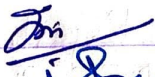

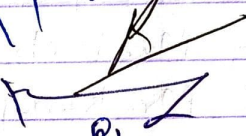
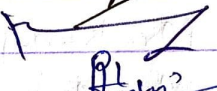
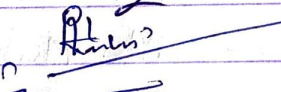
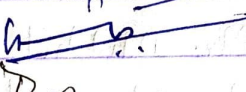
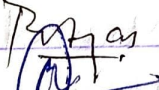


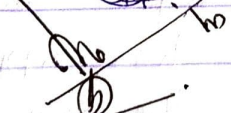
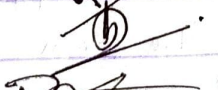


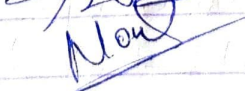


03.06.2019

Meeting at the Principal chamber at 2.15 P.M.

Agenda

- 1) Action plan of IQAC presentation and Submission
- 2) Feedback analysis Report Approval and actions to be taken.
- 3) NAAC Preparation - Selection of Criteria Coordinators.
- 4) Annual Report of departments Submission
- 5) Seminars / Workshops to be organised for quality benchmarking.
- 6) Infrastructural improvements to be done.
- 7) Other relevant Matters.

1. Dr. Mohamedali 
2. Dr. Safer Abhekkadan 
3. P. Moideen Kully 
4. Rafeeq. P 
5. Santhakumari. P 
6. Abdul Karim. K. 
7. Hajira. B 
8. Vipina. R. 
9. Sreelakshmi. T 
10. Salini Sankar. P 
11. Kamuprasad. MK 
12. RAJESH. V.P 
13. Kuntimideen. P. 
14. Nouhad. N 

Minutes :-

- 1) Mr. Rafeeq. P, The IQAC Coordinator welcomed the members to the meeting of IQAC.
- 2) The Minutes of Previous Meeting held on 21st March - 2019 were Confirmed.
- 3) The following issues were discussed.



(I) Action plan for the Academic year 2019-20 is taken for discussion, requested for additional actions or points. Members suggested additional plans and by incorporating those plans, IQAC approved the plan.

(II) Feedback analysis Report is presented in the IQAC Meeting, approved and suggested to upload the same in the College website. Actions has been suggested to Management based on the feedback analysis Report.

(III) With a detailed discussion, IQAC has suggested the following Members as the Criteria Co-ordinators for SSR Preparation.

- Criteria I - Mr. Rajesh V.P. (HoD, Maths)
- Criteria II - Prof. P. Srinthakumari (HoD, Chemistry)
- Criteria III - Mr. Bibin Mathew (HoD, Microbiology)
- Criteria IV - Mr. Kanuprassad M.K (HoD, C.S)
- Criteria V - Mr. Muhammed Rafi N (HoD, Physics)
- Criteria VI - Mr. Nikhil P.P (HoD, Management Studies)
- Criteria VII - Mr. Nausheed N (HoD, Media)

(IV) Annual Reports of various departments, College annual Report, IQAC annual report were presented before IQAC members. IQAC has approved the Report and suggested to upload the same to the College website.

(V) Seminars and workshops to be organised by various departments - A list of the same should be submitted to IQAC before 30th June 2019.

(VI) IQAC will organise Faculty orientation programme on OBE, MOOC and orientation programme on teacher personality.

(VII) The facilities to be included in the Campus is suggested by IQAC includes the following (both for students and teachers)



- a) Class room with ICT facility (LCD Projector and laptops)
- b) ICT enabled Seminar hall (Smart board and Projector to be installed)
- c) Laptops to all departments.
- d) More number of Computers should be purchased to Computer Science laboratory and Multimedia Studio.
- e) Renewal of e Content Development Centre with more facility for recording of video classes.
- f) CCTV surveillance to the new annex building area.
- g) More number of washrooms for girls and boys. teachers washrooms could have been improved.
- h) Installation of Solar energy as a non conventional source of energy.
- i) More facility for Divyangjan (Library, washrooms, ramps)
- j) Online Campus radio.
- k) Laboratory facility for BA Visual Communication Students (To be started in 2019 admission onwards)
- l) Library block to be rebuilt and more facility is to be brought in the library such as vast reference area, Digital library, language lab, library Conference hall, Stack area, washroom, Reception Counter.
- m) Gymnasium to be brought in the Campus for boys, girls and teachers.
- n) Facility for Sports such as football ground, basket ball court, Kabaddi, Tag of war, Cricket Nets etc to be given.
- o) Canteen and Cafeteria should be renewed with

Enhanced faculties.

