

IQAC Meeting held in the Principal Chamber on 4th.06.18,
Monday

Agenda

- 1) Action plan 2018-19.
- 2) Induction and bridge Courses
- 3) Application for Affiliation to the University of Calicut.
- 4) Appointment of New Co-ordinator of IQAC
- 5) Add on / Certificate Courses of various departments.
- 6) Proposed activities / Programmes.

The following Members were attended the Meeting

1. Dr. P. Mohamedali. ✓
2. Prof. P. Moideenkutty Id.
3. RAFAEQ. P Id.
4. SORESH BABU. V.K. Suresh
5. K.A Kareem Kareem
6. Kanuprasad m.k. Kanuprasad
7. Nithin P Nithin
8. Kunhromadan. P Kunhromadan
9. Vinetha. V Vinetha
10. Muhammed Roba Roba
11. Santhakumari. P. Santhakumari
12. Nouhad N. Nouhad Nouhad
13. K. Mohamed Hameed Hameed

The Meeting has started with a silent prayer.

Mr. P. Moideenkutty welcomed the gathering

- chairman Dr. P. Mohamedali started his address by -
- wishing good luck to all IQAC Members. He declared -
- The new IQAC Coordinator as Mr. Rafeeq. P, HOD of -
- PG department of Commerce.
- Mr. P. Rafeeq presented the action plan prepared for -
- The academic year 2018-19 in consultation with Previous

Co-ordinator Prof. P. Moideenkutty. The Action plan is -

- approved by the Meeting.
- It was decided to organise the Induction programme and bridge course in July 2018. An official inauguration of the programme will be done by the Principal in a function organised in AV Hall.
- Post bridge course test will form basis for categorising students in to slow and advanced learners.
- Application for affiliation of UG and PG Programmes should be sent to University of Calicut as soon as possible. Mr. Vijayakesavan, the office Superintendent has given charge of the same.
- The HODs are instructed to offer at least one add-on or Certificate Courses to their UG and PG Students. They are directed to go through official procedure. Have to submit application request to the principal latest by July 31, 2018, arrangement of BOS/academ. Council as soon as possible.
- The HODs are directed to submit a list of proposed activities/seminars/workshops etc. in 2018-19 to IQAC.

Lis



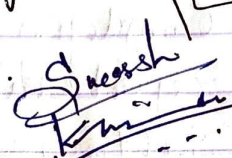
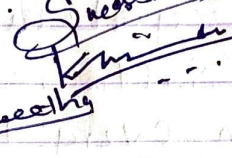

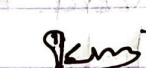




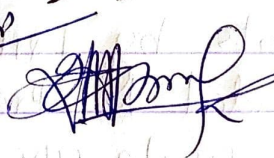
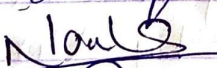

PRINCIPAL
MAJLIS ARTS & SCIENCE COLLEGE
Puramanur (P) Malapuram DI
Kerala - 676552

Meeting held in the IQAC room on 23.07.2018, Monday

Agenda :-

- 1) Result analysis of UG and PG.
- 2) Mentor - Mentee allocation.
- 3) Attendance of Students - SMS
- 4) NAAC Documentation Process - Introduction to SSR

Present

1. Dr. P. Mohamedali. ✓
2. Prof. P. Moideenkutty
3. Rafiq. P
4. Suresh Babu. V.K. 
5. K.A. Karim 
6. Vinodha. V. 
7. Kumbhoodeen. P. 
8. Kanuprasad mk 
9. Nishal PP 
10. Muhammed Rads. a 
11. Santhakumari. P. 
12. K. Mohamad Anwar 
13. Noushad N. Noul 
14. Shames Babu 

Minutes :-

1. The Coordinator welcomed the members to the meeting.
2. The Minutes of the previous meeting held on 4th June 2018 were confirmed.
3. The following issues were discussed.
 - (i) The program wise results of the college is analysed by the HoDs and Remedial Measure is suggested by IQAC.
 - (ii) Study Camp is suggested by IQAC as a practice for -

Improving results

- (iii) Study Camps should be organised one week before starting every semester examination. (Course wise)
- (iv) The new Mentor - Mentee allocation will be completed by August 2018. (2nd year and final year), First year Mentee allocation by Commerce and Media department - Should be done by considering Mentors from the department of English and Languages.
- (v) The first year Mentor allocation will be completed by all departments after the completion of PG admission.
- (vi) The student's attendance report can be generated by using e College Solution Software. It is decided to send SMS to Parents in every 15 working days. A governance report should be submitted to IQAC every Month.
- (vii) A talk on NAAC RAF documentation framework was done by IQAC chairman and decided to collect the required documents by IQAC.
- (viii) IQAC has decided to prepare SSR Qlms and get ready the write ups by various departments assigned.

