



MINUTES OF THE IQAC MEETING HELD ON 06.04.2023 (THURSDAY) AT 9.30 AM IN THE ACADEMIC BOARD CONFERENCE HALL

AGENDA

1. IQAC Activities for AY 2022-23 – A Review
2. External Academic Audit 2022-23
3. Review of SAR
4. Strengthening Best Practices and Distinctiveness
5. ATR 2022-23 and Action Plans 2023-24
6. FDP for teaching staff and orientation to NTS
7. Merit Day 2022-23

MEMBERS PRESENT

1. Dr. Mohamed Kutty Kakkakunnnan (Principal)	Sd/-
2. Janab. Saleem Kuruvambalam (Chairman, MASC)	Sd/-
3. Janab. C P Hamsa Haji (Secretary & Manager, MASC)	Sd/-
4. Prof K Mohamed Haneefa (Vice Principal)	Sd/-
5. Dr. P Mohamedali (Chairman, Academic Board)	Sd/-
6. Mr. Noushad N (Academic Director)	Sd/-
7. Mr. Rafeeq P (IQAC Coordinator)	Sd/-
8. Mr. Muhammed Rafi N (NAAC Coordinator)	Sd/-
9. Mr. Rajesh V P (HoD, Mathematics)	Sd/-
10. Dr. Vipina R (HoD, Microbiology)	Sd/-
11. Mr. Ajayakumar U (HoD, Computer Science)	Sd/-
12. Mr. Nikhil PP (HoD, DCMS)	Sd/-
13. Mr. Harimohan (HoD in Charge, Chemistry)	Sd/-
14. Mr. Poulose K (HoD, English)	Sd/-
15. Mr. Sebin P (HoD, Sociology)	Sd/-
16. Dr. B L Pillai (HoD, Hindi)	Sd/-
17. Mrs. Hajara B (HoD, Arabic)	Sd/-
18. Ms. Sabira (HoD, Malayalam)	Sd/-
19. Mr. Abhilash K (Media Studies)	Sd/-
20. Mr. Muhammed Rafeekh T K (HoD, Physical Education)	Sd/-

DECISIONS AND DISCUSSION:

- The meeting started with silent prayer under the chairmanship of Dr. Mohamed Kutty Kakkakunnnan (Chairman, IQAC). Mr. Rafeeq. P, IQAC Coordinator initiated the discussion on the agenda after his welcome address.



- Meeting reviewed the major decisions of the previous meeting and implementation of the same. It also reviewed the status of documentation of the academic year 2022-23 for AQAR.
- IQAC Chairman appreciated the efforts of the IQAC in forming ELC and YRC units in the campus. He highly appreciated IQAC and WDC on getting approval of the proposal for Capacity building and Professional development funded by NCW, Govt. of India.
- The Coordinator presented the annual report of IQAC for 2022-23, There was active discussion on the activities and members suggested certain programs that could be included in the bucket for coming academic year.

The following decisions were taken after active discussion.

- It has decided to increase the number of students benefited by scholarship and IQAC is asked to prepare a proposal for introducing new merit scholarship sponsored by Management. The eCDC content improvement plan proposed by team eCDC is approved. An eContent orientation program for peer teaching members is also scheduled in April 2023 before the vacation shooting schedule start.
- As part of institutional commitment towards the Society, It has decided To introduce a new Student Progression Support Scheme. Under the Scheme, the best outgoing students from UG who wish to pursue higher studies will be selected and their further studies will be sponsored by Majlis.
- To forward application to the Govt. and non-govt. agencies for sanctioning research grants for supporting the mini researches of students and faculty members. It has also decided to take up socially relevant studies and surveys by department of Commerce, Computer Science and Sociology.
- To Monitor the Self Appraisal Reporting System, Academic Monitoring Committee will take the lead role and to provide document support of PBAS, it



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has decided to keep the Staff Quality Profile from May 2023 onwards as a post accreditation quality initiative.

- To Collaborate with Foreign universities for promoting research, faculty student exchange and committee is formed under the chairmanship of Dr P Mohamedali, (The Academic board chairman) to study the possibility of the same.
- It has decided to convene criteriawise sitting to discuss about new practices to strengthen the concerned metrics.
- To consider Internal Examination for Calculation of Outcomes from the academic year 2023-24 onwards and the training may be given to the faculty members accordingly.
- It has decided to establish a Skill Development Centre under IQAC and the Action Plan of new project called 'One Month One Skill' may be submitted to PM Foundation for the funding support.
- It has decided to conduct an external academic audit in May 2023 and a Best Department Award is also constituted for promoting healthy academic competition among departments.
- Followed by the approval of the College council , it has decided to organise Merit Day in June 2023 in which meritorious students, faculty members and departments will be honoured.
- Departments , Clubs and Forums are requested to submit the ATR and annual report (2022-23) & action plan for 2023-24 latest by 15th May 2023. Department wise presentations of the same is scheduled in the first session of Merit day 2023.
- HoDs are directed to update the placement and progression register and collect the supporting evidences from the Alumni



A large, stylized handwritten signature in blue ink, likely belonging to the Principal.

