESH. V.P (HOD of Management) 
6. Nildul PP (HOD of Management Studies) 
7. Mustafa P Dept of Management Studies 
8. Kamprasad. M.K Dept of Computer Science 
9. Mohammed Rab-ur H-O-D Physics 
10. K. Mohamed Haniffa IQAC Member 
11. Abhilash. K Dept. of Media & Communications 
12. Junes Parakkal " " 
13. Mohammed Ismail M.T Dept of English 
14. Abdulkarim. K. Dept of English 
15. Saidalari. P Dept of Commerce II 
16. Salimi Samud. P Dept of Commerce II 
17. Dr. Drishya Sasidharan Dept of Chemistry 
18. SAREENA. K.V Dept of Microbiology 
19. Vipina. R. Dept. of Microbiology 
20. Babu Mallu Dept. of Microbiology. 

- 21 Dr. Hemboodharan Pillai B  
 22 Binin T.V  
 23 Prasad. C  
 24 Sebin. P  
 25 Abdul Rajak Kunnathodi  
 26 Mowheel. N

B  
~~Binin~~  
~~Prasad~~  
Sebin  
Abdul  
Mowheel

### MINUTES: -

- (1) Mr. Rafeeq. P welcomed the members in to the meeting after a silent prayer by the gathering.  
 (2) The meeting confirmed the minutes of previous meeting held on 23.07.2020.

(3) The following issues were discussed.

(I) Criteria I Co-ordinator shall submit the hard - copies of the following by the end of August 2020.

- Duty Certificates of Valuation.
- Order from Controller requesting the participation of teachers in question paper setting
- Bos order (Both University and other colleges)
- Curriculum for add on courses.

(II) The experiential learning of last four years should be kept in respective departments. The final year projects in original / duplicate should be produced while - audit.

- The certificate copies of project Report prepared by - final year students should be collected.
- The curriculum in which special mention about certain courses which can be taught through experiential - learning
- The project course and its code under curriculum - of all programmes.

The data relating to experiential learning should be submitted to IQAC by the end of October 2020 - Mr. Rajesh. V.P is in the charge for submitting the same.

(iii) Feedback analysis Report is presented in the Meeting. Hardcopy submitted to the chairman and soft copy in MS Excel format is presented by Mr. Shersudheen. V.K.

(iv) It has decided to handover a copy of feedback to the governing body in the next governing body Meeting.

(v) The outcomes of all programmes / courses were prepared and submitted to IQAC by all the departments.

Meeting has concluded with the official vote of -  
Thanked by Prof. P. Soopy, the Vice principal.



*JS*

PRINCIPAL  
MAJLIS ARTS & SCIENCE COLLEGE  
Puramannur P.O., Malappuram Dt  
Kerala - 676552

→ Meeting Conducted in the AV Hall on 8<sup>th</sup> June 2021,  
Tuesday at 10 AM

Agenda :-

1. Presentation of audit Report (External Academic Audit on 9/4/21)
2. Discussion on External Audit Suggestions.
3. Future plan preparation in light of suggestions given by the audit Party.
4. Updation of SSR QoMs in to Excel Templates of NAAC
5. Refining the QoMs data and reduce the same to the word limit Prescribed by NAAC.
6. Preparation of Departmental Presentation.
7. Other relevant matters permitted by the chair.

The following Members were present in the Meeting.

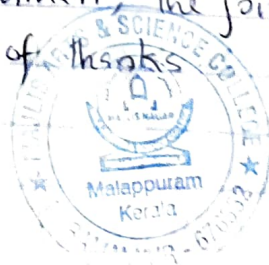
1. Dr. Mohamed Ali 
2. Muhammed Rah-n 
3. Santhakumari P- 
4. Nikhil AP 
5. Kenuprasul. mh 
6. Salini Samrat. P 
7. Abdul Razag 
8. Thakryudeen 
9. Sameerali EK 
10. Babu Malhi 
11. Hasimhar. C-S 
12. Abdul Karim. K 
13. Rafeeq. P 

MINUTES:-

1. Mr. Rafeeq. P, IQAC Coordinator welcomed the members to the meeting.
2. Minutes of Previous meeting were Confirmed (29.03.2021)
3. The following issues were discussed.