JS

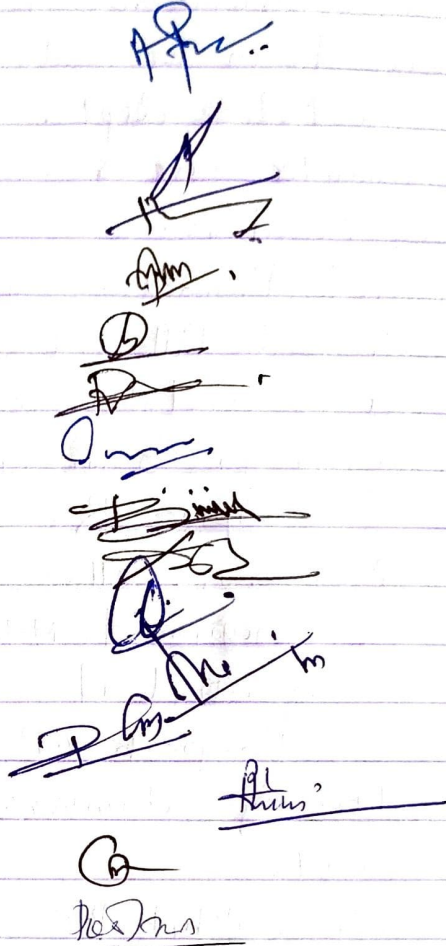
PRINCIPAL
MAJLIS ARTS & SCIENCE COLLEGE
Puramannur PO, Malappuram Dt
Kerala - 670552



IQAC Meeting held at Principal chamber on 3rd

October 2018, Wednesday at 2.00 PM.

1. Dr. Mohamedali Jij
2. Dr. Safer Athekkadom
3. Vijayakesavan . P. AM
4. P. Moodeen Kully
5. Rafeeq. P
6. Nikhil PP
7. Kempthaseq. MK
8. Rajesh. V.P
9. Thakudeen. MT
10. Binin T.V
11. Kumbhoodeen P.
12. Vipina R.
13. Salini Smeal. P
14. Muhammed Rafi. N
15. Santhakumari. P-
16. Mohammed Ismail. MT
17. Darood. K.M



Co-ordinator welcomed the Members, Previous Minutes discussed.

Decisions Made :- (Minutes)

1. Curriculums of the last five years of UG and PG Courses will be produced in the next IQAC Meeting to be scheduled on 26th Nov. 2018, either hard copy or soft copy may be produced.
If it is soft copy, It shall be sent to the IQAC email igaemajlis@gmail.com. or scanned copies can directly saved in to the IQAC Drive.
2. Introductory part of the SSR will be made ready by the department of English and will be produced in the next meeting
3. The proposal for New certificates Course will be produced in the next meeting.

4. The National service scheme Units should be taken necessary initiative to start an Emergency disaster Response Team in collaboration with Trauma Care Unit or Police dept.

5. The committees are reconstituted with the following faculty Members.

a) Research Promotion Council.

(i) Dr. B. L. Pillai (Convener)

Dr. P. Abdulazeez.

Dr. Drisys Sridharan.

Mrs. Vipina R.

b) ICT Monitoring Cell.

Mr. Kanuprasad M.K (Co-ordinator)

Mr. Nanshad. N

Mr. Deepesh V.P

Mr. Ajaykumar. U

c) IPR Cell.

Mr. Nikhil. P.P (Convener)

Mr. Rafiq. P (IQAC Co-ordinator)

Mr. Abhilash. K

Mr. Dhinesh Raghavan.

d) Internal Academic Audit

Dr. P. Mohamedali (Convener)

Mr. Rafiq. P

Prof. Sathskumari. P

Prof. K. Mohamed Haneefa.