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- It has decided to organise Two Day Faculty Development Program in May 2023 in a hybrid form.

Mr. Muhammed Rafi N proposed the official vote of thanks.



Coordinator

Co-ordinator
Internal Quality Assurance Cell
Majlis Arts & Science College
Puramannur - 676552



Principal

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Malappuram District



Minutes of IQAC Meeting held at Majlis Academic Board Conference Hall on 19.01.23, Wednesday at 10 AM

Agenda

1. Review of application for conferment of autonomy.
2. Quarterly review of action plans.
3. Feedback on teacher by students.
4. Other Matters Permitted by the Chair.

Members Present:

- | | |
|--|------|
| 1. Dr. Mohamed Kutty Kakkakunnnan (Principal) | Sd/- |
| 2. Janab. Saleem Kuruvambalam (Chairman, MASC) | Sd/- |
| 3. Janab. C P Hamsa Haji (Secretary & Manager, MASC) | Sd/- |
| 4. Prof K Mohamed Haneefa (Vice Principal) | Sd/- |
| 5. Dr. P Mohamedali (Chairman, Academic Board) | Sd/- |
| 6. Mr. Abhilash K (Media Studies) | Sd/- |
| 7. Mr. Noushad N (Academic Director) | Sd/- |
| 8. Mr. Rafeeq P (IQAC Coordinator) | Sd/- |
| 9. Mr. Muhammed Rafi N (NAAC Coordinator) | Sd/- |
| 10. Dr. Vipina R (HoD, Microbiology) | Sd/- |
| 11. Mr. Muhammed Rafeekh T K (HoD, Physical Education) | Sd/- |

The following decisions were taken after active discussion.

1. It is resolved that The data collected so far for application for conferment of autonomy is to be presented to the principal on 20/01/2023.
2. It is resolved that the final submission of application should be done as when the portal for application opens.
3. It is resolved to incorporate Hits in NLIST in SAR for ensuring it's optimum use, from January 2023.
4. College Website should be restructured and to be updated regularly. For this, Mr. Mohamed Jabir P K is given charge.



C. P. Hamsa Haji

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5. All HoDs presented the action taken report on action plans. It is resolved that those departments with few number of programmes should take remedial measures before 15th February 2023.
6. It is resolved that IQAC may introduce Staff Quality Profile (SQP) from February 2023.
7. All department heads should initiate a feedback on teacher with the tool provided by IQAC and the process should be completed before 15th March 2023.

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Principal

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Malappuram District



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Puramannur P.O, Valanchery, Malappuram Dist, Kerala. PIN: 676552



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Minutes of IQAC Meeting held at Majlis Academic Board Conference Hall on 26.12.22, Monday at 10 AM

Agenda

1. Welcoming New Principal
2. Submission of application for conferment of autonomy
3. Requirement for application
4. Appointment of Special officer for autonomous
5. Preparation of AQAR 2022-23

Members Present:

1. Dr. Mohamed Kutty Kakkakunnan (Principal)	Sd/-
2. Janab. Saleem Kuruvambalam (Chairman, MASC)	Sd/-
3. Janab. C P Hamsa Haji (Secretary & Manager, MASC)	Sd/-
4. Prof K Mohamed Haneefa (Vice Principal)	Sd/-
5. Dr. P Mohamedali (Chairman, Academic Board)	Sd/-
6. Mr. Abhilash K (Media Studies)	Sd/-
7. Mr. Noushad N (Academic Director)	Sd/-
8. Mr. Rafeeq P (IQAC Coordinator)	Sd/-
9. Mr. Muhammed Rafi N (NAAC Coordinator)	Sd/-
10. Dr. Vipina R (HoD, Microbiology)	Sd/-
11. Mr. Ajayakumar U (HoD, Computer Science)	Sd/-
12. Mr. Nikhil PP (HoD, DCMS)	Sd/-
13. Mr. Harimohan (HoD in Charge, Chemistry)	Sd/-
14. Mr. Poulouse K (HoD, English)	Sd/-
15. Mr. Sebin P (HoD, Sociology)	Sd/-
16. Dr. B L Pillai (HoD, Hindi)	Sd/-
17. Ms. Sabira (HoD, Malayalam)	Sd/-
18. Mr. Muhammed Rafeekh T K (HoD, Physical Education)	Sd/-

The meeting wholeheartedly welcomed the newly appointed Principal Dr. Mohamed Kutty Kakkakunnan to the institution.

The following decisions were taken after active discussion.

1. Prepare the application for autonomy status by 15th Jan 2023.
2. Visit MES Mampad autonomous within Jan 10th by seeking their consent and convenience.