(vii) Critics Co-ordinators should meet once in a month to ensure the smooth completion of the SSR Qualitative Metrics.

(ix) Mr. Muhammed Rafi W, (HOD Physics) proposed the official vote of Thanks.

*[Signature]*



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2) The minutes of Previous meeting held on 3/6/19 were confirmed.

3) The following issues were discussed.

- (i) Results of all UG programmes were discussed in the presence of management committee members. The results of some degree programmes were decreased, so the management asked IQAC to take initiative to boost the results in the coming years. An action taken report in this regard should be sent to the management.
- (ii) New teachers should be given sufficient training by the TLC and IQAC. An orientation programme by faculty from Central University of Kerala, Kasargod.
- (iii) Faculty personality development programme will be organised under the leadership of IQAC and management and faculty from RCSS, Kochi will lead the session.
- (iv) Discussion on NAAC accreditation initiated by the chairman of IQAC. He stressed on the role of management in the accreditation process.
- (v) Management committee chairman Salim Kuru Vembalam ensured the support of management in the whole process. All management representatives supported the chairman's view.
- (vi) IQAC suggested the infrastructural development need to be introduced in the campus in a written statement. Management assured to complete the content development centre updation by this year itself.
- (vii) Meeting has ended with the official vote of thanks by Dr. Safer Athekkadan, the new academic director.



*JS*

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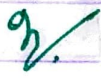




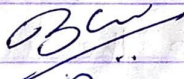
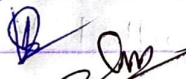
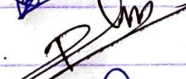

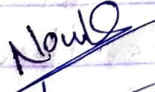



Meeting of Criteria Coordinators held in the Principal chamber  
 on 21.10.2019, Monday at 2 PM.

Agenda

- 1) Action plan of Criteria Co-ordinators.
- 2) Selection of Metrics Co-ordinators.
- 3) NAAC awareness to staff members.
- 4) Other relevant matters permitted by the chair.

Present :-

1. Dr. P. Mohmedali 
2. Dr. Safer Athekkadan. 
3. Prof. P. Santhakumari 
4. Rafeeq. P 
5. Rajesh. V.P 
6. Babin Mathew. 
7. Kempressad. M.K 
8. Muhammed Rafi. N. 
9. Nikhil. P.P 
10. Noushad. N 
11. K.A Kareem 

Minutes :-

- 1) IQAC Co-ordinator Mr. Rafeeq. P welcomed the members to the meeting.
- 2) Minutes of Previous meeting held on 24.07.19 were confirmed by the principal.
- 3) The following issued were discussed.
  - (i) Criteria I Co-ordinator Mr. Rajesh V.P sir will submit the documents relating to CBCS, Syllabus, regulation to the IQAC by November 30, 2019.
  - (ii) Add on / Certificate Courses will be documented properly. Co-ordinator will do an internal check on it.
  - (iii) Criteria II, Prof. Santhakumari Madam will collect documents relating to admission, reservation, teachers



list for the last four years.

