

Minutes of the meeting of IQAC members.

Date: 05/06/2023

Time: 12:00 PM






Venue: Principal's cabin.

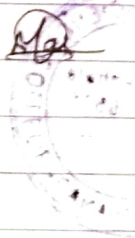
Agenda: -

- Preparation of Annual year Plan
- Academic calendar for the year 2022-2023.
- IQAC quality initiatives.
- Certificate course.
- Organization of conferences and workshops.
- NAAC accreditation.
- Student Induction programme for freshers.
- Framing of research policies.
- Reconstitution of IQAC.

M

Members Present :-

1. Dr. C.P. Mohammed Kutty 
2. Faseela M.P. 
3. Jaseeda P.P. 
4. Thasleena K.K. 
5. Abdul Salam Mattate. 



Discussion and Decisions:-

→ IQAC is reconstituted with the following members as per the proceedings of the principal.

Chairman - Dr. C.P. Mohamed Kutty

Coordinator - Faseela M.P.

Joint coordinators - Jaseeda P.P. Thasleera KK

Abdul Salam Maltath.

→ The committee decided to prepare an action plan for the year 2022-23 to equip the college for NAAC accreditation.

→ The committee resolved to recommend entrusting Mrs. Alifa P.P. Staff Secretary to prepare academic calendar.

→ It was decided to start new certificate courses for students targeting skill inculcation training in trending areas and communication skills.

→ Students are promoted to do certificate courses under REACH.

→ Departments can also conduct certificate courses.

→ Students must be encouraged to take more online certificate courses. Preference to be given for Swagam, MOOC, Coursera, etc.

→ It has been decided to give proper guidelines to departments for organizing conferences and workshops.

→ It has been decided to convene staff meeting to fasten the process of NAAC accreditation.

→ It was decided to organize the student induction programme for the freshers by covering all modules.

→ Decided enhance the research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies.

→ Decided to industry-institution through collaborations and MoUs.



Dr. C.P. MOHAMED KUTTY
Principal

Narayana Arts and Science College
Athavanad, Kottayam

Minutes of the meeting of IQAC with college Council


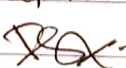

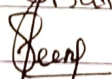








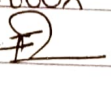
Date: 14/06/2022.

Time: 12.00 PM.

Agenda:-

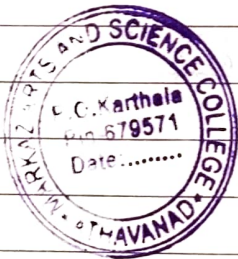
- IQAC Quality initiatives.
- Discussion on academic calendar.
- NAAC accreditation.
- Certificate course.
- Teachers enrollment in online courses.
- Faculty participation in FDPs.

Members Present:-

1. Dr. C.P. Mohamed Katty. 
2. Faseela M.P. 
3. Mohammed Shafi C.C. 
4. Seena P. 
5. Sharabuddeen P.K. 
6. Yasal Arafath N. 
7. Jumaila K.P. 
8. Saged Hussain Koya Kargal. K.K. 
9. Abdul Lateef K.A. 
10. Abdul Salam Maltath. 
11. Arifa P.P. 
12. Abdul Gabool K.M. 
13. Fouziya. 

Discussion and Decisions: -

- Discussed about IQAC quality initiatives of this year.
- Decided to implement the academic calendar with recommended modifications.
- It has been decided to go for NAAC accreditation. Measures should be taken for the same.
- It is decided to conduct more certificate courses in this year.
- The certificate courses provided by REACH are Interactive English, Data Processing and Soft Skills.
- Students can enroll for these courses.
- Students should be encouraged to attend online courses through NPTEL/Swayam.
- Teachers have to be enrolled in online courses offered by SWAYAM.
- Faculty development programmes have to be organized.
- Teachers should participate in faculty development programmes organized by other institutions.



Dr. C.P. JAYANAND KUTTY
Principal

Markaz Arts and Science College
Athavanad, Karthala PO-679571

Minutes of the meeting of IQAC with club and cell coordinators.

Date :- 18/07/2022

Time :- 11:00 am.

