

# 1. Minutes of the Meeting of IQAC Members.

Date : 03/06/2021





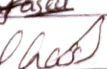
Time : 11.00 am

Venue : Principal's chamber

## Agenda :-

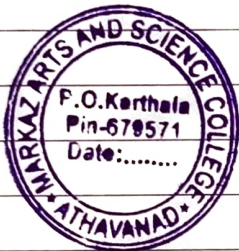
- Reconstitution of IQAC
- Preparation of IQAC quality initiatives
- Preparation of Academic calendar.

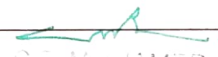
## Members Present :-

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

## Discussion and Decisions : -

- IQAC of this year is constituted under the chairmanship of principal and selected Mohammed Basheer. V as coordinator.
- Discussed about the quality initiatives to be undertaken for this academic year.
- Instructed to prepare quality initiatives and academic calendar.



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

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

Date : 07-06-2021

Time : 12-00 PM

Venue : Principal's Chamber.

### Agenda :-

- Presentation of IOAC quality initiatives and academic calendar.
- LMS → Interaction with civil service holders as a series.
- Covid 19 relief works
- Certificate courses in association with REACH and other agencies.
- Feedback analysis report of 2020-2021
- Criteria Division

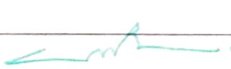
### Members Present

1. Dr. C-P Mohamed Kutty, Principal in
2. Mohammed Basheer. V, IOAC coordinator P.O.
3. Mohammed Shafi. CC Pres.
4. Seena. P Pres. P
5. Sharafudheen. K Pres.
6. Sabeera. P Pres.
7. Jumaida. K-P Pres.
8. Sayed Hussain Koya Thungal. K-K
9. Abdul Latheef. K-R Pres.
10. Abdul Salam Muttath Pres.
11. Arifa. P-P Pres.
12. Abdul Rafoor. K.M Pres.

## Discussion and Decisions :-

- Principal presented the academic calendar and IQAC quality initiatives for 2021-2022
- It has been decided to implement LMS in all fields
- Decided to conduct an orientation on LMS modules by the Embase
- Recommended to organize covid 19 relief works as extension works
- It has been decided to conduct the programme interaction with civil service holders as a series.
- Decided to conduct certificate course in association with REACH and other agencies.
- Decided to offer three courses of REACH
- Discussed in detail the feedback analysis report of 2020-2021
- It has been decided to divide the files on criteria basis and assign teachers.



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

### 3. Minutes of the Meeting of IQAC with DOAC Coordinators

Date : 07-07-2021

Time : 12.00 pm

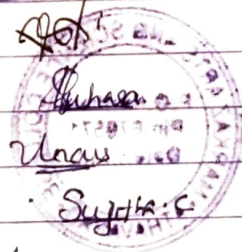
Venue : Principal's Chamber

#### Agenda :-

- Department files
- Seminars and Workshops
- Certificate course Details.

#### Members Present :-

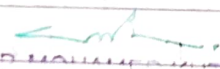
1. Dr. C.P Mohammed Kutty
2. Mohammed Basheer. V
3. Raji N.P
4. Sumayya. K.T
5. Faseela. M.P
6. Fathima Suhaira. K.K
7. Unais. P
8. Shijitha. C
9. Jumbala. K.P
10. Thasleena. K.K



## Discussion and Decisions :-

- > Recommended to complete the department files as we are moving to criteria works
- > Instructed to conduct seminars and workshops on ~~the~~ 1PR
- > Asked to submit the details of certificate courses



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

#### 4. Minutes of the Meeting of IQAC with Criteria Coordinators

Date : 10-08-2021

Time : 11.00 am

Venue : Principal chamber

#### Agenda :-

- Criteria file preparation
- Orientation on metrics under each  
Criteria

#### Member's Present :-

1. Dr. C-P Mohamood Kutty
2. Mohammed Basheer.V. PA
3. Arifa. P-P ~~Asst~~
4. Sayed Hussain Koya Thangal ~~PA~~
5. Anees. V.K. ~~Asst~~
6. Sharafudheen . K ~~Asst~~
7. Seena - P ~~Asst~~
8. Jumaila. K-P ~~Asst~~
9. Yasar Arafath. N ~~Asst~~

## Discussion and Decisions

- Discussed about criteria division
- Duties were assigned to criteria coordinator
- It has been decided to provide an orientation to teachers related to their metric.
- Recommended to conduct reviews: meeting of each criteria on monthly basis



Dr. C.P. MOHAMED KUTTY  
Principal  
Markaz Arts and Science College  
Athavanad, Karnataka PO-678571



## 5. Minutes of the meeting of IQAC Members.

Date: 01/09/2021

Time: 2-00 pm

Venue: Principal's Chamber

### Agenda :-

- ACTION plan of this academic year
- Annual reports of previous years.

### Member's Present


1. Dr. C.P Mohamed Kutty. LM
2. Mohammed Basheer. V MB
3. Anees. V. K Anees
4. Mohammed Shihabudheen. K.K. Shihab
5. Sayed Hussain Koya Thangal.
6. Shamsia. A.K
7. Suroor Jahan. K.K. SJK
8. Arifa. P.P. Arifa



## Discussion and Decisions :-

- Discussed about the action plan of this academic year.
- Suggested to submit the action plan after modification.
- Instructed to submit the annual reports by the end of this month for criteria works



  
DINDRAJAN KUTTY  
Principal  
Markaz Arts and Science College  
Athavanad, Karthala PO-679571

## G. Minutes of the meeting of IQAC Members

Date : 08/09/2021

Time : 12.00 pm

Venue : Principal chamber

### Agenda:-

- \* FDPS to be conducted
- \* LMS

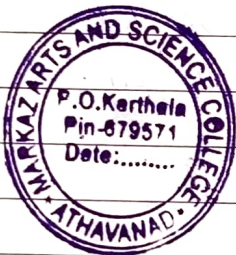
### Members Present :-

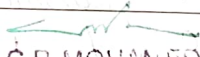
1. Dr. C.P Mohamed Kutty
2. Mohammed Basheer. V
3. Jaseeda. PP *Jaseeda*
4. Thasleena. K.K *Thas*



## Discussion and Decisions :-

- Decided to conduct more FDPs in this month
- Decided to conduct a FDP solely on National Education policy 2020
- Reviewed the status of LMS used by teachers.
- Decided to instruct teachers to give assignments through LMS.



