






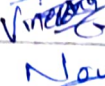



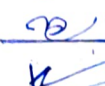



Meeting conducted in the auditorium on 1/6/2017 at -  
2 P.M.

Agenda:-

- 1) IQAC action plan.
- 2) Department action plan.
- 3) College Academic Calendar preparation
- 4) Induction and Bridge course.
- 5) Result analysis of 2014-17 UG Batch.
- 6) Feedback on curriculum presentation
- 7) Any other issues relevant permitted by the chair

The following Members are present in the Meeting

1. Dr. A. Abdulrahman 
2. Prof. P. Madhankutty 
3. Muhammed Rafi N. 
4. Mohamed Haneefa K 
5. Santhakumari P 
6. Asfaaz P 
7. Kanyaprasad M.K 
8. Vineetha 
9. Noushad N 
10. Vijaykashavan 
11. Hajara B 
12. Lambodharan Pillai 
13. Abdul Karim K 

Minutes:-

1. The meeting started with a silent prayer and Prof. P. Madhankutty, IQAC coordinator welcomed the members to the meeting.
2. The meeting confirmed the minutes of previous meeting held on 23/3/2017.
3. The following issues are discussed:
  - I. The IQAC action plan of the year 2017-18 is presented by IQAC coordinator. Members commented on the same and suggestions are noted.
  - II. Members suggested that session on outcome Based Education

is to be incorporated in the action plan of 2017-18.

iii All HODs are requested to Submit action plans for the academic Year 2017-18 and to be Submitted by the end of 2017 - June 30 to IQAC.

iv The College academic calendar preparation committee is formed.

Prof. P. Sankaranarayanan - Convener

Mr. Muhammed Rafiq N - Member

Mr. Lumbardaran Pillai - Member

Mr. Rafeeq P - Member.

The committee will prepare the calendar in discussion with college Council and submit to IQAC by June-20, 2017. The IQAC will share the same to department heads for department action plan preparation.

v The printing and college circulation of academic calendar will be done by Mr. Noushed. N (Assistant Prof and Head, Dept of Media and Communication).

vi The meeting of all Clubs, Cells and Forum should be held by the concerned at least two times in 2017-18.

vii The induction and bridge course for first year students should be conducted in the last week of July 2017 and all HODs have to arrange sessions related to courses in concerned programs. Careers and Psychology sessions.

viii Result analysis should be submitted to IQAC before 30.06.2017 (course wise result).

ix Feedback Report (Curriculum feedback from students, teachers, Parents and Alumni) presented by the coordinator and actions to be taken is discussed. A copy of the same is submitted to the Chairman.

(x) Meeting has concluded with the official vote of thanks by Prof. K. Mohamed Haniffa.

Dr. D. S. Sankaranarayanan  
Chairman






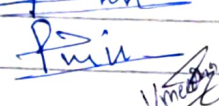




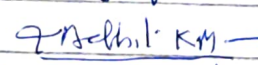
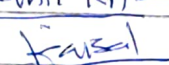



Meeting Conducted by IQAC on 3/8/2017, Thursday at -  
1:30 pm in the auditorium

Agenda:-

1. Induction and bridge course Report.
2. Slow and Advanced learners classification
3. Remedial Teaching.
4. Other relevant issues permitted by the chair.

The following IQAC members were present in the meeting.

1. B. A. Abdulrahiman 
2. Prof. P. Moideenkutty 
3. Mr. Kanyprasad. M.K. 
4. Nikhil. P.P. 
5. Muhammed Rafi. N. 
6. Prof. P. Senthakumari 
7. Vineetha. 
8. Abdul Kerim. K. 
9. Suresh Babu. 
10. Vijayakrishnan. 
11. Adhil. K.M. 
12. Faisal. T. (Alumni) 
13. Rafiq. P. 