Venue :- Principal's chamber.

Agenda :-

- Action Plan for the academic year 2022-2023.
- Annual report of previous year.
- any other relevant matters.

Members present :-


1. Dr. C. P. Mohammed Kulth
2. Fazeela M. P.
3. Seena P.
4. Mohammed Shahid C.
5. Anees V. R.
6. Sayeed Hussain Koya Thangal
7. Mohammed Hashim
8. Shamla A. K.
9. Abdul Lateef K. A.
10. Suroor Jahar K. K.



Discussion and Decisions: -

- Discussed about the annual reports submitted by club coordinators.
- Instructed to keep the minutes books neatly.
- Annual reports of the previous year should be submitted by the end of this month.
- Recommended to conduct more extension activities in the adopted village.




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

Minutes of the meeting of IQAC with DQAC members.

Date:- 09/08/2022.

Time:- 10:30 am.

Venue: Principal's chamber.

Agenda:-

- Department action Plan.
- Seminars and workshops.
- Certificate course.
- Annual report of previous year.

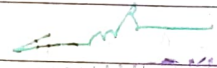
Members present:-

1. Dr. C. P. Mohamed Kutty ← m
2. Faseela M. P. FOA
3. Sabra K. K. Sh
4. Hasna M. H
5. Mohamed Hasim M. MH
6. Shabanas P. P. sh
7. Javed Ramzan T. K. J
8. Sreeja Sanjeev. S
9. Jumaila K. P. J
10. Thasleena K. K. sh

Discussion and Decisions: -

- Discussed about the action plan of each department and ensured about the scopes of career guidance classes and extension activities.
- Instructed to organize one national / international seminars.
- Details of certificate courses offered by the departments were furnished.
- Discussed about the annual reports of the previous year. Suggested some modifications needed in the annual reports.




Dr. J. J. D. S. KUTTY
Principal
Markaa Arts and Science College
Athavanad, Karthala PO-679571

Minutes of the meeting of IQAC with Criteria Coordinators.

Date: 13/09/2022

Time: 11:00 am.

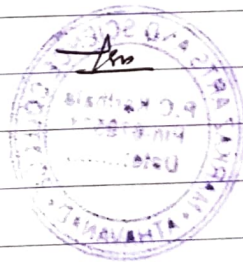
Venue: Principal's chamber.

Agenda

- External verification of criteria files.
- any other relevant matters.

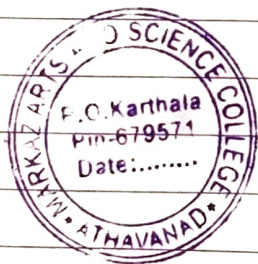
Members present:-

1. Dr. C. P. Mohamed Kulthy
2. Fazeela. M. P.
3. Anifa. P. P.
4. Sayed Hussain Koya Thangal.
5. Anees. V. K.
6. Shalafuddeen. P. K.
7. Seena. P.
8. Jumaila. K. P.
9. Yasas Arafath. N.



Discussion and Decisions: -

- All the files should be updated with the data for the year 2021-2022.
- It has been decided to conduct an external verification of criteria files by November.
- Criteria coordinators should convene criteria wise meeting once in a week.



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

- Minutes of the meeting of IQAC with Student representatives -

Date: 11-10-2022, Tuesday.

Time: 2:00 pm.

Venue: Room number 03.

Agenda:-

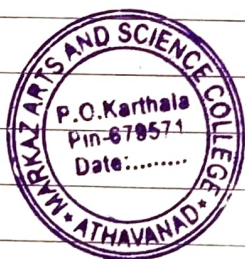
* Suggestions from Students for quality improvement.

Members present:

1. Dr. C. P. Mohamed Kulis Principal
2. Faseela M.P, IQAC coordinator
3. Abdul Gaffoor, R.M.
Student Representatives.

Discussion and Decision:

- Suggestions were invited from student representatives for quality improvement.
- Suggestions from students:
 - to digitalise the library.
 - to convert classrooms to smart classrooms.
 - to increase facilities in laboratories.
 - to conduct workshops on subject basis.
- Research cell formation: To form a research cell in each department and intimate students to present research papers of their own. At the end of the year, a research magazine can be published by organising all research papers.
- to strengthen facilities in sports and games.



