

## Minutes of the meeting of IOAC

Date : 01-06-2020

Time : 12.00 pm

Venue : Principal Chamber

### Agenda :-

- Reconstruction of IOAC
- Discussion on IOAC action plan and Quality Initiatives

### Members Present :-

- 1) Dr. C.P. Mohamed Kutty
- 2) Mohammed Basheer. V
- 3) Thasleena. K.K
- 4) Jaseeda. PP
- 5) Abdul Salam Mattath

### Discussion and Decisions :-

→ IOAC for this academic year is reconstituted as principal as the chairman or Mr. Mohammed Basheer. V as the coordinator

### Joint coordinators :-

- 1) Abdul Salam Mattath
- 2) Jaseeda. P.P
- 3) Thasleena. K.K

→ It has been decided to prepare the quality initiatives and plan of action for this academic year.

### Discussion and decisions :-


→ IQAC for this academic year is reconstituted as principal as the chairman and Mr. Mohammed Basheer V as the coordinator

### Joint coordinators :-

1. Abdul Salam Mattath
2. Jaseeda. P.P
3. Thasleena. K.K

→ It has been decided to prepare the quality initiatives and plan of action for this academic year.



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

## 2. Minutes of the Meeting of IOAC

Date : 10-06-2020


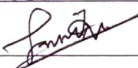


Time : 2-30 PM

platform : Google Meet

### Agenda :-

- Discussion on IOAC quality initiative
- Discussion on action plan 2020-21
- other relevant matters

### Members Present :-

1. Dr. C.P. Mohamed Kutty
2. Mr. Mohammed Basheer-V 
3. Jaseeda. P 
4. Abdul Salam Mattath 
5. Thasleena. K-K 



### Discussion and Decisions :-

- Discussed in detail about the quality initiatives and action plan 2020-21
- Principal suggested modifications
- It has been decided to submit the same to the college council after modifications.



*[Signature]*  
Dr. C.P. MOHAMED KUTTY  
Principal  
Markaz Arts and Science College  
Athavanad, Karthala PO-679571

### 3 Minutes of the Meeting of IOAC with College Council.

Date : 18-06-2020

Time : 11:00 am

Venue : Principal's Chamber

#### Agenda :-

- IOAC quality initiative and action plan
- LMS
- Online class
- FDP on NAAC documentation
- Feedback analysis - 2019-2020

#### Members Present :-

1. Dr. C-P Mohamed. Kutty CPK
2. Mohammed Basheer. V Basheer
3. Mohammed Shafi. C.C Shafi
4. Seena. P Seena
5. Sharafudheen. K SH
6. Saheera. P Saheera
7. Jumaila. K.P Jumaila
8. Javed Ramzan. T.K Javed
9. Abdul Latheef. K.A Alkha
10. Arifa. P-P Arifa
11. Abdul Salam Mattath AS
12. Abdul Rafoor. K.M Rafoor

## Discussion and Decisions :-

- Principal presented the IQAC quality initiatives and action plan.
- It has been decided to implement LMS software.
- HODs were instructed to monitor online classes.
- Both live and recorded online classes have to be provided.
- It has been decided to organize a FDP on NAAC documentation.
- The feedback analysis report of the previous year was discussed in detail.
- It has been decided to submit the action plan taken report to the Management.



Dr. C.P. MOHAMED KUTTY  
Principal

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## 4 Minutes of the Meeting of IOAC Members

Date : 28-06-2020


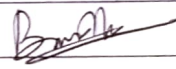
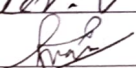

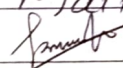
Time : 4.00 PM

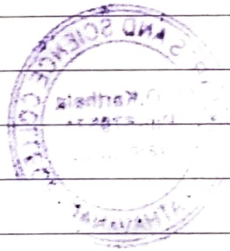
Platform : Google Meet

### Agenda :-

\* FDP on NAAC documentation on 30/6/2020

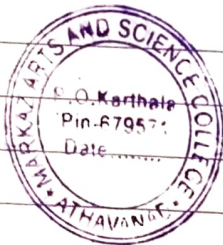
### Members Present :-

1. Dr. C.P. Mohamed Kutty 
2. Mohammed Bashier.V 
3. Thasleena. K.K 
4. Abdul Salam Mattath 
5. Jaseeda. P.P 



## Discussion and Decisions :-

- Discussed about the preparations for FOP
- Recommended to ensure covid protocol.
- Decided to telecaste the FOP through online mode.



Dr. C.P. MOHAMED KUTTY  
Principal

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## 5 Minutes of the Meeting of LOAC with HODs.

Date : 25. 07. 2020

Time : 3.00 PM

Platform : Google Meet.