Principal

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3. Prepare a checklist / questionnaire (regarding software, QP, exam controller, Question bank, book bank, staff pattern etc.) before visiting autonomous colleges (In consultation with Dr. P Mohamedali Sir and Ajith Kumar Sir)
4. Teacher categorisation (PhD, experience, NET, Non NET) should be done before 10th Jan 2023.
5. Land document, Contour Map, existing plan, built up area, area occupied by labs, conference hall, proposed plan etc. to be collected before next meeting
6. Hits in N list can be considered in SAR for ensuring it's optimum use, from January onwards.
7. Indoor stadium complex - site finding, possibility of sponsorship should be completed by coming January
8. Check the capacity of our existing website to accommodate the requirements of an autonomous college (Director)
9. Faculty requirement advertisement should be given in Hindu (Coimbatore and Malabar region) within 10th Jan 2023.
10. A separate individual staff profile (a folder file) should be kept in all departments to keep the bio data, self appraisal credentials etc.
11. Institutional budget (financial plan) should be prepared after consulting with other autonomous colleges.
12. Appointment of a special officer for within one month.
13. The IQAC Core members are entrusted to prepare the QIMs for AQAR for the AY 2022-23.

Coordinator

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Principal

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Malappuram District

Minutes of IQAC Meeting on 05/09/2022 at 10.00 AM in the IQAC Conference Hall.

Agenda:

1. Review of NAAC PTV
2. Suggestions of NAAC Peer Team
3. Other matters permitted by the Chair

MEMBERS PRESENT

1. Dr. P Mohamed Ali	(Principal)	Sd/-
2. Mr. C P Hamsa	(Manager)	Sd/-
3. Mr. Salim K	(Chairman)	Sd/-
4. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
5. Prof. Santhakumari P	(HoD, Chemistry)	Sd/-
6. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
7. Dr. Vipina R	(HoD, Microbiology)	Sd/-
8. Mr. Ajayakumar U	(HoD, Computer Science)	Sd/-
9. Mr. Nikhil PP	(HoD, Commerce)	Sd/-
10. Mr. Noushad N	(HoD, Media)	Sd/-
11. Mr. Paulose K	(HoD, English)	Sd/-
12. Ms. Ahsana MC	(Media)	Sd/-
13. Mr. Sebin P	(HoD, Sociology)	Sd/-
14. Mr. Akhil K	(Chemistry)	Sd/-
15. Dr. B L Pillai	(HoD, Hindi)	Sd/-
16. Mr. Sunesh P	(Media)	Sd/-
17. Ms. Fathima Nasreen	(Librarian)	Sd/-
18. Ms. Amaal Jameela	(BBA Student)	Sd/-
19. Mr. Cenana A	(B.Com Finance)	Sd/-

Meeting started at 10.30 AM with a welcome address by Mr. Rafeeq P, IQAC Coordinator.

The chairman has initiated the discussion, he congratulated the management and all staff members for investing their best efforts in the NAAC visit.

- Successfully completed the NAAC visit on 21st and 22nd August 2022
- College is accredited with grade A with a CGPA (3.07)
- The peer team has recommended the following
 1. More PG courses be added as per need analysis
 2. Language Lab
 3. Promote Faculty members to pursue Ph.D.
 4. Developing institutional preparedness to implement NEP



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5. Library need to be strengthen and students should be motivated to visit libraries, read and explore online learning resources.
6. Institute should try to acquire autonomous status

Discussions and Decisions

Detailed discussion on the NAAC peer team recommendation is undergone and the following points are suggested for implementation

- A new PG Programme MA Sociology is to be introduced.
- All existing Faculty members are to be motivated to pursue Ph.D
- Developing institutional preparedness to implement NEP
- Institute should try to acquire autonomous status

It has resolved to prepare and submit a feasibility report on institutional preparedness for conferment of autonomy.

It has resolved to authorize Mr. Rafeeq P, IQAC Coordinator to submit the report to the Management.

Meeting has concluded at 12.30 PM



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Co-ordinator
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Minutes of IQAC Meeting Conducted on 18/07/2022 at 1.00 PM in the AV Hall.

Agenda:

1. Review of Previous Meeting Minutes
2. Cultural activities for NAAC PTV
3. Preparation for NAAC PTV
4. Planning printing and publishing work prior to PTV
5. Other matters permitted by the Chair

MEMBERS PRESENT

1. Dr. P Mohamed Ali	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
4. Prof. Santhakumari P	(HoD, Chemistry)	Sd/-
5. Dr. Vipina R	(HoD, Microbiology)	Sd/-
6. Mr. Ajayakumar U	(HoD, Computer Science)	Sd/-
7. Mr. Nikhil PP	(HoD, Commerce)	Sd/-
8. Mr. Noushad N	(HoD, Media)	Sd/-
9. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
10. Ms Preethi M T	(HoD, English)	Sd/-
11. Ms. Ahsana MC	(Media)	Sd/-
12. Mr. Sebin P	(HoD, Sociology)	Sd/-
13. Dr. B L Pillai	(HoD, Hindi)	Sd/-
14. Mr. Sunesh P	(Media)	Sd/-
15. Ms. Fathima Nasreen	(Librarian)	Sd/-
16. Mr. Musthafa C	(Liaison Officer)	Sd/-
17. Ms. Amal Jameela	(BBA Student)	Sd/-
18. Mr. Cenan A	(B.Com Finance)	Sd/-

Meeting started at 1.00 PM with a welcome address by Mr. Rafeeq P, IQAC Coordinator. The chairman has initiated the discussion by briefing the agenda and reviewed the minutes of last meeting.