- (iv) The affiliation orders for the last four years should be documented and to be Submitted to IQAC by November 2019.
- (v) Paper publication and book publishing will be promoted by IQAC and Those who publish papers will be given financial incentive / reimbursement of publication expense.
- (vi) NSS Programme officers and HoDs are directed to Submit the documents relating to extension activities - photographs, reports etc. and Submit the same to - IQAC by Nov. 30, 2019.
- (vii) College will be an active agency for promoting - Swachh Bharath Abhiyan in the Campus as well as in the adopted village.
- (viii) The documents related to the library and computer purchase should be Submitted to IQAC by Mr. Kanuprasad Sir.
- (ix) Sports complex to be renovated and a detailed project report should be prepared to handover to Management Committee before November 30, 2019.
- (x) Alumni should be registered, The documents for the same should be prepared and Submitted to registrar before Nov. 30, by Mr. Muhammed Rafi Sir.
- (xi) Governance documents should be collected from office Management by Mr. Nikhil PP and Submit to IQAC on or before Nov. 30
- (xii) The rainwater harvesting facility should be cleaned, New MoUs for solid waste Management, Solar energy etc. arranged by Noushad Sir, Criteria VII Co-ordinator.
- (xiii) T.O. Paulose from RESS Kochi will lead a session on (Personality of teacher)

Muhammed Rafi Sir proposed the official Vote of thanks  
the Meeting





Meeting held at Principal chamber on 17.12.2019, Tuesday.  
at 2 PM.

Agenda :-

- 1) Internal Academic Audit
- 2) Result analysis
- 3) NAAC accreditation process - review.
- 4) Student amenities improvement.
- 5) Other relevant issues permitted by the chair

1. Dr. mohamedchi. Jij

2. Dr. Safer Athelkadan

3. Sabu Unneskutti. K

4. Rafeeq. P

5. Nikhil P

6. Abdul Karim. K.

7. Keechimoideen. P

8. Rajesh. V.P

9. Kamprasad. MK

10. Babu Malhu

11. SALINI SANKAR. P

12. Muhammed Rafi. N

13. Santhakumari. P

14. Moushal. N

15. Abdul Karim. K.

16. Bisim T.V

17. Kanaprasad. mh

18. Babu Malhu

19. Ms. Fatima Lamees

20. Ramees M.T

Minutes :-

1) IQAC co-ordinator Mr. Rafeeq. P welcomed the members to the meeting.

2) Minutes of the previous meeting held on 21.10.2019 were confirmed by IQAC.

3) The following issues were discussed and decided.  
(i) The following faculty members are deputed for the Smooth Conduct of Internal Academic Audit.

- Schedule preparation - Mr. Rafiq. P, IQAC - Co-ordinator.
- Format and questionnaire - Mr. Noushad. N, (HOD, Media & Communication)
- Audit Members.

#### Commerce and Arts Subjects :-

- Chairman : Dr. P. Mohamedali (Principal)
- Members : Dr. B.L. Pillai (HOD, Hindi)
- Dr. Safer. A (Academic Director)
- Prof. Santhekumari. P (Chemistry)
- Prof. K. Mohamed Hameeda (Physics)
- Mr. Rafiq. P (IQAC Co-ordinator)
- Mrs. Hajara. B (HOD, Arabic)

#### Science Programs :-

- Chairman : Dr. P. Mohamedali
- : Prof. P. Moideenkutty (IQAC Member)
- : Mr. Muhammed Raft. N (HOD, Physics)
- : Mr. Nikhil. P. P. (HOD, Management Studies)
- : Mr. Rafiq. P (IQAC Co-ordinator)
- : Mr. Noushad. N (HOD, Media and Communications)
- : Mr. Rajesh. V. P. (HOD, Mathematics)
- : Mr. Babu Mathew (HOD, Microbiology)



(ii) Result analysis of 2nd, Third Semester UG and Third Semester PG, also organised by all department heads. A report of the same is handed over to the IQAC. A copy of the Study Camp report is also submitted by all HoDs.

(iii) NAAC accreditation process review

Criteria I : Submitted Copy of regulations, 2014 and 2019 of UG and 2012 and 2015 of PG Programs.

: The documents of Certificate programs/Courses are in tune with the directions provided by IQAC.

: Asked to submit the project report copies and IV Reports, annual reports etc. to IQAC.

: Collected the academic Calendar for the last four years and submitted to IQAC

: Suggested to submit the syllabus of courses that include experiential learning through project work, field work, internship etc.

Criteria II : Submitted the reservation documents of the University of Calicut

: Admitted Students in reserved category is also submitted.

: Teachers details for the last four years is collected from office and handed over to IQAC.

: Collected the PhD Certificates of those teachers having PhD.

Criteria III : Honoured Dr. B.L. Pillai for publishing ISBN Numbered books.

