

MINUTES OF THE MEETING OF IQAC WITH STAFF COUNCIL

Date: 05/12/2018

Time: 2:00 PM

Venue: Principal's chamber

Agenda :-

- IQAC Quality initiatives
- Certificate course
- Strategic plan
- Any other relevant matters

Members Present :-

1. Dr. C.P. Mohamed Kutty, Principal
2. Mr. Ashik Sulthan, IQAC Coordinator
3. Mr. Mohammed Shafr. C.C
4. Mr. Shalid. P
5. Mr. Shibir
6. Mr. Salman Kureshid
7. Mrs. Seena. P
8. Mr. Jaseel. A
9. Mr. Yasir Arafath. N
10. Mr. Sharafudheen. P.K
11. Mr. K.M. Abdul Gafour



~~Shalid~~
Shalid.

Shibir

Salman



Jaseel

Yasir

Sharafudheen

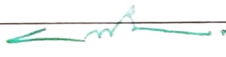
Discussion and Decisions

- A detailed discussion was held on the IQAC Quality initiatives for this year.
- It has been decided to discuss the quality initiatives with management representatives.
- It has been decided to offer certificate courses in all departments. The course should cover the syllabus of 30 hours.
- A committee was formed to prepare the strategic plan.

The members include:

1. Principal
2. IQAC coordinator
3. Management representative
4. Superintendent




C.P. MOHANTY
Principal
Markaz Arts and Science College
Athavanad, Karthala PO-879571

2) MINUTES OF THE MEETING OF IQAC WITH DGAC

Date: 07/12/2018

Time: 12:00 PM


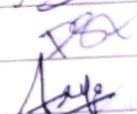
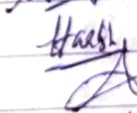
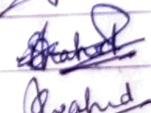
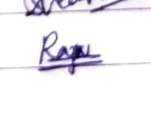
Venue: Principal's chamber

Agenda:-

- File preparation
- Seminars and workshops
- Certificate course details

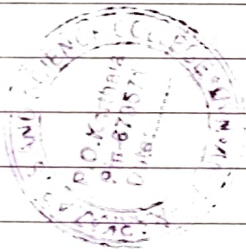
Members present:-

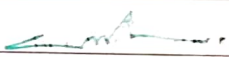
1. Dr. C. P. Mohamed Kutty, Principal
2. Ms. Ashik Sulthan, IQAC coordinator
3. Faseela. M. P
4. Asifa. P. P
5. Hasna. V. P
6. Mubeena. J
7. Jaseel. B
8. Shahid. P
9. Raji. N. P

Discussion and Decisions:-

- An orientation was given to all department secretaries regarding documentation.
- It has been decided to forward the reports of department events within a week to IQAC.
- Departments were encouraged to organize seminars and workshops.
- All departments have submitted the certificate course details including the curriculum.




Dr. C.P. M... D... Y
Principal
Markaz Arts and Science College
Athavanad, Karthala PO-570571

3) MINUTES OF THE MEETING OF IQAC WITH CLUB/CELL COORDINATORS

DATE: 18/12/2018

TIME: 10:30 AM

VENUE: PRINCIPAL'S CHAMBER

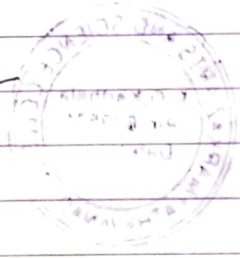
AGENDA:-

- Activity report
- Future projects
- Any other relevant matters

Members Present

1. Dr. C.P. Mohammed Kutty
2. Ashik Sulthan
3. Mohammed Shafi. C. C
4. Yasar Asafath. N
5. Sharafudheen. K
6. Salmanul Farsi's
7. Mohammed Sahid
8. Aswathi. M

(Handwritten signatures and initials)
 Ashik
 Shafi
 Yasar
 Sharaf
 Salmanul
 Sahid
 Aswathi



Discussion and Decisions

- An analysis of the activities of clubs & cells were held.
- It has been decided to forward the activity reports to the IQAC
- Recommended to conduct more extension activities.



DR. C. R. MOHAMED KUTTY
Principal
Markaz Arts and Science College
Athavanad, Karthala PO-579571

4) MINUTES OF THE MEETING OF IQAC WITH HODs

Date : 07/01/2019

Time : 12:00 PM

Venue : Principal's chamber

Agenda:-

- Position completion
- Internal assessment
- Department diary and teachers diary

Members Present:-

1. Dr. C. P. Mohamed Kuddiy

2. Ashik Sultan

3. Mohammed Shafi. C. C

4. Shubin

5. Shahid. P

6. Yasas Anasath. N

7. Sharafudheen. P. K

8. Salman Kureshid

9. Seena. P

10. Jaseel. A

~~Ashik~~~~Shafi~~

Shubin

Shahid

~~Yasas~~~~Sharafudheen~~

Salman

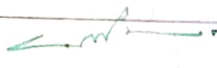
Seena

~~Jaseel~~

Discussion and Decisions :-

- All departments should immediately take note of UG and PG positions yet to be completed.
- Internal assessment should be transparent.
Internal marks should be published in the notice board.
- Assignments and seminar reports should be returned to the students after the evaluation.
- HODs should monitor department diary and teachers diary.
Attendance of HOD is mandatory.