- Organised presentation of all departments, Clubs, Cells and forums on 18.07.2022, 9.30 AM in AV Hall
- Reviewed the arrangements for the PTV.
- IQAC Coordinator has prepared and presented the vision, mission, composition, various quality initiatives.
- Evaluated the completion of infrastructure facilities on time.



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Discussions and Decisions

1. It has resolved that the Coordinator of PTV cultural programs Ms. Ahsana is directed to organise an audition before 25th July 2022 for selection of students to the event.
2. All committee heads are directed to give a brief report on the plans they have made for the PTV.
3. It has resolved that Mr. Sunesh Parayil will be leading the printing and publishing work related to PTV and he will be coordinating the editing work done by the students of multimedia.
4. The arrangement for mock visit which is scheduled on 10th August 2022 is explained by all HoDs.
5. Meeting Comes to an end with national anthem @ 3.00 PM



Coordinator

Co-ordinator
Internal Quality Assurance Cell
Majlis Arts & Science College
Puramannur - 676552



Principal

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Malappuram District.





Minutes of IQAC Meeting Conducted on 18/08/2022 at 10.00 AM in the Principal's chamber.

Agenda:

1. Review of Previous Meeting Minutes
2. Review of final arrangement for NAAC PTV
3. Final audit of department files
4. Mock Cultural activities presentation
5. Other matters permitted by the Chair

MEMBERS PRESENT

1. Dr. P Mohamed Ali	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
4. Prof. Santhakumari P	(HoD, Chemistry)	Sd/-
5. Dr. Vipina R	(HoD, Microbiology)	Sd/-
6. Mr. Ajayakumar U	(HoD, Computer Science)	Sd/-
7. Mr. Nikhil PP	(HoD, Commerce)	Sd/-
8. Mr. Noushad N	(HoD, Media)	Sd/-
9. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
10. Ms Preethi M T	(HoD, English)	Sd/-
11. Ms. Ahsana MC	(Media)	Sd/-
12. Mr. Sebin P	(HoD, Sociology)	Sd/-
13. Dr. B L Pillai	(HoD, Hindi)	Sd/-
14. Mr. Sunesh P	(Media)	Sd/-
15. Ms. Fathima Nasreen	(Librarian)	Sd/-
16. Mr. Musthafa C	(Liaison Officer)	Sd/-
17. Ms. Amal Jameela	(BBA Student)	Sd/-
18. Mr. Cenana A	(B.Com Finance)	Sd/-

Meeting started at 10.30 AM with a welcome address by Mr. Rafeeq P, IQAC Coordinator. The chairman has initiated the discussion by briefing the agenda and reviewed the minutes of last meeting.

- All printing and publishing works related to PTV is successfully completed on 15.08.22 itself under the leadership of Mr. Sunesh P
- Reviewed the arrangements for the PTV.
- All PTV facilitation committee heads submitted a brief report of the respective plans.
- The Mock visit is successfully completed on 10th August 2022 with the already suggested assessors panel.

Discussions and Decisions

1. The reception committee is directed to organise a mock reception on 20th August 2022 and a mock cultural programme is to be organised on the same date.



Principal

2. It has authorised Dr. P Mohamedali (Principal), Prof. K Mohamed Haneefa (Vice Principal), Prof. P santhakumari (TLC Coordinator) and IQAC Coordinator to conduct a dedicated audit of the department files and the same should be completed before 20th August 2022.
3. The audit committee is directed to check whether the departments have incorporated all the changes suggested by the PT members during mock visit on 10th August.
4. Meeting Comes to an end with the vote of thanks by Mr. Akhil K.



Coordinator

Co-ordinator
Internal Quality Assurance Cell
Majlis Arts & Science College
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Principal

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Malappuram District.





Minutes of IQAC Meeting Conducted on 29/06/2022 at 2 PM in the AV Hall

Agenda:

1. Review of Previous Meeting Minutes
2. Preparation for NAAC PTV
3. Selection of NAAC PTV facilitation committee
4. Other matters permitted by the Chair

MEMBERS PRESENT

- | | | |
|------------------------------|--|------|
| 1. Dr. P Mohamed Ali | (Principal) | Sd/- |
| 2. Prof K Mohamed Haneefa | (Vice Principal) | Sd/- |
| 3. Mr. Noushad N | (HoD, Media and Communications) | Sd/- |
| 4. Mr. Rajesh V P | (HoD, Mathematics) | Sd/- |
| 5. Dr. Vipina R | (HoD, Microbiology) | Sd/- |
| 6. Mr. Ajayakumar U | (HoD, Computer Science) | Sd/- |
| 7. Mr. Nikhil PP | (HoD, Commerce and Management Studies) | Sd/- |
| 8. Prof. Abdul Jaleel P K | (HoD in Charge, Chemistry) | Sd/- |
| 9. Ms Preethi M T | (English) | Sd/- |
| 10. Ms. Stany Mariya Joji | (HoD in Charge, Sociology) | Sd/- |
| 11. Dr. B L Pillai | (HoD, Hindi) | Sd/- |
| 12. Mr. Sunesh P | (Program Coordinator, Masscom) | Sd/- |
| 13. Mr. Muhammed Rafeekh T K | (HoD, Physical Education) | Sd/- |
| 14. Ms. Fathima Nasreen | (Librarian) | Sd/- |
| 15. Mr. Sabahal Mubarak | (Elegansys Technologies) | Sd/- |
| 16. Mr. Ajmal Rafiq | (B.Com CA Student) | Sd/- |

The meeting started at 2.00 PM under the chairmanship of the principal, Dr. P Mohamedali. IQAC Coordinator Mr. Rafeeq P welcomed all members to the meeting.