Minutes:-

- i. Meeting Started with Silent prayer and welcome address - of Prof. P. Moideenkutty, IQAC Coordinator.
- ii. Minutes of Previous Meeting held on 1/6/17 was confirmed by Members.
- iii. The following issues were discussed.
  1. Induction and Bridge course of UG classes are organised under the leadership of IQAC in July 2017. A report of the same is prepared by Bridge Course Coordinator - Mr. P.P. Nikhil and approved by the IQAC.
  2. Based on the Induction Bridge Course, Post bridge course test and plus two marks, categorisation of Students - (UG) into slow and advanced learners has done.

The list of students falling under slow and advanced learners can only be finalized after the admission completion.

3 Remedial Coaching should be given to the students of odd semester UG relating the even Semesters for which examination not conducted so far. Mr. Thakurdeen was elected in charge of the same.

4 Remedial Coaching report will be prepared by IQAC and shall be presented in the next College Council Meeting.

5 Meeting concluded with the official vote of thanks by Mr. Rafeeq P, IQAC joint co-ordinator.

D. D. Abdulrahman  
Principal

PRINCIPAL  
Arts & Science C  
Chamannur-67655,  
Malappuram District



Meeting conducted in the Principal chamber on 30/10/17 at 2 PM

Agenda :-

1. Internal Academic Audit
2. Research methodology and IPR workshops.
3. Programmes for Career by Mr. Mansoorali T.M, Student dean of the college.
4. Any other relevant issues permitted by the chair

The following members are present in the meeting

1. Dr. A. Abdulrahman. H
2. Prof. P. Moideenkutty
3. Mr. P.P. Nikhil.
4. Muhammed Rafi. N
5. Adhil. K.M
6. Abdul Karim. K
7. Nouhad. N
8. K. Mohamed Hanefa.
9. Sathakumari. P
10. Suresh Babu.
11. Kamprasad M.K
12. Rifaq. P

Minutes :-

- I Meeting was started with silent prayer and official welcome address by Prof. P. Moideenkutty, the IQAC coordinator of the college.
- II Previous Meeting's minutes were discussed and confirmed in the meeting.
- III The following issues were discussed and finalized.
  1. Internal academic audit of odd semesters of UG and PG will be conducted by IQAC in all departments during 3<sup>rd</sup> November to 10<sup>th</sup> November 2017.
  2. A detailed schedule of AAA will be prepared by IQAC and will share the same on 1<sup>st</sup> Nov-2017.
  3. The department of Commerce and IQAC will host a Research methodology workshop in December 2017.

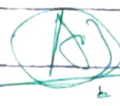
The resource person will be Dr. Abbas Vattoli, Asst Prof. in Commerce, Dept of Commerce and Mgt. Studies, Anand College of Advanced Studies, Nilambur.

4. Department of Management Studies is entrusted to organise a Workshop on IPR in Collaboration with Microbiology and IQAC.

5. Evaluation of the Career session by student dean Mr. Mensourali will be done by IQAC and a form will be circulated among students who attended the session.

6. An evaluation of the programmes for Slow and advanced learners will also be done by IQAC during November 2022.

→ The Meeting has concluded with the official Vote of thanks by Prof P. Santhakumari.

Dr. A. Abdulrahman  
Principal. 

PRINCIPAL  
Arts & Science  
Karamanur  
Kollappuram Dist


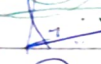

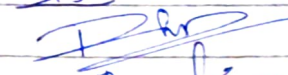


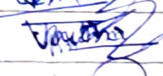
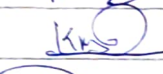

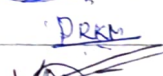

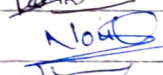



Meeting Conducted in the Principal chamber on 18/12/2017,  
Monday at 10 AM.