- (I) IQAC Co-ordinator presented the external audit report (which was conducted on 9/4/21) and all HoDs are requested to implement the suggestions made by the audit team.
- (II) IQAC action plans for the academic year 2021-22. Discussions on the same were made. All members suggested some more programs and actions need to be incorporated in the action plans in the light of Covid-19 and National Education Policy 2020.
- (III) All metric Co-ordinators were given direction to fill the SSR QnM Metric (Excel templates). IQAC Co-ordinator demonstrated the same and clarified the doubts.
- (IV) The revised Data templates for affiliated PG - Colleges are shared to the Criteria Coordinators.
- (V) The QIMs submitted by the concerned to IQAC should be reduced to the word limit prescribed by NAAC. IQAC chairman and Co-ordinator will work on it and will complete the same by the end of July 2021.
- (VI) All HoDs are given directions for preparing NAAC department presentation. IQAC suggested certain improvements in the last presentation made in May 2021. Criteria Co-ordinators and HoDs are requested to incorporate these changes in the next presentation.
- (VII) HoDs are requested to submit departmental action plans for 2021-22, ATR for 2020-21 and annual reports of 2020-21.
- (IX) The annual report of IQAC for 2020-21 is handed over to the chairman.

Prof. ~~P~~ Santhakumari, the joint Co-ordinator of IQAC has  
Proposed Vote of Thanks






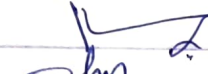




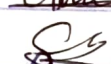



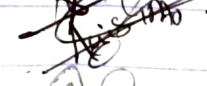









Principal  
MAMIS ARTS & SCIENCE COLLEGE  
Paramanur P.O., Malappuram Dt  
Kerala - 676552

Meeting Conducted in the AV Hall on 02/7/21 at 2 PM.

Agenda :-

- 1) Criteria I Presentation of QIMs and QoMs
- 2) Final action plan of IQAC for 2021-22.
- 3) Action Plans of departments.
- 4) Induction and bridge course 2021-22 online.
- 5) Feedback report Submission to Management
- 6) Study Camps for final year UG classes.
- 7) Other relevant issues permitted by the chair

The following Members are present in the Meeting of IQAC.

- |                                 |   |
|---------------------------------|---|
| 1) Dr. P. Mohamedali            |    |
| 2) Prof. P. Mordeenkutty        |    |
| 3) Prof. P. Sooppy              |   |
| 4) Rafeeq. P (IQAC Coordinator) |  |
| 5) Muhammed Rebin               |  |
| 6) Nomanul. W                   |  |
| 7) Rajesh. V. P                 |  |
| 8) Rinu Rijisha KP              |  |
| 9) Athira. KT                   |  |
| 10) Sebin. P.                   |  |
| 11) Abdul Rajak. G              |  |
| 12) R. Mohamed Haris            |  |
| 13) Dr. R. Vipin.               |  |
| 14) Assya. A                    |  |
| 15. Ajishah Sajana.             |  |
| 16. Praritha R                  |  |
| 17 Vijayakumari. P              |  |
| 18. A. Jasiya. P. P             |  |
| 19 Hajar. B                     |  |
| 20 Jyothi. P                    |  |
| 21. Reshma. K. K.               |  |
| 22. R. H. A. C                  |  |

- (1) Mr. Rafeeq. P, IQAC Co-ordinator welcomed the members to Meeting, Minutes of Previous Meeting held on 8<sup>th</sup> June 2021 were confirmed and the following issues were discussed.
- (2) Mr. Rejesh. V. P, The Co-ordinator of Criteria I has presented the Consolidated QIMs and QnMs of Criteria I in MS Word format. IQAC has suggested to submit the MS Excel template of the same by 10<sup>th</sup> July 2021. IQAC chairman and Members have suggested certain changes in both QIMs and QnMs.
- (3) The supporting documents of Criteria I QnMs and QIMs were physically verified by the IQAC Core team members.
- (4) The final action plan of IQAC after incorporating the suggestions made in the previous meeting is presented before the Co. Members, approved the same, handed over to the chairman. The same will be uploaded in the College website by next week.
- (5) All departments including physical education have submitted action plans for the academic year 2021-22.
- (6) IQAC has decided to organise induction and bridge course online in a decentralised pattern. All departments have to chalk out a plan of induction course and submit the same to IQAC for approval.
- (7) The feedback report of 2020-21 prepared by IQAC team will be handed over to Management in the Co-ordination Committee Meeting of July 2021.
- (8) As final year UG students have to attend four pending examinations, IQAC suggested study camps of pending semesters regularly to equip the students for the forthcoming examinations.
- (9) Prof. K. Mohamed proposed the official vote of thanks.