Principal reviewed the minutes of last meeting.

- All departments submitted the annual action taken reports to IQAC. A presentation of the same will be conducted on 15th July 2022 at AV hall in the presence of management committee members.
- IQAC Coordinator has prepared a feedback form and presented the same in college council on 21st July 2022, the council approved the same.
- DVV responses are scrutinised the committee and submitted the same before 25th June.

Discussions and Decisions

1. It is decided to prepare for NAAC PTV. Discussion on various aspects of the visit has taken place under the leadership of Principal, Manager and IQAC Coordinator.
2. Formed a PTV facilitation committee and presented in the meeting by the chairman.



PRINCIPAL
Puramannur-07
Malappuram District



STEERING COMMITTEE

1.	Jb. K S A THANGAL	PRESIDENT
2.	Jb.MUSTHAFA FAIZEE	GENERAL SECRETARY
3.	Jb.C P HAMZA	SECRETARY
4.	Jb.SALEEM KURUVAMBALAM	CHAIRMAN, GOVERNING BODY
5.	Jb.MANU HAJI	TREASURER
6.	Dr. MOHAMEDALI P	PRINCIPAL
7.	Mr.NOUSHAD N	ACADEMIC DIRECTOR
8.	Prof. K MOHAMED HANEEFA	VICE PRINCIPAL
9.	Mr. RAFEEQ P	IQAC COORDINATOR
10.	Mr. MUHAMMED RAFI N	HoD, PHYSICS & NAAC COORDINATOR
11.	Prof. SANTHAKUMARI P	HoD, CHEMISTRY

PROGRAMME COMMITTEE - STAFF

1.	Dr. MOHAMED ALI P	PRINCIPAL
2.	Mr. RAFEEQ P	COORDINATOR
3.	Dr. VIPINA R	JOINT COORDINATOR
4.	Prof. K MOHAMED HANEEFA	VICE PRINCIPAL
5.	Mr. NOUSHAD N	ACADEMIC DIRECTOR
6.	Mr. MUHAMMED RAFI N	HoD, PHYSICS & NAAC COORDINATOR
7.	Prof. SANTHAKUMARI P	HoD, CHEMISTRY
8.	Mr. NIKHIL P P	HoD, DCMS
9.	Mr. ABHILASH K	MEDIA AND COMMUNICATIONS
10.	Mr. SEBIN P	HoD, SOCIOLOGY
11.	Mr. VISHNU VISWOM	MATHEMATICS
12.	Mr. MUHAMMED SUAD	ENGLISH
13.	Mr. AKHIL K	CHEMISTRY
14.	Mrs.CHITHIRA P C	COMPUTER SCIENCE
15.	Mr. SUNESH PARAYIL	MEDIA AND COMMUNICATIONS
16.	Mr. MOHAMED JABIR P K	COMPUTER SCIENCE
17.	Mr. MUHAMMED RAFEEKH T K	PHYSICAL EDUCATION

FINANCE

1.	Jb.C P HAMZA	CONVENOR
2.	Mr.NOUSHAD N	DEPARTMENT OF MEDIA
3.	Mr. ABDUL KAREEM U	CHIEF ADMINISTRATIVE OFFICER
4.	Mr. MUSTHAFA C	LIAISON OFFICER

RECEPTION COMMITTEE

1.	Jb.C P HAMZA	CONVENOR
2.	Prof. K MOHAMED HANEEFA	COORDINATOR
3.	Jb.SALEEM KURUVAMBALAM	CHAIRMAN
4.	Dr. MOHAMEDALI P	PRINCIPAL



PRINCIPAL
 J. S. A. Thangal Arts & Science College
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 Malappuram District.

5.	Mr.NOUSHAD N	ACADEMIC DIRECTOR
6.	Mr. RAFEEQ P	IQAC COORDINATOR
7.	Mr. MUHAMMED RAFI N	HoD, PHYSICS & NAAC COORDINATOR
8.	Prof. SANTHAKUMARI P	HoD, CHEMISTRY
9.	Dr. VIPINA R	HoD, MICROBIOLOGY
10.	Mrs. HAJARA B	HoD, ARABIC
11.	Mrs. PREETHI	HOD, ENGLISH
12.	Mr.VIJAYAKESAVAN P	OFFICE SUPERINTENDANT
13.	Mrs. FATHIMA NASREEN A	LIBRARIAN, MSTM CENTRAL LIBRARY
14.	Mr. SAFUWANUL HAQ	CHAIRMAN, COLLEGE UNION