: NSS program officers submitted the



annual reports of NSS. Reports of extension - activities will be handed over to IQAC by March 31, 2020.

Criteria IV: A detailed project report of Sports Complex - Renovation is prepared and Submitted to IQAC. IQAC chairman will handover the same to - Management before 31<sup>st</sup> December 2019.

Criteria V: Alumni Meets were Scheduled by all departments in Jan, Feb, March, April and May 2020.  
: Documents for registering the association is under process.

: Capacity building programs by Mr. Menzoorali T.M is evaluated by principal and director.

Criteria VI: Self Appraisal Reporting System made online  
Review of TLC workshops and reports.  
Review of Study Camp reports.  
Review of Innovation Eco System activities of ED club and NSS.

Criteria VII: Rain water recharge facility renovated.

(iv) Student representatives Ms. Pathina Lamees (College Union class person) and Ramees. M.T deliberated on the amenities such as Common room for girls and boys, Counselling Centre, Improved Canteen and Cetera - facilities.

V. Meeting has ended with official vote of thanks by Prof. Santhakumari, The IQAC joint Co-ordinator.

*J.S.*



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Meeting Conducted in the Principal chamber of the College on 6<sup>th</sup> January 2020, Monday at 2 PM.


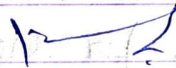




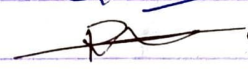


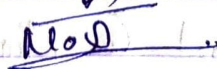

### Agenda

① Naac Review.

1. Dr. Mohamedali John  
 (Principal and chairman of Internal Quality Assurance Cell of Majlis Arts and Science College, Puzhasserry - Valanchery)

The following Members are <sup>also</sup> Present in the meeting of -

IQAC.

- 2) Dr. Sefer. Ak 
- 3) Sandhakumari P 
- 4) Mr. Rafeeq. P 
- 5) Abdulkarim. K. 
- 6) Muhammed Rab. as 
- 7) Kumbi moideen. P. 
8. Bishu Malhi 
9. Rajesh. V.P 
10. Ajay. B 
11. Sreelakshmi T 
12. SALINI SANKAR. P 
13. Dr. Sambodharan Pillai B. 
14. Mousheer. N 
15. Nishu. P 

### Minutes :-

- 1) Mr. Rafeeq. P welcomed the gathering
- 2) Confirmed the minutes of the previous meeting - held on 17.12.19
- 3) The following matters were discussed in the meeting  
 (1) Criteria I-VI Metric Co-ordinators are selected by The Co-ordinators

- II. Criteria Coordinators are requested to share the work related to respective Metrics to those Metric Coordinators.
- III. All Criteria Co-ordinators will hold a meeting of Metric Coordinators on or before 28.02.20
- IV. Duties and Responsibilities of Metric Coordinators includes the following:
- Content editing / updation / Improvement in case of Qualitative Metrics.
  - Collect Supporting documents from the college sources for QIMs.
  - Hard Copy Collection and Soft Copy - Preparation for updating in the website
  - As far as Quantitative Metrics Concerned, The Coordinators should prepare the filled in Excel data templates given by NAAC.
  - Collect Supporting documents for QoMs in SSR.
- V. IQAC has allotted the following faculty Members to Various Criteria.

Criteria I - Coordinator - Mr. Rajesh V.P  
HOD, Mathematics.

Asst. Coordinator - Mrs. Athira  
(Asst. Prof Mathematics)  
Ms. Sebin P

(Asst. Prof., Sociology)  
Mrs. Bijithra N.C

(Asst. Prof in CS)

Mr. Sreejith K (Media)

Mrs. Vijayakumari P

(Asst. Prof Commerce)

Mrs. Assiya (Mgt studies)

Mrs. Reshma (Chemistry)



Mrs. Praviitha. R (Asst. Prof, Dept of Commerce)

Mrs. Jisha. K (Asst. Prof, Dept of English)

Mrs. Jyothi. P (Asst Prof, Dept. of physics)

Criteria II Coordinator : Prof. Santhakumari. P

Asst. Co-ordinator : Abhilash. K (Media Studies)

