




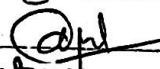
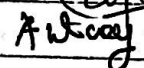

IQAC meeting held at principals chamber at 2.00 PM on 23.09.2019.

### Agenda

1. AQAR 2019-20 online Submission
2. College website
3. Students feedback
4. Data collection
5. Research journal
6. Teachers PhD registration
7. Result analysis
8. Other matters

### Members present -

1. Dr. P. C. Ashonff 
2. Dr. Muneer Babu M.   
(Co-ordinator, NAAC)

3. Rajniot M-S (Vice Principal, H.O.D Economics) 
4. Ajmal AK 
5. Varghese 
6. Padmaravathi 
7. Adv. Sadique Neelikkandy
8. Solji Jose Kottaram

### Decisions

1. It was decided to include Computer Science teacher Ajmal AK, NAAC Coordinator Dr. Muneer Babu, College union chairman Shakeem O. P as student representative, Francis KAKM as alumni representative to IQAC.
2. All department heads, coordinators of different clubs should submit the data required to prepare AQAR of year 2018-19 before October 15<sup>th</sup>.

1. Ajmal A K and Muneer Babu have been assigned the job to prepare questionnaire for Student Satisfaction Survey.
2. Muneer Babu has been assigned the job to prepare questionnaire for students feed back and also collect students feed back.
3. Ajmal A K has been entrusted the job of updating college website including teachers profile and department profile.
4. It was decided all teachers have to register for Ph.D before September 15<sup>th</sup> 2021.
5. Dr. Muneer Babu has been entrusted to make preparations for publication of research journal.
6. The exam results of different departments were evaluated.

Dr. P.C. Ashraff  
23/9/2019

Dr. P.C. Ashraff  
23/9/2019

Dr. P.C. Ashraff  
(CIQAC, Coordinator)

IQAC meeting held at principal's chamber at 2.00 pm on 21.11.2019

Agenda

1. Submission of pending AQAR
2. Registration of Alumni Association
3. Result analysis
4. Students, teachers, parents and alumni feedback 2019-20
5. Students' satisfaction survey 2019-20
6. Other matters

Members present

1. Muneer Babu M ~~Muneer~~
2. Rajamol MS ~~MS~~
3. ~~Chari~~
4. Shaheem OP ~~OP~~
5. Dr. Ashraf P.C. ~~P.C.~~
6. Varghese Anilay ~~Anilay~~
7. Ach. Sadique Neelikkandy

Decisions

1. AQAR 2018-19 was accepted with minor corrections
2. The examination results of 2018-19 was analysed. It was decided to ask teachers to take remedial coaching classes and extra classes for students weak in different subjects.
3. It was decided to register alumni association. The five departments coordinators were assigned to register their respective department alumni. K.K. Ramesh was assigned to register the college alumni.
4. Dr. Muneer babu was assigned to conduct Student Satisfaction

Survey of year 2019-2020 and prepare a report.

5. The committee with Ajmal as coordinator was assigned to take feedback from teachers, parents, students and alumni for the year 2019-2020.

Dr. P.C. Ashraf  
21/11/2019




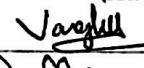


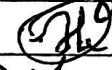


Dr. P.C. Ashraf

IOAE meeting held at Principal's Chamber at 2.PM on 15-01-2020

### Agenda:

1. Tutor-ward system.
2. Alumni registration
3. Student parent, alumni, teacher feed back 2019-20 - analysis.

### Members Present.

1. Dr. Muresh Babu M. 
2. Dr. Rajinol M.S. 
3. Dr. Bashir. Paulathal 
4. Varghese Anlag 
5. Abdul Salam. K. 
6. Dr. P.C. Ashraff (IOAE Co-ordinator) 
7. Shaheem. OP 
8. Ajmal AK 
9. Padmatheerai B. 

### Resolutions

1. The committee expressed satisfaction on the proper functioning of Tutor-ward system.
2. Mr. Ramesh, who is in charge of Alumni association, has been entrusted to speed up the procedures for the registration of Alumni.
3. A committee comprised of Mr. Abdulkareem, Aseena, Akhila and Ms. Sheeja have been formed to prepare report based on the entries in the feedback forms.

  
15/01/2020

Dr. P.C. Ashraff

IQAC Meeting held on 11/08/2020 @ Pr  
Principal's chamber

Agenda:

- \* Briefing on AQAR submission
- \* Implementation of programme
- \* alumni registration

Members Present:

- |   |                    |  |
|---|--------------------|--|
| 1 | Biju Abraham       |  |
| 2 | Dr. Rajinif M.S    |  |
| 3 | Sujan K.S          |  |
| 4 | Varghese Antony    |  |
| 5 | Baiju K.B          |  |
| 6 | Shaji Madhavan     |  |
| 7 | Rajesh G.B.        |  |
| 8 | Sobin Varghese M.V |  |
| 9 | Solga Kottalam     |  |

Resolutions:

- ① Resolved to complete the institution level submission of AQAR on before 15th of October.
- ② All HOD's and other concerned shall ensure the timely submission of the same and the accuracy of the data entered. External monitoring Committee within department shall verify before the final submissions
- ③ Discussed the need to implement more innovative programmes to strengthen existing weak areas. Entreat all HOD make departmental micro level plan to ensure the implementation of same

- programmes in association with IQAC.
- ④ Decided to organize an ~~International Webinar~~ <sup>International Webinar</sup> on Gandhi Jayanti in collaboration with the Economics Department. Dr. Muneer Babu is entrusted with the task of coordinating the same.
  - ⑤ Decided to organize a National webinar on Pandemic and Literature in collaboration with the Department of English.
  - ⑥ Entrusted Mr. Ramesh to speed up the process of alumni registration.

Shilpi  
11/8/2020  
Dr. SHBU-B.