MEDIA & PUBLICITY

1.	JB.SALEEM KURUVAMBALAM	CONVENOR
2.	Mr. NOUSHAD N	COORDINATOR
3.	Mr. ABHILASH K	MEDIA AND COMMUNICATIONS
4.	Mr. ABDURAHMAN	MEDIA AND COMMUNICATIONS
5.	Mr. SRĒEJITH K	MEDIA AND COMMUNICATIONS

FOOD AND REFRESHMENT

1.	Mr. MOHAMMED THAKYUDHEEN M T	COORDINATOR
2.	Dr. B L PILLAI	HoD, HINDI
3.	Mr. SEBIN P	HoD, SOCIOLOGY
4.	Mr. MUSTHAFA P	DCMS
5.	Mr. DHANESH RAGHAVAN K	DCMS
6.	Mrs. VIJAYAKUMARI P	DCMS
7.	Mr. SHIHABUDHEEN	MEDIA AND COMMUNICATIONS
8.	Mr. MUHAMMEDALI M P.	MATHEMATICS
9.	Mrs. NAJIYA M K	MICROBIOLOGY
10.	Mr. HARIMOHAN C S	CHEMISTRY
11.	Mr. MUHAMMED ASHIQUL ISLAM	PHYSICS
12.	Mrs. SAFVANA SHARIN	COMPUTER SCIENCE

TECHNICAL AND SECRETARIAL SUPPORT

1.	Mr. ALI MOIDU	CONVENOR
2.	Mr. AKHIL K	COORDINATOR
3.	Mr. SHARAFUDHEEN V K	DCMS
4.	Mr. MOHAMED JABIR P K	COMPUTER SCIENCE
5.	Dr. DRISHYA	CHEMISTRY



[Signature]
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Puramannur-676552
Malappuram District.

DISCIPLINE

1.	Mr. NIKHIL P P	CONVENOR
2.	Mr. MUHAMMED RAFI N	COORDINATOR
3.	Prof. SANTHAKUMARI P	HoD, CHEMISTRY
4.	Dr. VIPINA R	HoD, MICROBIOLOGY
5.	Mr. AJAYAKUMAR U	HoD, COMPUTER SCIENCE
6.	Mr. SEBIN P	HoD, SOCIOLOGY
7.	Mrs. PREETHI	HoD, ENGLISH
8.	Mr. RAJESH V P	HoD, MATHEMATICS
9.	Mr. MUHAMMED RAFAEKH T K	PHYSICAL EDUCATION
10.	Mr. SABU UNNEENKUTTY K	DCMS
11.	Mr. MUSTHAFA P	DCMS
12.	Mr. SHARAFUDHEEN V K	DCMS
13.	Mrs. SAREENA K V	MICROBIOLOGY
14.	Mrs. VIJAYAKUMARI P	DCMS
15.	Mr. SUNESH PARAYIL	MEDIA AND COMMUNICATIONS
16.	Mr. ABHILASH K	MEDIA AND COMMUNICATIONS
17.	Mr. SREEJITH K	MEDIA AND COMMUNICATIONS
18.	Mrs. ASHIMA THODENGAL	ENGLISH
19.	Mrs. VAHEEDA MOL	MATHEMATICS
20.	Mr. VISHNU VISWOM	MATHEMATICS
21.	Dr. DRISHYA	CHEMISTRY
22.	Mrs. JINZY U V	PHYSICS
23.	Mrs. MANJULA H	COMPUTER SCIENCE
24.	Mrs. CHITHIRA P C	COMPUTER SCIENCE

CULTURAL

1.	Ms. AHSANA M C	CONVENOR
2.	Mrs. SABIRA P K	HoD, MALAYALAM
3.	Mr. SHIHABUDHEEN P	MEDIA AND COMMUNICATIONS
4.	Mrs. FATHIMATHU SHAMNA K	PHYSICS
5.	Mr. ABDULATHEEF ASLEM	DCMS


VENUE

1.	Prof. K MOHAMED HANEEFA	CONVENOR
2.	Mr. SABU UNNEENKUTTY K	COORDINATOR
3.	Mrs. PREETHI M T	ENGLISH
4.	Mr. SHARAFUDHEEN V K	DCMS
5.	Mr. SAINUL ABID N P	DCMS
6.	Mrs. NEGHA T	MEDIA AND COMMUNICATIONS

3. Meeting Comes to an end with national anthem @ 4.00 PM


Coordinator
Co-ordinator
 Internal Quality Assurance Cell
 Majlis Arts & Science College
 Puramannur - 676552




Principal
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MINUTES OF THE IQAC MEETING HELD ON 20.02.2023(MONDAY) AT 2.30 PM IN THE IQAC CONFERENCE HALL

Agenda:

1. Documentation for 2023-24, Re-allocation of metric coordinators.
2. Evaluation of the activities of 2022-23
3. Preparation of the College Annual Report – Data Collection
4. FDP on Teacher Personality & revised curriculum framework
5. Orientation program to Non teaching staff
6. Other Matters relevant

Members Present:

- | | |
|--|------|
| 1. Dr. Mohamed Kutty Kakkakunnnan (Principal) | Sd/- |
| 2. Janab. Saleem Kuruvambalam (Chairman, MASC) | Sd/- |
| 3. Janab. C P Hamsa Haji (Secretary & Manager, MASC) | Sd/- |
| 4. Prof K Mohamed Haneefa (Vice Principal) | Sd/- |
| 5. Dr. P Mohamedali (Chairman, Academic Board) | Sd/- |
| 6. Mr. Abhilash K (Media Studies) | Sd/- |
| 7. Mr. Noushad N (Academic Director) | Sd/- |
| 8. Mr. Rafeeq P (IQAC Coordinator) | Sd/- |
| 9. Mr. Muhammed Rafi N (NAAC Coordinator) | Sd/- |
| 10. Dr. Vipina R (HoD, Microbiology) | Sd/- |
| 11. Mr. Ajayakumar U (HoD, Computer Science) | Sd/- |
| 12. Mr. Nikhil PP (HoD, DCMS) | Sd/- |
| 13. Mr. Harimohan (HoD in Charge, Chemistry) | Sd/- |
| 14. Mr. Poullose K (HoD, English) | Sd/- |
| 15. Mr. Sebin P (HoD, Sociology) | Sd/- |
| 16. Dr. B L Pillai (HoD, Hindi) | Sd/- |
| 17. Ms. Sabira (HoD, Malayalam) | Sd/- |
| 18. Mr. Muhammed Rafeekh T K (HoD, Physical Education) | Sd/- |

Decisions and Discussion:

The meeting started with silent prayer under the chairmanship of Dr. Mohamed Kutty Kakkakunnnan (Chairman, IQAC). Mr. Rafeeq. P, IQAC Coordinator initiated the discussion on the agenda after his welcome address.



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Meeting reviewed the major decisions of the previous meeting and implementation of the same. It also reviewed the organisation of national seminars, day observations, Industrial visits, academic audits as decided in the last meeting on 08/12/22. Second Internal Academic audit can be conducted in March 2023 succeeded by an external audit.

IQAC Chairman appreciated the efforts of the team for submitting data for NIRF and AISHE. He highly commended on the efforts of IQAC in establishing MINE NET Coaching Center. He also pointed out the relevance of AQAR submission on time and requested all members to actively participate in the NAAC documentation process. The NAAC Coordinator Mr. Muhammed Rafi N explained the metrics and data requirements as per revised NAAC Manual June 2022.

The following decisions were taken after active discussion.

1. To Continue the present Criteria Coordinators for AQAR and Cycle II Accreditation.
2. To ensure decentralisation and participative management, Metric Coordinators are allotted to each criteria
3. Documentation for the AY 2022-23 should be consolidated and to be submitted to IQAC on or before 20th March 2023.
4. HoDs are given responsibility to ensure that student centric methods are followed, Workshop on Research Methodology, IPR, entrepreneurship are conducted, Project reports are documented, IV, internships and field visits follow documentation, Reports of activities organised are prepared, Curriculum planning and implementation documents are properly maintained in the departments concerned.
5. Curriculum planning and implementation documents will be modified by IQAC and a Committee is formed for the same under the chairmanship of Dr K K Mohamed Kutty.



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6. IQAC will provide the modified form for collection of students feedback on teaching learning process by March 10, 2023
7. FDP on Teacher Personality and Revised curriculum framework, Orientation to NTS will be organised in March. Dr. K K Mohamed Kutty, Prof. K Mohamed Haneefa, Prof. Santhakumari, Mr. Noushad N, Mr. Muhammed Rafi N and Mr. Nikhil PP are nominated as executive committee for the same.
8. Prof. Santhakumari and Mrs Vaheeda Mol are selected as the program coordinators of Capacity building program by National Commission for Women
9. Observe National Science day and Women's day with a week long programs
10. Apply for (KSCSTE) assistance for seminars and funded projects.
11. Subscribe to new e-governance software
12. HoDs are requested to handover the consolidated report of department activities of the academic year 2022-23 on or before 28.02.23 for preparation of college annual report.
13. Admission data for AY 2022-23 to be sent to Directorate of admissions, University of Calicut for attestation before 28.02.23
14. Strengthen the extension activities, best practices and distinctiveness.
15. Documentation of Arts and Sports Fest should be monitored by concerned Coordinator
16. Take an account of Library usage and proper action to be taken.
17. Staff day celebration shall be organised under IQAC and staff club on 25.02.23

Mr. Muhammed Rafi N proposed the official vote of thanks.

Coordinator

Co-ordinator

Internal Quality Assurance Cell
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Principal

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Minutes of IQAC Meeting Conducted on 02/06/2022 at 2 PM in the IQAC Conference Hall

Agenda:

1. Review of Previous Meeting Minutes
2. Presentation of ATR 2021-22
3. Feedback on curriculum from various stakeholders for the AY 2021-22
4. Submission of NAAC DVV
5. Other matters permitted by the Chair