Dr. C.P. MOHAMMED UTTY
Principal
Markaz Arts and Science College
Athavanad, Karthala PO-679571

5) MINUTES OF THE MEETING OF IQAC MEMBERS

Date: 23/01/2019

Time: 10:30 AM

Venue: Principal's chambers

Agenda:-

- Formation of feedback committee
- Collection of feedback from all stakeholders
- One Day Faculty Development Programme
- any other relevant matters.

Members present:-

1. Dr. C.P. Mohamed Kutty, Principal

2. Mrs. Ashik Sulthan, IQAC coordinator

3. Mrs. Mohammed Shafi. c.c

4. Mrs. Shahid. P

5. Mrs. Shihin

6. Mrs. Salman Kureshid

7. Mrs. Seena. P

8. Mrs. Jaseel

9. Mrs. Yasari Asrafath. N

10. Mrs. Sharafudheen. P.K

11. Mrs. K. M. Abdul Gafoor

Shahid

Shafi

Shahid.

SHIBIN

Salman K.

Seena

Jaseel

Sharafudheen

K.M. Abdul Gafoor

Discussion and Decisions:-

→ It has been decided to form a committee for feedback collection and analysis

→ The feedback committee members are:-

1. Mr. Ashik Sulthan

2. Ms. Thasleena . K . K


3. Ms. Faseela . M . P

→ Recommended to collect feedback from all stakeholders

→ A detailed report of the feedback should be prepared.

→ It has been decided to conduct a one day FDP on 15th February 2019.




Dr. G.F. MOHAMMED KUTTY
Principal
Markaz Arts and Science College
Athavanad, Karthala PO - 879571

6) MINUTES OF THE MEETING OF IQAC

Date: 11/02/2019

Time: 3:00 PM

Venue: Principal's chamber

Agenda:-

- Discussion on FDP
- Granting TA/DA to faculties
- Annual academic audit

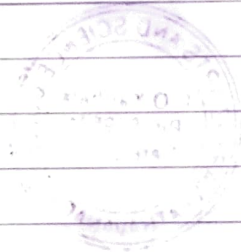
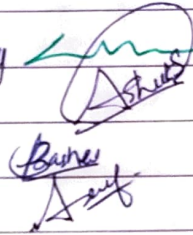
MEMBER'S PRESENT:-

1. Dr. C. P. Mohamed Kutty

2. Ashik Sulthan

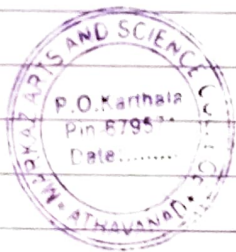
3. Abdul Basheer . P

4. Asifa . P . P



Discussion and Decisions:-

- A detailed discussion were held about the preparation for FDP.
- It has been decided to form a committee for the smooth organization of FDP.
- It has been decided to forward a letter to the management regarding the TA and DA for teachers to attend the FDP.
- It has been decided to conduct an academic auditing of department files by the end of the March.



Dr. C.P. MOHAMMAD NUTTY
Principal
Markez Arts and Science College
Athavanad, Karthala, P.O-679571

7) MINUTES OF THE MEETING OF IQAC WITH HODs

Date: 15/03/2019



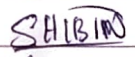
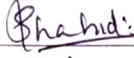


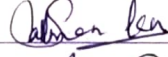

Time: 11:00 AM

Venue: Principal's chamber

Agenda:-

- Department annual report
- Internal auditing of department files

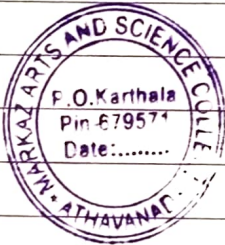
Members Present:-

1. Dr. C.P. Mohamed Kutty 
2. Ashik Sulthan
3. Mohammed shafi .C.C 
4. Shihin 
5. Shahid .P 
6. Yasari Asafath .N 
7. Sharafudheen .P.K 
8. Salman Kurshid 
9. Seena .P 
10. Jaseel .A



Discussion and Decisions:-

- Recommended to prepare the department annual report of this year by the first week of April.
 - Dept. annual report should be forwarded to IQAC for the preparation of college annual report.
 - Internal auditing of department files will be held in the first week of April.
- HODs were suggested to take necessary actions.



Dr. C.P. MOHAMED KUTTY
Principal
Markaz Arts and Science College
Athavanad, Kerala. S. P. 679571

8) MEETING OF IAAC WITH HODs

Date : 8/04/2019




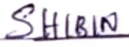



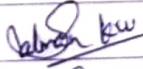
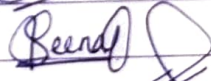

Time : 12.00 PM

Venue : Principal's chambers

Agenda :

- Evaluation of internal auditing
- Workload and action plan for next academic year.
- Status of feedback collection and analysis

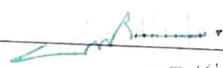
Members Present : -

1. Dr. C. P. Mohamed Kutty 
2. Ashik Sulthan 
3. Mohammed Shafi . C . C 
4. Shibir 
5. Shahid . P 
6. Yasar . Asafath . N 
7. Shasafudheen . P . K 
8. Salman Kurshid 
9. Seena . P 
10. Jaseel . A 

Discussion and Decisions:-

- An evaluation of internal auditing was held.
- IQAC coordinator presented the audit report and analysed the status of department files.
- Further recommendations were suggested by the Principal.
- HODs were asked to prepare the workload for the next academic year.
- Discuss about the feedback analysis. It has been decided to submit the analysis report to the college council and college governing body for further actions.




Dr. G.P. MOHAMED KUTTY
Principal
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