Mr. Mohammed Ismail. MT (Dept. of English)

Mrs. Shabana (Dept. of Commerce)

Mr. Assanar. V (Dept of Commerce)

Mrs. Jamseena P (Dept of Mathematics)

Mr. Harimohan. C.S (Dept. of Chemistry)

Mr. Ajith. K (Dept of Management Studies)

Mr. Deepesh. V.P (Dept of Computer science)

Mrs. Sareens K.V (Dept of Microbiology)

Criteria III Co-ordinator : Mr. Babu Mathew (HOD, Microbiology)

Assistant Co-ordinator : Mrs. Vipina. R

Mr. Mohammed Tabir. (Dept. of CS)

Mrs. Jinzy (Dept of physics)

Mr. Sunesh Parayil (Dept. of Media)

Mr. Sameerali. E.K (Dept. of Arabic)

Criteria IV Co-ordinator : Mr. Kanuprasad. M.K

(HOD, Computer Science)

Mr. Muhammed Iqbal. K (Dept of English)

Mr. Shijith. K (Dept of Commerce)

Mr. Ajayakumar. U (Dept of CS)

Mrs. Manjula. H (Dept. of C.S)

Mr. Abdulrahman (Dept. of Media)

Mrs. Linsy Das. (Dept. of Chemistry)

Criteria V. Co-ordinator : Mr. Muhammed Rafi. N

(HOD, Physics)

Mrs. Fathima Suhera (Dept. of Mathematics)

Mrs. Hajira. B (Dept. of Arabic)

Mrs. Deepak. K (Dept of chemistry)

Mr. Dhaneesh Raghavan. K (Dept. of Commerce)

Mrs. Sareena (Dept of Commerce)



Mrs. Mulsina. K (Dept of Sociology)

Ms. Neema S. Narayanan (Dept of Media)

Criteria VI. Co-ordinator : Mr. Nikhil. P.P (HOD, Mgt Studies)

Asst. Co-ordinator - Mr. Sabu Unneenkutty. K  
(Dept of Commerce)

Mr. Muhammed Ali (Dept of Mathematics)

Mr. Shubudheen (Dept of Media)

Mrs. Sabira. K (Dept of Malayalam)

Mr. Rafeeq. P (Dept of Commerce)

Mrs. Akhila. K (Dept of Computer Science)

Criteria VII. Co-ordinator : Mr. Nanshad. N

Asst. Co-ordinator : Mr. Sunesh Perayil (Dept of Media)

Mrs. Najiya. K (Dept of Microbiology)

Mr. Mohammed Jabir (Dept of C.S)

Mr. Akhil. K (Dept of Chemistry)

Mr. Sharafudheen. K (Dept of Commerce)

Mr. Saidealavi. P.P (Dept of Commerce)

Mr. Rejith. S.R (Dept of Mathematics)

The IQAC Core Committee has approved the list of  
Metric Co-ordinators

VI. The Meeting has ended with the official vote of  
Thanks by Mr. Muhammed Rafi. N, HOD of physics.

RS



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
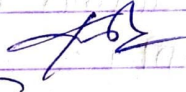


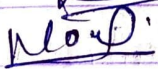


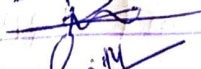



Meeting Conducted in the Principal chamber of the College on 4<sup>th</sup> February 2020 at 10 AM.

Agenda.

- 1) Campus Recruitment under CGC
- 2) Career Orientation Session for getting admission in Central Universities.
- 3) Feedback Collection
- 4) Stock Verification
- 5) other relevant issues permitted by the chair.

The following Members are present in the meeting of IQAC.

- 1) Dr. Mohamedali 
- 2) Santhakumari. P. 
- 3) Rafeeq. P. 
- 4) Muhammed Rehan 
- 5) Nilesh MP 
- 6) Kunhimudeen P. 
- 7) Babu Malu 
- 8) Abdul Karim. K. 
- 9) Noushad. N. 
- 10) Binu T.V. 
- 11) Kanuprasad. mh. 
- 12) Rajesh. V. P. 
- 13) Saidalavi. P. 