Agenda :-

1. Result analysis and actions to be taken.
2. Renewal of faculty self appraisal form.
3. Report Presentation of Academic and Administrative audit.
4. Study tours and Industrial visits as per Curriculum
5. Any other matters relevant which is permitted by the chair

The following members were present in the meeting

1. Dr. A. Abdurrahman. 
2. Prof. P. Moideenkutty 
3. Puresh Babu. 
4. Mr. Muhammed Rafi N 
5. Prof. K. Mohamed Hameeda 
6. Nikhil P. P 
7. Vinetha. 
8. Kumbhoideen P 
9. Siba Unneskutty 
10. Dhaneesh Raghavan 
11. Abdul Karam K 
12. Nourhad N 
13. Rajeeq P 

Minutes :-

1. Meeting started with a silent prayer and welcome address by Prof. P. Moideenkutty, IQAC Co-ordinator.
2. Meeting discussed and confirmed the minutes of the previous meeting held on 30/10/17.
3. The following issues were discussed.
  - I. The result analysis of semester second and third of 2016 admission UG batches should be conducted by all departments and submitted to IQAC on or before 29th December 2017, Friday.
  - II. The faculty self appraisal form for faculty members to be renewed and Mr. Nourhad N, Asst prof and HOD of Medics Dept is entrusted the charge of taking printouts and distribution.

IV. The SAR Consolidation form will also to be renewed and draft will be prepared by the Committee headed by -  
Mr. P.P. Nikhil, HoD, Management Studies.

Mr. P.P. Nikhil (HoD, Mgt Studies, Convenor)

Mr. Subu Veenkathy (Asst. Prof, Commerce)

Mr. Suresh Babu (HoD, Microbiology)

Mr. Abdul Karim. K (HoD, English)

IV. The Report of AQA signed by principal Dr. A. Abdul Rahman was presented and got approved in the meeting. A copy of the signed report also will be shared to all head of departments.

V. The study tour and Industrial visits as per Curriculum will be organized in the following Schedule. HoDs are requested to follow procedures (formal) by selecting Industry, getting approval from the concerned etc.

Schedule of Industrial visit (second year UG only)

Science Courses : Jan 1-15

Arts : Jan 16-31

Media : Jan 25-Feb-5

VI. All HoDs should submit a detailed IV or Study tour report to the IQAC signed by principal, HoDs and tour/IV Coordinator and to be received on or before Feb-10, 2018.

The meeting has ended with the official vote of -  
Thanks by Mr. Refreeg. P, The joint coordinator of -  
IQAC

Dr. A. Abdul Rahman



PRINCIPAL  
Arts & Science  
Mannur  
Mannur D.





→ Meeting Conducted in the AV Hall on 08/01/2018, at 2 PM.

Agenda:-

- 1) New chairman - Address.
- 2) Academic Audit
- 3) Result analysis of Third semester UG classes.
- 4) Annual Stock taking and other relevant matters

The following Members were Present in the Meeting.

- 1. Dr. P. Mohamedali. Im
- 2. RAFAEEQ P (IQAC Coordinator Joint) Im
- 3. Prof. P. Moideenkutty (IQAC Co-ordinator) Im
- 4. Nikhil PP Im
- 5. Vinodha.V. Umadha
- 6. SURESH BABU.V.K. Suresh
- 7. K A Kareem Kareem
- 8. Kanuprasad MK Im
- 9. Keshimudeen.P Im
- 10. Muhammed Reda Im
- 11. K. Mohamed Haneez Im
- 12. Santhakumari.P Im
- 13. Noushad N Noushad

- Meeting started at 2 PM with a Silent Prayer.
- Joint Coordinator Mr. Rafeeq.P welcomed the gathering.
- Principal Dr. P. Mohamedali Sir taken charge of the new chairman of IQAC
- Minutes of Previous Meeting were discussed and ATR Approved by The Members.
- Meeting has decided to conduct internal academic and administrative audit by the First week of March 2018.