2



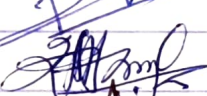




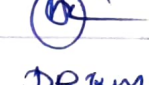
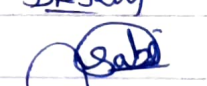







MALAPPURAM COLLEGE  
MALAPPURAM

Meeting of Members Conducted at AV Hall on 11/8/21 at 3 PM.

Agenda:-

- 1) Webinar on NEP 2020 - transforming higher Education.
- 2) One week workshop on National Education policy 2020 - New Research prospects.
- 3) Criteria 2 and 3 review on 16.8.21
- 4) E Content (video lectures) of faculty members through ECDC.
- 5) other relevant issues permitted by the chair

The following members are present in the Meeting

- |                                 |  |
|---------------------------------|--|
| 1. Dr. Mohamed P. J.            |  |
| 2. Rafiq. P (IQAC Co-ordinator) |    |
| 3. Prof. Santhakumari P         |    |
| 4. Mr. Muhammed Rafi N.         |   |
| 5. K. Mohamed Hameed            |  |
| 6. Mohamed Jabin. PK            |  |
| 7. Sameereli. EK                |  |
| 8. Ajiyakkumar U                |  |
| 9. Akhil. B                     |  |
| 10. Sunesh Parayil              |  |
| 11. Abhilash. K                 |  |
| 12. Mohd Ismail. M.T            |  |
| 13. Dhaneesh Raghavan Jem       |  |
| 14. Sabira. P.K                 |  |
| 15. Beenu Unneskatty. B         |  |
| 16. Abdul Lutheef Aslam. C      |  |
| 17. Preethi M.T                 |  |
| 18. Shyju. A.K                  |  |
| 19. Aswina. V                   |  |
| 20. Harimohan. C.S              |  |
| 21. Dr. Vipina. R.              |  |
| 22. Sareena. KP                 |  |
| 23. Vijaya Kumari. P            |  |

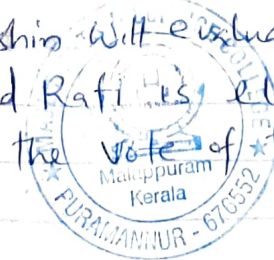


24. ATHIRA.KT  
25. RASITH.ER

efflu  
Rafi

MINUTES:-

- (1) IQAC has decided to organise a national Webinar on NEP-2020, Transforming education as part of teachers' day Celebration. Webinar will be organised on 4<sup>th</sup> September 2021 through Google Meet. Dr. Shakila.T. Shamsu (Former OSD, NEP-2020) will address the teachers. IQAC Co-ordinator Mr. Rafeeq.P is the Co-ordinator of the Webinar. Ms. Ruby.C will Compere the session.
- (2) The IQAC will also organise a Research Methodology- One week Online Workshop in the light of NEP 2020. Dr. Safer A, is the Co-ordinator of the one week workshop. Dr. Kiran Hazarika, Member of UGC, and Chairperson of the UGC expert's group on formulation of implementation plan for NEP 2020, will inaugurate the session. Dr. M. Usman, Dr. Jagpreet Kaur, Dr. Muneer.M, Dr. A Vijayachithra are the resource persons.
- (3) There will be a review meeting of Criteria 2 and 3 to finalise the data (Soft copy and hard copy) on 16.8.21 at 11:30 Am in the IQAC room.
- (4) IQAC request all HODs to insist their faculty members to produce more number of video lectures through e CDC. e CDC will schedule for shooting and faculty members have to follow the same.
- (5) Department presentation may be arranged by the last week of Sept-2021  
Dr. A. Abdurrahman, Dr. Habeeburrahman, Dr. Krishnaprabha, Dr. Nabeel Rashid will evaluate the presentations.
- (6) Mr. Muhammed Rafi is elected as the NAAC Co-ordinator and he proposed the


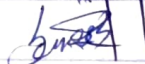
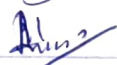

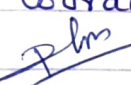










Meeting Conducted in the IQAC room on 6<sup>th</sup> October 2021  
@ 11.30 am

### Agenda:

1. Preparation of Consolidated SSR (QnMs and QIMs)
2. IIQA draft preparation.
3. Orientation programme<sup>m</sup> data uploading in HEI portal of -  
\* NAAC
4. Schedule preparation for IIQA Submission, data uploading and SSR submission.
5. Other relevant matters permitted by the chair of the Meeting

The following members were present in the Meeting.