Minutes :-

- 1) Prof. P. Santhakumari, The IQAC Joint Co-ordinator welcomed the members to the meeting.
- 2) Confirmed the Minutes of Previous meeting held on 6<sup>th</sup> January 2020.
- 3) The following issues were discussed.
  - a) IQAC has decided to organise campus recruitment and placement drive to the benefit of final year UG and PG students.



- b) IQAC has deputed Mr. Nikhil P.P. (HOD, Management Studies and Career guidance Cell Co-ordinator) for the conduct of placement drive
- c) Mr. Mansoorali T.M, The Student Dean has been deputed for arranging Companies / recruiters for the placement drive.
- d) Student dean will conduct Pre-recruitment training, Soft skill development and language development sessions, interview skills etc.
- e) NSS Volunteers and CGC student's wing will look after the overall arrangement.
- f) Mr. Noushad N, Assistant Professor and Head, Department of Media and Communication will be in charge of the public relations and publicity of the placement drive.
- g) Media department students will cover the video-footage and photography.
- h) Mass Media Youtube channel will telecast the news-report of Campus drive.
- i) Common Examination Centre in the annexe building will be used as the venue for the placement drive and orientations.

II. a) Career guidance Cell and IQAC in association with College Union will organise orientation session on Central University admission. Two resource persons from Central University is arranged for the same.

b) Mr. Nikhil P.P, CGC Co-ordinator, Mr. Rafeeq P (IQAC Co-ordinator) and Ms. Fathima Lamees (College Union Chairperson) will be the Co-ordinators of the program.

c) AV Hall will be the venue and final year Bsc and B.Com students are given orientation in the first batch and BA Session will be given in



The Second batch.

### III. Feedback Collection.

a) Feedback on curriculum will be collected from

- a) Teachers.
- b) Students
- c) Alumni.
- d) Parents and
- e) Employer (Introduced in new Manual)

b) Feedback Collection and Analysis Committee is been formed. Committee for feedback Collection

Mr. Rafeeq. P (Convener)

Mr. Muhammed Rafi (Joint Convener)

Dr. Saifeer. A.

Prof. P. Santhakumari

All HoDs are Members.

Committee for feedback analysis

Mr. Mohammed Jabir.

Mr. Kanuprasad. M.K

Mr. Noushad. N.

Mrs. Athira (SPSS)

Mr. Shevafudheen. V.K (MS Excel)

IV. Annual Stock Verification :- Various Committees are formed for annual Stock Verification of library, laboratories of Microbiology, Biochemistry, physics and chemistry, Computer lab VA and PG, Media Studio and work-stations.

Mr. Muhammed Rafi. N

Mr. Kanuprasad. M.K

Mr. Noushad. N

Prof. K. Mohamed Hameeda.

Dr. B.L. Pillai

Mr. Sabu Unneenkutty

Mr. Nikhil. P.P

Mr. Babu Mathew are Selected as The Convenors of the annual Stock Verifications of Various Labs and Library.

- V. IQAC has decided to apply for a Faculty development programme by CALEM (AMU) under PMMMNMTT of MHAD. Dr. P. Mohomedali, Principal was given the charge of application and other procedures of CALEM.
- VI. Department of Computer Science has decided to organise Hackathon and Robotics Workshops in association with IQAC.
- VII. Media Fest will be organised by department of Media and Communications.
- VIII. The meeting has ended with the official Vote of Thanks by Prof. P. Kanthakumari.

PS



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



Meeting Conducted in the AV Hall of Majlis Arts and Science College, Puramannur on 6<sup>th</sup> March 2020, Friday.



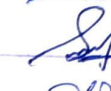
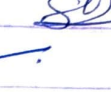

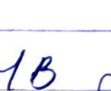
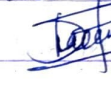
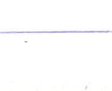
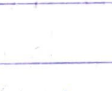
Agenda :-

- 1) NAAC Accreditation process - Review.
- 2) Presentation of New Manual for affiliated PG Colleges.
- 3) Criteria Wise Work Status.
- 4) Incorporation of new Metrics introduced in New Manual of NAAC released in February 2020.
- 5) Selection of New Metric Co-ordinators.
- 6) Feedback Report (Curriculum - Employer feedback - New addition)

The following Members are present in the Meeting of IQAC.