- Result analysis of third semester UG classes should be done by all departments and a Consolidated / Course wise analysis of the same should be Submitted to the IQAC on or before 15/01/2018.
- Annual stock taking of Library, Computer lab, Media Studio, Physics, Chemistry and Microbiology labs and department assets should be finished by 15/3/2018 and a detailed report of the same should be Submitted to IQAC by the Concerned in charges appointed by The College Council.
- New chairman Dr. P. Mohamedali had an awareness talk on RAF of NAAC and stressed on the importance of e-governance in the College administration.
- Meeting discussed the possibility of automation and to subscribe Nlist for library.
- All departments should conduct Exit Survey and Student's feedback on teachers and should depute a department level Co-ordinator for implementing the same. IQAC will share the questionnaire to department Coordinators and the collected response will be evaluated by IQAC Core team.
- IQAC Meeting ended with the Vote of Thanks remarks by Prof. P. Santhakumari, HoD of Chemistry and IQAC joint Co-ordinator.
- Decided to apply for a CALEM Course under PMMHRD, Govt of India and the chairman will do the needful for the application and arrangements.

Jis



- IQAC Meeting Conducted in the AV Hall on 27.03.2018, Tuesday at 10.30 AM.

### Agenda :-

- 1) Feedback on curriculum by teachers, Parents, students and Alumni - Appointment of a Committee for Collection and Analysis of Feedback.
- 2) Annual report Presentation of all departments
- 3) Preparation for the CAEM, PMMMNMTT, MHRD, Govt. of India. which will be held in April 2018.
- 4) Action plan preparation for the next year (2018-19)
- 5) other relevant matters.

The following Members were present in the Meeting

- 1 Dr. P. Mohamedali. 3
- 2 Prof. P. Moideenkutty. (Coordinator) [Signature]
- 3 Refeeg. P (Joint Co-ordinator) [Signature]
- 4 SURESH BABU. V.K. [Signature]
- 5 Nikhil PP [Signature]
- 6 K A Kareem [Signature]
- 7 Kanuprasad MK [Signature]
- 8 Vinetha. V [Signature]
- 9 Kambudeen P [Signature]
- 10 Muhammed Radwan [Signature]
- 11 Santhakumari P [Signature]
- 12 Noushad N [Signature]
- 13 Mr. Afeeb Hameed [Signature]
- 14 K. Mohammed Hameed [Signature]
- 15 Mr. Adhil K.M
- 16 Mr. Shameer Babu [Signature]
- 17 Hajar. S [Signature]
- 18 Dr. B-L Pilla [Signature]
19. Vijaya Keshavan. [Signature]

- The Meeting has started with the official welcome address by the IQAC<sup>joint</sup> Co-ordinator Mr. Rafeeq. P.
- Minutes of the last Meeting held on 8/1/18 was approved by the Members.
- The internal academic audit was conducted in all departments under IQAC with the leadership of chairman Dr. P. Mohamedali.
- Members of The audit were:

Dr. P. Mohamedali - Chairman  
 Mr. Rafeeq. P - (Co-ordinator Joint)  
 Mr. Muhammed Rafi N  
 Prof. P. Moidenkutty (Coordinators)  
 Prof. P. Santhakumari  
 Dr. B. L. Pillai  
 Mr. Suresh Babu. K

Committee Members Submitted the report to the IQAC chairman and the audit were done based on the format supplied by IQAC.

- Feedback on Curriculum Committee is appointed by IQAC under the chairmanship of Mr. Kanuprasad. HOD, Computer Science.
- Format will be given by IQAC and the report shall be submitted to IQAC in the first meeting of 1st in the Academic year 2018-19. The report shall be presented in MS Excel format.
- Annual Reports of all departments were presented to all department heads, which covered.
- CALEM Committee will be headed by Principal Dr. P. Mohamedali.
- Reception Committee will be headed by Mr. Muhammed Rafi N. HODs are directed to prepare action plan for the year 2018-19.



Principal  
 Trinity Arts & Science College  
 Firmanur P.O., Malappuram Dt  
 Kerala - 676552

Signature: *[Handwritten Signature]*