### Agenda :-

- Online class
- Internal assessment

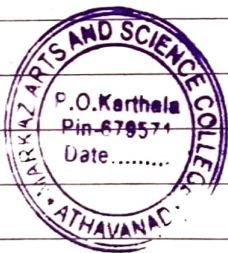
### Members Present :-

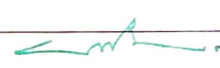
1. Dr. C-P Mohamed Kutty
2. Mohammed Basheer. V
3. Mohammed Sheela. CC
4. Seenu. P
5. Sharafudheen. K.
6. Saheera. P
7. Jumaila. K-P
8. Javed Ramzan. T-K
9. Abdul Latheef. K-D
10. Abdul Salam Mattath



## Discussion and Decisions :-

- Discussed about the online classes.
- Each of the classes should be summoned for a live tutorial session with tutor.
- Teachers can come to college on a rotation basis and inform the schedule to the principal.
- Keep a record of all online activities and classes undertaken in the form of screenshots or videos.
- It has been decided to conduct internal examination through online mode.



  
Dr. C.P. MOHAMMED KUTTY  
Principal  
Markaz Arts and Science College  
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## 6. Minutes of the Meeting of IQAC with HODs and DOAC

Date : 17/08/2020

Time : 2.30 PM

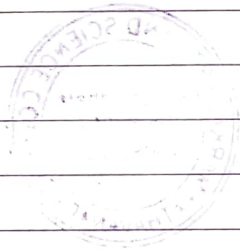
Platform : Google Meet

### Agenda :-

- File preparation
- Power point presentations of Department activities.

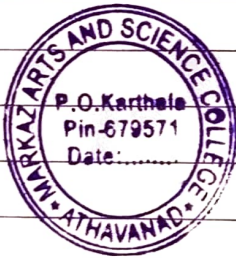
### Members Present :-


1. Dr. C-P Mohamed Kuttly
2. Mohammed Basheer. V
3. Muhammed Shafi. C.C
4. Seena. P
5. Sharafudheen. K
6. Saheera. P
7. Jumaila. K.P
8. Javed Ramzan. T.K
9. Abdul Latheef. K.D
10. Abdul Salam Mattath
11. Raji N.P
12. Faseela. M.P
13. Sumayya. K.T
14. Fathima Suhara. K.K
15. ~~Ash~~ Anjitha. P.P
16. Shijitha. C
17. Jumaila. K.P
18. Thasleera. K.K
- 19.



## Discussion and Decisions :-

- All departments were asked to complete all the files in the department with updations.
- It has been decided to conduct a powerpoint presentation of department activities in collaboration with MES keveeyam college.
- Presentation will be held on september
- It has been decided to conduct a mock presentation by the end of this month.



  
Dr. C.P. MOHAMED KUTTY  
Principal

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## 7. Minutes of the Meeting of IBAC Members

Date: 20.09.2020


Time: 3:00 PM

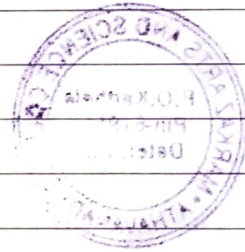
Platform: Google Meet

### Agenda :-

- Departmental powerpoint Presentation

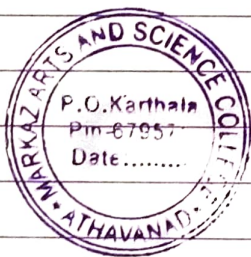
### Members Present :-


1. Dr. C-P Mohamed Kutty 
2. Mohammed Basheer-V
3. Abdul Salam Mattath
4. Jaseeda. P-P
5. Thasleena. K-K



## Discussion and Decisions

- Discussed about the preparation for departmental powerpoint presentation.
- Technical assistance duties were given to Thasleena. K-K
- Prepared the schedule of the programme.



  
Dr. C.P. MOHAMED KUTTY  
Principal  
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## 8. Minutes of the Meeting of IQAC with HODs and DQAC

Date : 08-10-2020

Time : 1.30 PM

Platform : Google meet

### Agenda :-

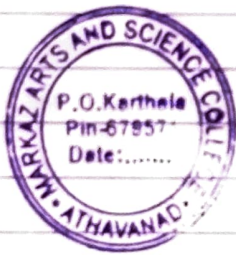
- External academic audit
- Seminars and workshops.

### Members Present :-

1. Dr. C-P Mohamed Kutty
2. Mohammed Basheer-V
3. Mohammed Shafi-C-L
4. Seena-P
5. Jumaila-K-P
6. Sharafudheen-K
7. Saheera-P
8. Javed Ramzan-T-K
9. Abdul Latheef-K-D
10. Abdul Salam Mattath
11. Raji-N-P
12. Faseeha-M-P
13. Thasleena-K-K
14. Sumayya-K-T
15. Fathima Suhara-K-K
16. Amjidha-PP
17. Shijitha-C

## Discussion and Decisions

- Discussed about the updations in file verifications.
- It has been decided to conduct an external academic audit by next month (November).
- Recommended to conduct seminar and workshops at departmental level.