Mr. Muhammed Refi. N

Dr. B. L. Pillai

Prof. P. Mudeenkutty

e) Library Advisory Committee.

Prof. K. Mohamed Haneefa (Co-ordinator)

Ms. Fathima Nasrin (Librarian)

Prof. Abdul Jaleel. (Professor of chemistry)

Mr. Abdulkarim. K (HoD, English)

Ms. Bijithra N.C

Mr. Rejesh. V. P (HoD, Mathematics)

F) Emergency / Disaster Response team.

Mr. Shameerali. E. K (Co-ordinator)

Mr. Sunesh. P

Mr. Muhammed Iqbal. K

Mr. Kunhimoiden. P

G) Internal Examination Cell.

Mr. Thakyncheen. M.T (convenor)

Mr. Dhaneesh Raghavan. K

Mr. Musthafa. P

Mr. Vijayakesavan

Mr. Akhil. K

H) Readers Forum

Mr. Mohammed Ismail. M.T

Mr. Akhil. B (Dept. of English)

Ms. Sreelakshmi

Mr. Sameer (Asst. Librarian)

Mr. Abhishek. K

I) ED club.

Mr. Refeq. P (Co-ordinator)

Mr. Samul Abid. N. P

Mr. Hassam

Ms. Sareena. K. V

Mr. Deepak.

Ms. Jamseena.

J) Sports Promotion Council.

Mr. Binim. T. V (Coordinator)

Mr. Muhammed Rafi. N

Mr. Kunhimoiden.

Mr. Mohammed Ismail. M.T

J) Alumni

Mr. Muhammed Rafi. N (Co-ordinator)

Mr. Sabu Unnunkutty. K

Mr. Rajesh. V. P

Mr. Nikhil. P. P

Ms. Aljasiya. P. P

Ms. Bijithra. N. C

6) IQAC wished good luck to all Committee / Cell - members and requested to join for Meeting at least three times a year.

7) The proposal and BOS of new add on and / - Certificate Courses are approved by the principal. IQAC suggested the department of physical education to start a new certificate course on Yoga and - Ayurveds.

Jis

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



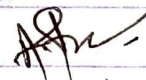
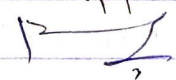
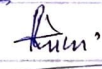





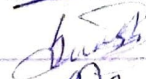

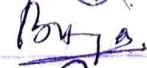
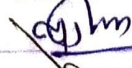

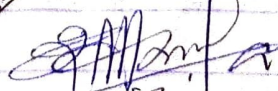




→ Meeting held at Principal chamber on 5th December 2018,
Wednesday at 11 AM

Agenda

- 1) To assess the working of various reconstituted Committees.
- 2) Introduction of Certificate Courses in various departments - Present Status.
- 3) Assess the progress of Community outreach programs.
- 4) Updation of Faculty profile
- 5) Seminars / workshops / symposium / conferences planned or conducted by departments.
- 6) other relevant matters.

The following IQAC Members participated in the meeting.

1. Dr. Mohamed Ali 
2. Abdul Karim . K. 
3. Dr. Safer Athelkadan 
4. Rafeeq . P 
5. Santhakumari . P. 
6. Muhammed Rabir 
7. P. Moideen Kutty 
8. Bahar Mallu 
9. Rajesh . V . P 
10. Kamprasad . MK 
11. Sunesh Parasil 
12. Sreelakshmi . T 
13. Itayan . B 
14. arithra sap 
15. Salini Samuel . P 
16. K. Mohamed Haneefa 
17. Kunkimudeen P 
18. Dr. P. Abdul Azees 