1. Dr. Mohamed. G.
2. Dr. Safer Athlibedan 
3. Sunesh Krayal 
4. Prof. P Santhakumari 
5. Rafeeq. P (IQAC Coordinator) 
6. Muhammed Raf. a 
7. Nikhil IOP 
8. Sudheesh. k 
9. Ajaykumar 
10. Rajsh. VP 
11. Dr. Vipina. R. 
12. Abhilash. k 
13. Sebn. P 
14. Mohd Ismail. m 

### → MINUTES :-

1. Meeting was started with a silent prayer, IQAC Co-ordinator - Mr. Rafeeq. P welcomed the members to the meeting.
2. Minutes of the previous meeting were confirmed and the

The following issues were discussed.

- (I) The consolidated SSR (QnMs and QIMs) will be prepared by IQAC Co-ordinator Mr. Refeeg. P by the end of October 2021. A Copy of the Same will be handed over to Management for their reference.
- (II) HETI portal registration will be done in December 2021 by IQAC.
- (III) A draft IIQA will be prepared, the following members are deputed for the same
- Mr. Refeeg. P, IQAC Co-ordinator.  
Prof. P. Senthakumari, SSR Co-ordinator  
Mr. Muhammed Rafi, NAAC Co-ordinator
- (IV) The schedule of data submission (tentative) is prepared by IQAC.

IIQA Submission : 15 December 2021.

SSR Submission : 45 days after IIQA acceptance.

- (V) Orientation on data uploading in NAAC portal will be organised in December 2021.
- (VI) The Meeting was concluded with official vote of Thanks by Mr. Muhammed Rafi. N, NAAC Co-ordinator.



Lis

PRINCIPAL  
MAJLIS ARTS & SCIENCE COLLEGE  
Puramannur P.O, Malappuram  
Kerala - 673552

NAAC orientation Programme Organised by Internal Quality Assurance Cell, Majlis Arts and Science College, Puzhasseri. -  
on 12/11/2021, @ 9.30 AM in the AV Hall.

### Agenda:-

- 1) Orientation Programme on SSR Uploading in HEI portal.
- 2) Mr. Limseer, NAAC Co-ordinator of MES College Ponnani will address the audience.
- 3) Doubt clarification.

The following Members are Present in the orientation session.

1. Dr. Mohamedali L.
2. Dr. Safer Athekadan
3. Seopy. P.
4. Rafeeq. P.
5. Muhammed Rab-u
6. K. Mohamed Haneeq
7. Dr. Lemboodharan Pillai
8. Santhakumari. P.
9. Hajar. B.
10. Jyothi. P.
11. Azeefa. T. P.
12. JINZY. U.V
13. Josny Rose
14. Reshma. K.K
15. Linsydas. V.K
16. Fousiya. K.
17. NAGIYA. M.K.
18. MANJULA. M
19. Sabira. P.K
20. Jamseena. P.
21. Falhima Suhora. C.K
22. VAHEEDAMOL. V.P
23. ATHIRA. K.T