MEMBERS PRESENT

1. Dr. P Mohamed Ali	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Noushad N	(HoD, Media and Communications)	Sd/-
4. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
5. Dr. Vipina R	(HoD, Microbiology)	Sd/-
6. Mr: Ajayakumar U	(HoD, Computer Science)	Sd/-
7. Mr. Nikhil PP	(HoD, Commerce and Management Studies)	Sd/-
8. Prof. Abdul Jaleel P K	(HoD in Charge, Chemistry)	Sd/-
9. Ms Preethi M T	(English)	Sd/-
10. Ms. Stany Mariya Joji	(HoD in Charge, Sociology)	Sd/-
11. Dr. B L Pillai	(HoD, Hindi)	Sd/-
12. Mr. Sunesh P	(Program Coordinator, Masscom)	Sd/-
13. Mr. Muhammed Rafeekh T K	(HoD, Physical Education)	Sd/-
14. Ms. Fathima Nasreen	(Librarian)	Sd/-
15. Mr. Sabahal Mubarak	(Elegansys Technologies)	Sd/-

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

The principal initiated the discussion by briefing the agenda and reviewed the minutes of last meeting.

- DVV of the SSR is attended by the IQAC team and responses are ready to submit.
- Mr. Muhammed Rafi N, Mr. Rafeeq P, Mr. Akhil K, Mr. Sunesh P and Mr. Akhil K could prepare the responses on time.
- It is also deputed Miss. Ahsana to lead the cultural activity team for NAAC PTV

Discussions and Decisions

1. It has decided to collect the action taken reports of all departments, clubs, cells and forums and conduct a presentation before 30th June under the aegis of IQAC
2. It has been resolved to collect feedback on curriculum from existing students (Second and final year), Alumni, teachers and employer.
3. It has authorised the IQAC coordinator to review the feedback form and submit the same to the college council for approval.



PRINCIPAL
Dr. P. Mohamedali

4. It has resolved to conduct the feedback on curriculum in July 2022.
5. It has resolved to scrutinise the DVV responses prepared by IQAC and has authorised a committee under the chairmanship of Principal
Dr. P Mohamedali (Chairman)
Mr. Rafeeq P (Coordinator, IQAC)
Mr. Muhammed Rafi N (Coordinator, NAAC)
Prf. K Mohamed Haneefa (Vice Principal)
Mr. Nikhil PP (HoD, Commerce and Management)
6. Arrangement for NAAC PTV is discussed and evaluated by all Heads of Departments.
7. It has resolved that all departments, clubs, cells and forum shall prepare the action plans for AY 2022-23 and submit to IQAC before 25th June 2022.
8. Meeting Comes to an end with national anthem @ 4.30 PM



Coordinator

Co-ordinator
Internal Quality Assurance Cell
Majlis Arts & Science College
Puramannur - 676552



Principal

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Minutes of IQAC Meeting Conducted on 07/07/2022 at 10 AM in the Principal's chamber

Agenda:

1. Review of Previous Meeting Minutes
2. NAAC PTV arrangement
3. Preparation of Department Presentation
4. Planning Mock Visit
5. Other matters permitted by the Chair

MEMBERS PRESENT

1. Dr. P Mohamed Ali	(Principal)	Sd/-
2. Prof K Mohamed Haneefa	(Vice Principal)	Sd/-
3. Mr. Rajesh V P	(HoD, Mathematics)	Sd/-
4. Mr. Muhammed Rafi N	(NAAC Coordinator)	Sd/-
5. Dr. Vipina R	(HoD, Microbiology)	Sd/-
6. Mr. Ajayakumar U	(HoD, Computer Science)	Sd/-
7. Mr. Nikhil PP	(HoD, Commerce)	Sd/-
8. Mr. Noushad N	(HoD, Media)	Sd/-
9. Mr. Paulose K	(HoD, English)	Sd/-
10. Mr. Sebin P	(HoD, Sociology)	Sd/-
11. Dr. B L Pillai	(HoD, Hindi)	Sd/-
12. Mr. Sunesh P	(Media)	Sd/-
13. Ms. Fathima Nasreen	(Librarian)	Sd/-
14. Ms. Amal Jameela	(BBA Student)	Sd/-

Meeting started at 10.30 AM with a welcome address by Mr. Rafeeq P, IQAC Coordinator. The chairman has initiated the discussion by briefing the agenda and reviewed the minutes of last meeting.

- Reviewed the arrangements for the PTV. PTV facilitation committee convened separate meeting during the last week to discuss on each aspect of PTV.
- Evaluated the infrastructure facilities and ensured the maintenance of the same completed on time.

Discussions and Decisions

1. It has resolved that all HoDs shall prepare the department presentation in a most attractive and concise manner.
2. Organise a presentation of all departments, Clubs, Cells and forums on 18.07.2022 in AV Hall
3. The Principal and IQAC coordinator shall prepare the Principal presentation and IQAC presentation before 18th July.
4. It has resolved to conduct a mock visit on 10th August 2022 for which eminent NAAC assessors should be invited.



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5. Dr. Mohamedali Sir has suggested One Panel of three experts comprises of Prof. Imbichikkoya (Former Principal Farook - Autonomous), Dr. Azeez K (Principal, PSMO College) and Dr. Saidalavi (Principal, MCAS). The panel has been approved in the meeting.
6. Arrangement for NAAC PTV is discussed and evaluated by all Heads of Departments.
7. Meeting Comes to an end with national anthem @ 12.00 PM



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