Dr. C.P. MOHAMMED KUTTY  
Principal

Markaz Arts and Science College  
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## 9. Minutes of The Meeting of IQAC with ~~Head~~ Club and Cell coordinators

Date : 10-11-2020


Time : 2.30. PM

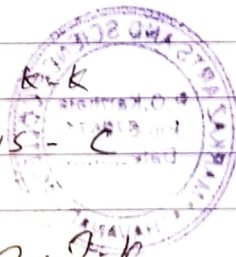
Platform : Google Meet.

### Agenda :-

- Activities of Clubs and cells
- Submission of action plan

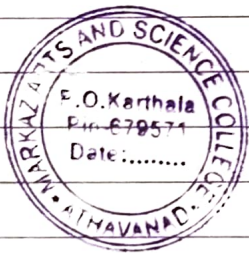
### Members Present :-


1. Dr. C-P Mohamed Kutty. 
2. Muhammed Basheer. V
3. Mohammed Shafi. CC
4. Seena. P
5. Shihabudheen. K.K
6. Salmanul Faris. C
7. Ramees. P
8. Javed Ramzan. K.K
9. Mohammed Shahid.
10. Surour Jahan. K.K
11. Shamla. D.K



## Discussion and Decisions :-

- All clubs and cells were requested to submit the action plan
- Recommended to conduct online programmes like webinars.



  
Dr. C.P. MOHAMMED KUTTY  
Principal

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## 10. Minutes of the Meeting of IOAC with HODs

Date : 15-12-2020

Time : 3.00 pm

platform : Google meet

### Agenda :-

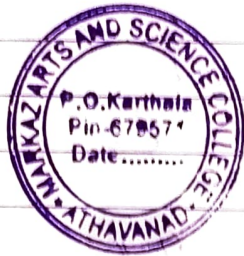
- Portion completion.
- Discussion on external audit of department files.
- Alumni meet - Department level.
- Certificate course in association with REACT


### Members Present :-

1. Dr. C.P Mohamed Kutty
2. Mohammed Basheer-V
3. Mohammed Shafi. C.C
4. Seena-P
5. Jumaila-K-P
6. Abdul Salam mattath
7. Javed Ramzan-7-K
8. Abdul Latheef. K.A
9. Saheera P
10. Sharafudheen. K

## Discussion and Decisions :-

- Discussed about the status of portions completion
- Feedbacks about department files during the external audit was discussed in detail.
- All files should be updated
- Closing signature is mandatory after department and S&RC minutes
- Instructed to organize alumni meet ups department level through online mode.
- Decided to conduct certificate courses in association with REACT



  
Dr. C.P. MOHAMMED KUTTY  
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## 11. Minutes of the Meeting of IQAC Members

Date : 05-02-2021

Time : 3.00 PM

Platform : Google Meet

### Agenda :-

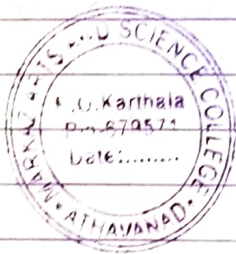
- Formation of Feedback committee
- Feedback collection through online mode.
- Internal academic audit


### Members Present :-

1. Dr. C-P Mohamed Kuffy
2. Mohammed Basheer-V
3. Thasleena. K-K
4. Jaseeda. P.P

## Discussion and Decisions :-

- The feedback committee for this academic year was formed with the following members:
1. Theasleena. K
  2. Jaseeda. P
- It has been decided to collect feedbacks through online mode.
- It has been decided to conduct annual internal academic audit in offline.



  
Dr. C.P. MOHAMED KUTTY  
Principal

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## 12 Minutes of the Meeting of IOAC with HODs

Date : 15-03-2021









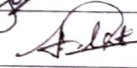
Time : 11.00 am

Venue : Principal's chamber

### Agenda :-

- Evaluation of Online teaching, learning process
- Department activities - analysis
- Annual report

### Members' Present :-

1. Dr. C.P Mohamed Kutty 
2. Mohammed Basheer. V 
3. Mohammed Shafi. C.C 
4. Seena. P 
5. Jumala. K. P 
6. Abdul Salam Mattath MAB
7. Sharafudheen. K 
8. Saheera. P 
9. Javed Ramzan. J.K 
10. Abdul Latheef. K.A 

## Discussion and Decisions

- Evaluation were made on online teaching.
- Recommended to continue more live classes.
- Notes should be shared in class groups.
- Analysed the department activities including webinars and career guidance classes.
- Decided to prepare department annual reports by the end of this month.



Dr. G.P. MOHAMED KUTTY  
Principal  
Markaz Arts and Science College  
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