- 1) Dr. Mohamedali J.
- 2) Dr. Safer Athekada
- 3) Sooppa P.
- 4) Rafeeq. P (IQAC Co-ordinator)
- 5) A. Rajag KI HoD Sociology
- 6) Kanuprasad. mk HoD Computer science
- 7) Rajesh. V.P HoD of Mathematics
8. Babu Mathu
- 9 Muhammed Babu N H.O.D Physics
10. K. Mohamed Hanefa Physics
11. Abhilash.K. Media & Communications
12. Sunesh Parayal media & communications
13. Akhil.K. Dept. of Chemistry
14. Noushad.N Dept. of Multimedia
15. Dr. Divisha Sasidharan Dept of Chemistry
16. Sabu Anneenkutty.K Dept of Commerce
17. Saidalavi.P Dept of Commerce II
18. Salini Sankar.P Dept of Commerce II
19. Sreelakshmi.T Dept of Malayalam
20. Hajara.B Dept of Arabic



21.	Mulkefar	Dept of Mgt studies	
22.	Dhanesh Raghavan Km P	Dept of commerce	
23.	Dr. Lembodharan Pillai B,	Dept. of Hindi	
24.	Sameerali. ER	Dept. of Arabic	
25.	Sebin. P	Dept. of sociology	
26.	Muhammed Lybil. HR	Dept. of English	
27.	Muhsamed Issacil. HR	" "	
28.	Abdul Karim. R.	" "	
29.	Vipina. R.		MB
30.	Sareena. K.V.	Dept of MB	

### Minutes :-

- 1) Mr. P. Rafeeq has welcomed the members to the meeting of IQAC after a silent prayer by the gathering.
- 2) Confirmed the Minutes of Previous meeting held on 4<sup>th</sup> February 2020.
- 3) The following issues were discussed
  - (i) All criteria and Metric Co-ordinators are given an orientation in the New Manual for affiliated PG Colleges. The orientation lead by the chairman and Co-ordinator of IQAC demonstrated the change in new manual, Excel templates and Metric descriptions.
  - (ii) Collaboration and MoUs need to be raised and Mrs. Vipina. R. is given charge of the same.
  - (iii) Feedback Report is presented in the meeting by the concerned committees.
  - (iv) Each Metric Co-ordinator presented their work status and clarified their doubts relating to the documentation process. Criteria Co-ordinators presented a status of the criteria work.



V. IQAC has entrusted a team to collect feedback from employers (feedback on curriculum) as per new manual Mrs. Vipina was the in charge of collection of employer feedback. Other Members of the Committee include

1) Mrs Akhila (Dept. of Computer Science)

2) Mr. Muhammed Rafi. N.  
(HoD, Dept. of Physics)

3) Mr. Kesu prasad. M.K.  
(HoD, Computer Science)

4) Mr. Nikhil. P.P.  
(HoD, Management Studies)

5) Mr. Nourshed. N.  
(HoD, Media and Communication)

VI Data Collection Relating to the following Metrics were given new in charges.

1) Experiential Learning

Mr. Sebin. P (Assistant Professor, Dept of Sociology)

2) Student Centric Methods :

Mr. Mohammed Ismail. M.T

(Dept of English)

3) MoUs and Collaborations

Mrs. Vipina. R (Assistant Professor, Dept of Microbiology)

4) Documents in Criteria 4 which require relevant Signatures from Chartered Accountant.

Mr. Shijith. K

(Assistant Professor, Commerce)

5) Alumni

Mr. Muhammed Rafi. N

(HoD, Physics)

Ms. Deepika. K - placement

(Assistant Professor, Chemistry)

6) Mr. Sabu Unneenkutty. K

Faculty Development Programmes and MOOC

7) Mr. Sherafadheen V.K (Dept of Commerce)

Environmental awards and initiatives

8) Mr. Sairidhevi P.P (Dept of Commerce)

Environmental audits / Energy / Green

VII. The meeting has ended with the official Vote of thanks by Mr. Rajesh V.P (Criteria I Co-ordinator)

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