

1) MINUTES OF THE MEETING OF IQAC MEMBERS

Date: 10/06/2019

Time: 10.30 AM

Venue: Principal's chamber

Agenda:

- Discussion on IQAC quality initiatives for this academic year.
- Preparation of Plan of Action for the year 2019-20.
- Reconstitution of IQAC

Members present :-

1. Dr. C.P. Mohamed Kutty

2. Ashik Sulthan

3. Jaseeda . P . P

4. Fathima Zubara . K . K

5. Abdul Salam Mattath



Discussion and decisions :-

- Discussion were held on Quality initiatives prepared by IQAC coordinator.
- Recommendations were suggested by the Principal.
- It has been decided to forward the quality initiatives to staff council and governing body of the college.
- It has been decided to prepare the action plan for this year and to present it on next meeting with staff council.
- IQAC for this year was reconstituted as per the proceedings of the Principal.



Dr. C.F. MICHAEL RUTTY
Principal

Markaz Arts and Science College
Athavanad, Karthala PO-679571

2) MINUTES OF THE MEETING OF IQAC WITH STAFF COUNCIL

Date : 19/06/2019










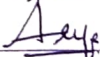


Time : 12:00 PM

Venue : Principal's chamber

Agenda :-

- IQAC Quality Initiatives
- Action Plan - 2019-20
- MoU and collaborations
- Certificate course
- Career guidance and counselling classes.
- Teachers diary class diary and department diary.

Members Present :-

1. Dr. C. P. Mohamed kuttu 
2. Mohammed Ashik Sulthan 
3. Mohammed Shafi. C.C 
4. Seena. P 
5. Sharafudheen. K 
6. Jumaila. K. P 
7. Hasiba. V. K 
8. Mohammed Sahid 
9. Abdul Salam Mattath 
10. Aisifa. P. P 
11. Abdul Gafoor K.M 
12. Mohammed Riyas 

Discussion and Decisions

- IQAC coordinators presented the quality initiatives for this year. A detailed discussion was held on the same.
- Principal presented the action plan for this year.
- It has been decided to implement the action plan.
- Recommended to sign MoU and collaborations with government and private institutions.
- It has been decided to conduct certificate courses either in department level or in association with other agencies.
- It has been decided to organize career guidance & counselling classes in association with government agencies.
- It has been decided to circulate class diary, teachers diary and department diary.
- HODs are requested to monitor the status of diaries.



Dr. C.P. MOHAMED KUTTY
Principal
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Athavanad, Karthala PO-679571

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

Date: 16/07/2019

Time: 11:00 AM

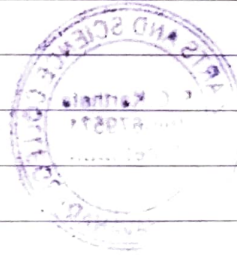
Venue: Principal's Chamber

Agenda:

- Action plan of clubs/cells
- Extension activities
- Documentation

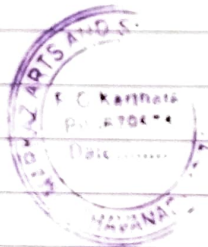
Members Present:-

1. Dr. C.P. Mohammed Kutty
2. Mohd. Ashik Sulthan
3. Mohd. Shihabudheen. K.K
4. Suroosi Jahan K.K
5. Sharafudheen. K
6. Mohammed Sahid
7. Muhammed Shafi. cc
8. Ramees. P
9. Mohammed Shihab. V.V
10. Askarali. MT



Discussion and Decisions:

- Detailed discussions were held about the action plans of clubs and cells.
- Clubs and cells were encouraged to conduct more extension activities in the adopted village.
- IQAC coordinator presented the method of documentation of each event. It is instructed to forward the reports to IQAC.



Dr. C.P. MOHAMED KUTTY
Principal
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Athavanad, Kannur P.O.-671

4) MINUTES OF THE MEETING OF IQAC

Date: 20/08/2019

Time: 2:30 PM

Venue: Principal's chamber

Agenda:-

- Discussion on conducting of various programmes
- Faculty participation in seminars and workshops.
- Master timetable

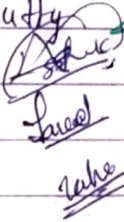
Members Present:-

1. Dr. C. P. Mohammed Kutty

2. Ashik Sulthan

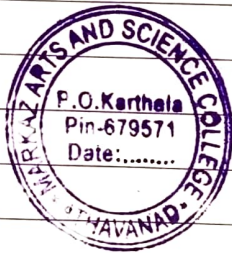
3. Jaseeda . P . P

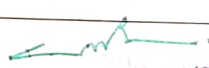
4. Fadhima Zubara . K . K


Ashik
Jaseeda
Fadhima

Discussion and Decisions:-

- It has been decided to conduct career guidance and skill enhancement workshops in association with career guidance and placement cell.
 - Recommended to organize national and international seminars at department level.
 - It has been decided to encourage faculty participation and workshops organized by other institutions.
 - It has been decided to prepare and publish the master timetable of odd semester.
- Incharge: Taseed A.P.P