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

## 7. Minutes of the Meeting of IQAC Members

Date : 23-09-2021

Time : 2.00 pm

Venue : Principal's Chamber

### Agenda :-

- Preparations for FDPs on NAAC documentation and NEP 2020

### Members Present

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

## Discussion and Decisions :-

- \* Discussed about the preparations needed for FDPs.
- \* Decided to offer registration facilities and to issue certificates.



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

## 8. Minutes of the Meeting of IONC with Criteria Coordinators

Date : 27/10/2021


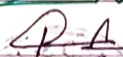







Time : 11.00 am

Venue : Principal's Chamber

### Agenda :-

— Review meeting of criteria Files

### Members Present :-

1. Dr. C.P Mohamed Kutty 
2. Mohammed Basheer. V 
3. Arifa. P.P 
4. Sayed Hussain Koya Thangal. K.K 
5. Anees - V.K 
6. Sharafudheen - K 
7. Seena - P 
8. Jumaila. K.P 
9. Yasar Arafath. N 



## Discussion and Decisions :-

- Conducted a review meeting of criteria files.
- Suggested the modification needed.
- Suggested to collect maximums supporting documents.



  
Dr. C.P. M. KUTTY  
Principal

Markaz Arts and Science College  
Athavanad, Karthala PO-679571



9. Minutes of the meeting of IQAC with  
Certificate coordinators

Date : 21-12-2021




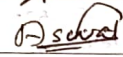

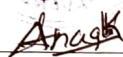



Time : 2.30 pm

venue : Principal Chamber

Agenda :

- Enrollment in certificate course
- REACH certificate course

Members Present :-

1. Dr. C.P Mohamed Kutty 
2. Mohammed Busheer.V 
3. Faseela. M.P 
4. Aswathi K.P 
5. Suroor Jahan. K.K 
6. Anagha. K.S 
7. Sayyid Hussain Koya Thangal 
8. Thasneem.T 
9. Sharafudheen. K 

## Discussion and Decisions:

- It has been decided to enroll more students to certificate course especially to all first year students.
- It has been decided to enroll more students to REACH certificate courses.



Dr. G.P. MOHAMED KUTTY  
Principal  
Markaz Arts and Science College  
Athavanad, Karthala PG-670571

## 10. Minutes of The meeting of IOAC with HODs.

Date : 11/01/2022









Time : 12-00 PM

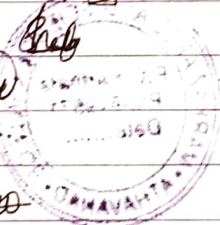
Venue : Principal's chamber

### Agenda :-

- \* Internal academic audit
- \* LMS

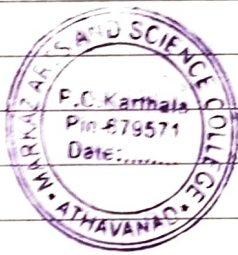
### Members Present :-

1. Dr. C-P Mohameed Kuttu 
2. Mohammed Basheer-V 
3. Mohammed Shadi-CC 
4. Seena-P 
5. Jumaila-K-P 
6. Sharafudheen-K 
7. Abdul Salam Mattath 
8. Abdul Latheef-K-P 
- 9



### Discussion and Decisions :-

- \* It has been decided to conduct internal academic audit of department files from 2018 to 2022
- \* Analysed the usage of Embase software and instructed to mark attendance without fail.



Dr. C.P. MOHAMED KUTTY  
Principal

Markaz Arts and Science College  
Athavanad, Karthala PO-679571

## 11. Minutes of the Meeting of IQAC with Members

Date : 18-02-2022

Time : 2.30 PM

Venue : Principal's Chamber

### Agenda :-

→ Feedback committee

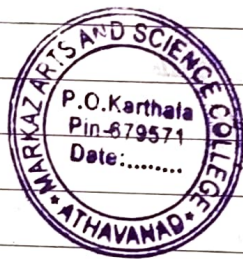
→ collection of feedback from stakeholders

### Members Present :-

1. Dr. C-P Mohamed Kutty LM
2. Mohammed Basheer. V P4
3. Jaseela - P.P Jaseela
4. Thasleena - K-K Thas

## Discussion and Decisions :-

- Formed the feedback committee for this year to collect and analyse feedbacks from all stake holders.
- Committee Members are :  
Thasleem. K-K ~~Shas~~  
Jaseeda. P-p ~~Jaseeda~~
- Alumni feedbacks can be collected through online mode.



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

## 12. Minutes of the Meeting IOAC Members

Date : 30-03-2022

Time : 2.30 PM

Venue : Principal's Chamber

### Agenda :-

- Evaluation of the activities of this year
- Preparation of feedback analysis
- Other matters

### Members Present :-

1. Dr. C.P. Mohamed Kutty. Chair
2. Mohammed Basheer. V Asst.
3. Jaseeda. P-P Secy.
4. Thusleena. K-K Chas

## Discussion and Decisions :-

- conducted discussion on the activities organized this year especially FDPs and certificate courses.
- Decided to prepare the feedback analysis report and forward to college council and managements.



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