Minutes :-

1. The Coordinator welcomed the Members to the Meeting of IQAC.
2. The Minutes of Previous meeting held on 3rd October 2018 were Confirmed.
3. The following issues were discussed.
 - (i) IQAC has ensured that all Committees Constituted for quality enhancement had convened first Meeting in the Month of November itself.
 - (ii) IPR and ED Cell will organise a One day Workshop on Intellectual Property Rights in February 2019.
 - (iii) Research Promotion Council will organise Various Sessions on Research Methodology and Project Report Preparation in all disciplines from Jan 2019 to March 2019.
 - (iv) Career development Cell will schedule The Capacity building Programs for Soft skill development, Interview skills, Language and Communication skill etc. Mr. Mansoorali TM will engage the sessions.
 - (v) Teaching Learning Center. will be established by IQAC to provide Support to faculty Members.
 - (vi) IQAC will collaborate with TLC of IIT Madras for workshops.
 - (vii) Library will subscribe to N list in 2019.
 - (viii) All departments have Submitted Proposals and BoS for add on / certificate courses.
 - (ix) The department Coordinators are entrusted to update the present faculty profile of concerned.
 - (x) Outreach programs of Department of chemistry and Microbiology Successfully implemented.


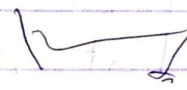





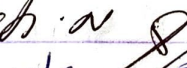
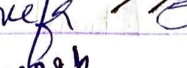


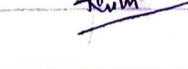


Meeting held in IQAC Room on 3rd Jan 2019, Thursday -
at 2 PM.

Agenda :-

- 1) Academic Audit and Annual Stock Verification
- 2) Result analysis of UG
- 3) IPR Session by faculty from National Biodiversity Centre, Chennai.
- 4) Orientation Session to Non-teaching Staff
- 5) Application for CAEM Course under PMMMNMTT under MHRD and TLC, IIT Madras.

Members Present :-

1. Dr. P. Mohamedali, Chairman IQAC 
2. Mr. Rafeeq P, Co-ordinator, IQAC 
3. BABU MATHAN 
4. K.A. Kaseem 
5. Nouhad N 
6. Kanuprasad mk 
7. Nibhad PP 
8. Muhammed Rab. a 
9. K. Mohamed Hanifa 
10. Vineetha.v 
11. Keshavadeen.P 
12. Santhakumari P. 

Minutes :-

- (1) The joint Co-ordinator Prof. Santhakumari P welcomed the members to the meeting of IQAC.
- (2) The Minutes of Previous Meeting held on 5th December 2018 were Confirmed.
- (3) The following issues were discussed
 - I. The academic audit is Scheduled in the Month of March 2019 (1-7)
 - II. IQAC chairman has Constituted a special term of

Internal Academic Audit.

Dr. P. Mohameekali (Convenor)

Dr. B. L. Pillai.

Prof. Santhakumari. P

Mr. Rafeeq. P

Mr. Muhammed Rafi. N.

→ The following documents should be produced for audit
 (i) Monthly lesson plan (ii) Staff diary (iii) Mentor-Mentee register (iv) Departmental Consolidated Self Appraisal - Reports. (v) Tutorial Register (vi) Department and - faculty Profile.

→ UG Third Semester Results are published by University of Calicut, All HODs should analyze the results of their concerned Programs and submit the reports to the IQAC for further action.

→ One day workshop on IPR will be organised in Feb 2015 by ED and Mr. Rafeeq. P will coordinate the session. An entrepreneurial interaction with MD of Starbucks - will also be organised on the same day.

Dr. Narendran Thiruthy from National Bio diversity Centre, Chennai will lead the workshop.

→ An administration orientation based on ICT and governance will be organised in February for quality improvement of the non-teaching staff.

→ The faculty Members will be given orientation session by CALEM, AMU, under PMMMNMTT by MHRD, Govt of India. Application for the same has already initiated by IQAC to CALEM, AMU.

→ A three day workshop on Outcome based Education by Dr. Edensna Prasad from TLC, IIT Madras

by IQAC is collaborating with TLC of IIT Madras.

→ Mr. Muhammed Rafi. N. proposed the vote of

Meeting at Principal chamber on 21st March 2019,
Thursday at 3 PM

Agenda

- 1) Evaluation of IPR Session and OBE by TLC, IITM
- 2) Study Camps.
- 3) Annual Stock Verification data.
- 4) Internal Academic Audit Report - discussion
- 5) Exit Survey and student feedback on curriculum & teachers
- 6) Other relevant matters.