- |    |                      |                            |
|----|----------------------|----------------------------|
| 24 | Preethi .m.T         | <del>Preethi</del>         |
| 25 | Ruby .c.             | <del>Ruby</del>            |
| 26 | Prasanna .pp         | <del>Prasanna</del>        |
| 27 | Rajitha A            | <del>Rajitha</del>         |
| 28 | Nuzrath .P           | <del>Nuzrath</del>         |
| 29 | Hiba Bindh Kareem    | Hiba                       |
| 30 | Sulakha .A           | <del>Sulakha</del>         |
| 31 | Nayma .k.k           | <del>Nayma</del>           |
| 32 | Umma Habeeb .k       | <del>Umma</del>            |
| 33 | Tusha .k             | <del>Tusha</del>           |
| 34 | Jannath Shieis .v    | <del>Jannath</del>         |
| 35 | SARWLA .k.v          | <del>SARWLA</del>          |
| 36 | Dr. Vipina .R        | <del>Vipina</del>          |
| 37 | Sujana .k.P          | <del>Sujana</del>          |
| 38 | Shakina .K.P         | <del>Shakina</del>         |
| 39 | Bijitha . N.C        | <del>Bijitha</del>         |
| 40 | Akhila . P           | <del>Akhila</del>          |
| 41 | Garasree .k.R.       | <del>Garasree</del>        |
| 42 | Nadaya Fathima       | <del>Nadaya</del>          |
| 43 | Ahsana .M.C.         | <del>Ahsana</del>          |
| 44 | Nesha . T            | <del>Nesha</del>           |
| 45 | Akhya .k .           | <del>Akhya</del>           |
| 46 | Mohammed (sma) .m.T  | <del>Mohammed</del>        |
| 47 | Sebn .P              | <del>Sebn</del>            |
| 48 | Abdul wasih .k.k     | <del>Abdul wasih</del>     |
| 49 | mohammed Rafeek .T.L | <del>mohammed Rafeek</del> |
| 50 | Sameerali .EK        | <del>Sameerali</del>       |
| 51 | Mohamed Tabir . P.C  | <del>Mohamed Tabir</del>   |
| 52 | MUHAMMEDALI .MP      | <del>MUHAMMEDALI</del>     |
| 53 | Akhil .B             | <del>Akhil</del>           |
| 54 | K.jith .k.P          | <del>K.jith</del>          |
| 55 | Abhilash .k          | <del>Abhilash</del>        |

21/10/2021



Meeting conducted in the IQAC Room on  
Criteria Coordinators on 2/12/2021, Thursday at 2 PM.

Agenda :-

- 1) NAAC SSR Preparation (Quantitative Matrices -  
Soft Copy Preparation)
- 2) IIQA Submission
- 3) QIMs final edit by NAAC Core team.
- 4) Template checking and correction from Criteria I to  
Criteria VII.
- 5) SSR upload technical team prep selection and  
training.

The following Members Participated in the  
Meeting.

1. Dr. Mohamed A. Jin
2. Soo pyy. P.
3. Rafeeq. P. IQAC Coordinator
4. Mithul PP Co-ordinator, Criterion - 6.
5. Dr. Sambodharan Pillai, Language Dept
6. Rajesh V.P Co-ordinator, Criterion-1
7. Abdul Razak. Iq Dept. of Sociology
8. Suresh Prasid Dept of media & communication
9. Ajayakumar. V Dept of Computer Science
10. Dr. Vipina. R. Dept. of Microbiology
11. Geetha Krishnakutti Dept of English.
12. Indheesh. K Commerce
13. Muhammed Ras. N Naac Co-ordinator 311-00 plus
14. Santhakumari. P. HoD Chemistry

MINUTES:-

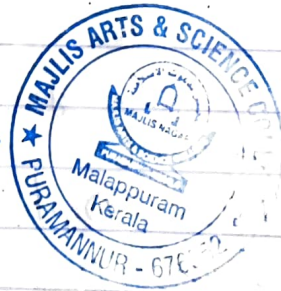
- 1) Mr. Rafeeq. P, IQAC Co-ordinator has welcomed the gathering
- 2) Meeting confirmed the Minutes of previous meeting held  
On 12/11/21

3) The following issues were discussed and decided.

- I. IQAA will be submitted on 15/12/21.
- II. The soft copy of SSR will be submitted to the chairman or on before 20/12/21.
- III. Q/As final edit should be completed before 15/12/21.
- IV. The data templates of criteria I to VII will be done parallel in the IQAC room by IQAC core team till 25/12/21.
- V. The technical team for SSR uploading will be composed and includes the following members.
  - Mr. Rosteg. P, IQAC Coordinator
  - Mr. Nourhad. N, Criteria VII Coordinator
  - Mr. Akhil. K, Asst. Prof. Chemistry
  - Mr. Mohamed Jabir; (Asst Prof, CS)
  - Mr. Sunesh. P (Asst Prof, Media)

Prof. P. Santhakumari expressed vote of thanks.

*Jis*



PRINCIPAL  
MAJLIS ARTS & SCIENCE COLLEGE  
Puramannur P.O., Malappuram Dist.  
Kerala - 676552