Dr. C.P. MOHAMED KUTTY
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Athavanad, Karthala PO-679571

5) MINUTES OF THE MEETING OF IQAC WITH DQAC MEMBERS

Date: 24/09/2019





Time: 12.00 PM

Venue: Principal's chamber

Agenda:

- File documentation
- Department activities

Members Present:-


1. Raji. N.P. 
2. Pasela. M.P. 
3. Mubeena. T. 
4. Jabir. P.K. 
5. Hasna. V.K. 
6. Shamla. A.K. 
7. Thasleena. K.K. 



Discussion and Decisions:-

- IGAC coordinator introduced the need and methods of file documentation
- It has been decided to make modifications as per needed in the report of the previous year.
- + discussions were held about the ongoing department activities.




Dr. C.P. MOHAMMED KUTTY
Principal
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Athavanad, Karthala P.O-679571

6) MEETING OF IQAC WITH HODS

Date: 15/10/2019

Time: 11:00 AM

Venue: Principal's Chamber

Agenda:-

- Seminars and workshops
- Certificate course
- Extension activities
- Industrial visit.

Members Present :-

1. Dr. C. P. Mohamed Kutty

2. Ashik Sulthan

3. Mohammed Shafi. C.C

4. Seena. P

5. Sharafudheen. K

6. Jumaila. K. P

7. Hasna. V. K

8. Mohammed Sahid

9. Abdul Salam M

~~Ashik~~

Shafi

Beena

K.P.

Jumaila

Hasna.

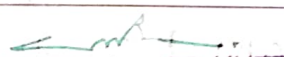
Sahid

MAS

Discussion and Decisions: -

- Recommended to organize national/international seminars and workshops on IPR.
- HODs were asked to submit the details of the certificate courses.
- Discussed about the extension activities planned by each departments.
- Recommended to conduct industrial visits as per the requirement of the syllabus.




Dr. C.P. MOHAMED KUTTY
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7) MINUTES OF THE MEETING OF IQAC WITH HODs

Date :- 19/01/2019

Time :- 12:00 PM

Venue :- Principal's chamber

Agenda:

- Position Completion
- Internal assessment
- Project for final year UG and PG

Members present :-

- | | |
|----------------------------|--------------|
| 1. Dr. C. P. Mohamed Kutty | <u>Ashik</u> |
| 2. Ashik Sulthan | |
| 3. Mohammed Shafi C.C | <u>Shafi</u> |
| 4. Seena P | <u>Beena</u> |
| 5. Sharafudheen K | <u>Shk</u> |
| 6. Jumaila K.P | <u>Sumay</u> |
| 7. Hasna V.K | <u>Hasna</u> |
| 8. Mohammed Sahid | <u>Sahid</u> |
| 9. Abdul Salam M | <u>MAS</u> |

8) MINUTES OF THE MEETING OF IQAC WITH MEMBERS

Date :- 14/01/2020

Time :- 11:00 AM

Venue :- Principal's chamber

Agenda :-

- Evaluation of the present status
- Academic and administrative audit

Members present :-

1. Dr. C. P. Mohammed Kutty
2. Ashik Sulthan
3. Jaseeda . P . P
4. Fathima Zubara . K . K
5. Abdul Salam

Ashik

Jaseeda

Fathima


Abdul Salam



Discussion and Decisions:-

- An evaluation of ongoing activities were held.
- It has been decided to collect end-semester feedback from students
- It has been decided to conduct internal academic and administrative audit by the last week of February




Dr. C.P. MOHAMED KUTTY
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9) MINUTES OF THE MEETING OF IQAC MEMBERS

Date: - 11/02/2020

Time: - 2:30 PM

Venue: - Principal's chamber

Agenda: -

- Formation of feedback committee
- Collection of feedback

Members present: -

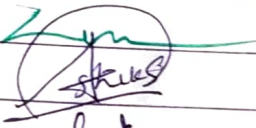
1. Dr. C. P. Mohamed Kutty

2. Ashik Sulthan

3. Jaseeda. P.P

4. Fathima Zubara. K.K

5. Hasleena. K.K



Jaseeda

Zahra



Discussion and Decisions:-

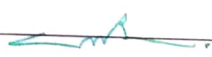
→ Feedback committee for this year was formed for collecting and analysing the feedback from all stakeholders.

Committee members:-

1. Ashik Sulthan
2. Hasleena . K . K
3. Jaseeda . P . P

→ It has been decided to collect the feedbacks by the end of the March.




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