The following IQAC members participated in the meeting

1. Dr. P. Mohamedali Im
2. Dr. Safer Athekhadan Pr.
3. A. Abdul Gany. CAO. Im
4. Rafeeq. P Im
5. C. P. Hany Im
6. Suidalavi. P Im
7. Santhakumari - P. Im
8. P. Moideen Kutty Im
9. K. Mohamed Hameed Im
10. Muhammed Rabia Im
11. Hajar. B Im
12. Nouheed. W Im
13. Babu Malhu Im
14. Ansharudeen P. Im
15. Dr. Lembedharan Pillai. B Im
16. Abdul Karim. K. Im
17. M. Khil. P. P. Im
18. Rajesh. V. P. Im
19. Kenuprasad. M. K. Im

Minutes:

- 1) Mr. Rafeeq. P, The Co-ordinator welcomed the gathering of the meeting

2) The Minutes of Previous Meetings held on 3rd Jan 2019 were confirmed.

3) The following issues were discussed

(I) The sessions on IPR and OBE was effective to the staff members. Dr. Narendran Thiruthy, Dr. Edmons Prasad were the resource persons for the session. New Research Prospects in Commerce was lead by Dr. Abbas Vattoli.

(II) Study Camps were organised by IQAC before starting the Sixth Semester UG Examinations, March 2019. Detailed Report is Submitted to IQAC

(III) Annual stock verification of library, lab, departments studio was conducted in the first week of March 2019. Detailed Stock Verification Report is Submitted to IQAC.

(IV) The Internal Academic Audit.

The IAA was conducted by IQAC Core team in the second week of March 2019. Three days have been taken to complete the audit of all departments.

It is found that some documents of the department of English was not up to the mark, IQAC commented on it and asked HoD to resubmit the credentials before 28th March 2019. Some of the members of IQAC suggested an improvement in the existing Self Appraisal Reporting System and so, IQAC appointed a Committee to study the same and restructure the form. The Committee includes:

- a) Mr. Nikhil. P.P (Convener)
- b) Mr. Rifaq. P (IQAC Coordinator)
- c) Mr. Muhammed Rafi. N
- d) Prof. P. Sathiskumari (IQAC joint Co-ordinator)

(V) A discussion on Internal Academic Audit Report is initiated and a new check list for audit is -

finalised.

Feedback on Curriculum will be collected from

- a) Teachers
- b) Students.
- c) Parents
- d) Alumni and.
- e) Employers.

A Committee is appointed for the execution of feedback, Exit Survey and analysis. The committee constituted is follows.

- 1) Mr. Rafeeq. P (IQAC Coordinator, Convener)
- 2) Mr. Nikhil. P.P (HOD, Management Studies)
- 3) Mr. Sherafudheen. V.K
- 4) Mr. Abdul Karim. K (HOD, English)
- 5) Mr. Mohammed Jabbar (Asst Prof., Dept. of C.S)

(VII) A separate questionnaire for feedback collection is prepared by IQAC which was handed over to the constituted committee.

(VIII) IQAC suggested the Management to install air conditioning facility in the Audio visual hall and Principal room.

(IX) SSR Preparation tutorial is demonstrated by IQAC Chairman and Coordinator. IQAC also distributed work regarding writing QIMs of SSR to senior faculty members.

Criteria - I - Dr. P. Mohamedali

Criteria II - Prof. P. Santhakumari

Criteria III - Mr. Babu Mathew

Criteria IV - Mr. Kenuprasad. M.K. & Mr. Noushed. N

Criteria V - Mr. Kuthimoiden.

Criteria VI - Mr. Nikhil. P.P.

Criteria VII - Mr. Abdul Karim. K

The first draft of SSR QIM should be submitted -

- to the Principal on or before 28th May 2019.
- Suggested The Management to set up a Student Support Centre and Counselling Room in the Campus.
 - Library automation with Koha, Opac, Nlist, addition of more number of books etc. also suggested.
 - Meeting has ended with the official vote of Thanks by Prof. P. Santhakumari, IQAC Joint Co-ordinator.
 - Campus recruitment organised by Career guidance and Placement Cell and IQAC in March 2019, More than 150 Students got placed.

J.S.

PRINCIPAL
MAJLIS ARTS & SCIENCE COLLEGE
Puramanur P.O, Malappuram Dt
Kerala - 676532