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

Meeting of IQAC with members




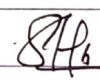
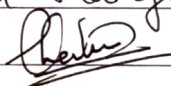
Date: 20/11/2022.

Time: 2:30 PM.

Agenda:-

- Upcoming external auditing of criteria files.
- Formation of Feedback Committee.
- Five Days Faculty Development Programme.

Members Present:-

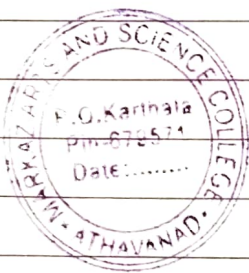
1. Dr. C. P. Mohamed Kutty 
2. Fabeela M.P. 
3. Jaseeda P.P. 
4. Sayed Hussain Koya Thangal. 
5. Thasleena K.K. 


Discussion and Decisions

- Discussed about the preparations needed for external file verification.
- Discussed about the five days faculty development programme which commences from 21st November onwards.
- FDP will be in hybrid mode.
- Feedback committee for this academic year was formed with the following members:-

Thasleena. K. K.

Jaseeda. P. P.




 Dr. C.P. MOHAMED KUTTY
 Principal
 Markaz Arts and Science College
 Athavanad, Karthala PO-672571

Minutes of the meeting of IQAC with HoDs.

Date: 08/12/2023

Time: 11:00 am

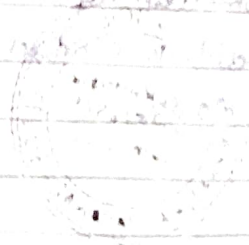
Venue: Principal's Cabin

Agenda: -

- Department files
- Students participation in Seminars and workshops
- Career guidance and counselling classes
- Result analysis
- Coaching for advanced and slow learners

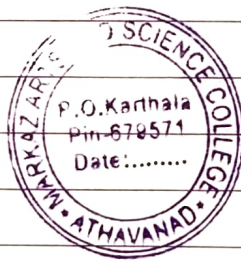
Members Present: -

1. Dr. C. P. Mohamed Kutty
2. Faseela M. P.
3. Mohammed Shafi - c.c.
4. Seena P.
5. Sayed Hussain Koya Kungal
6. Jumaila K. P.
7. Abdul Salam Maltah
8. Shafa fudheen P. K.
9. Yasal Arafath N.
10. Valid. Qudus



Discussion and Decisions:-

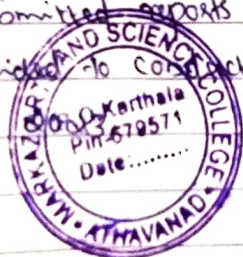
- All department files should be updated with the data of the year 2021-2022.
- Students should be encouraged to present papers in national and international seminars.
- Innovative practices need to be organised.
- Encourage students to do internships.
- Arrange career guidance and counselling classes department wise.
- Ensure that the results are in the right format with an analysis of semester wise results.
- Coaching for advanced and slow learners should be effective.



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

Discussion and Decisions:-

- * The committee approved the minutes of the last meeting.
- * It has been decided to complete the feedback collection of odd semester before 20th Feb 2023. After the collection, it has to be analysed and distributed to the departments. Heads of the Departments were directed to take further actions on the basis of feedback.
- * All department heads furnished the details of Certificate course of the academic year 2022-23.
As per the decision taken in the previous meeting, all departments are offering certificate course to all UG and PG students. Details about certificate course should be reported in department minutes book.
Reports regarding certificate course should be submitted to the IQAC before 10th April 2023.
- * It has directed to the HODs to verify the attendance report in Embase.
- * It has been decided to conduct Open House - Academic Interface on 28th Feb and 1st March 2023. All are instructed to arrange the stalls on department wise.
- * PIA of first year UG students has to be conducted on 28th Feb and 1st March.
- * Details of students enrolled in SWAYAM were analysed. concerned faculties are instructed to keep the reports including screenshots.
- * Details of project works of final year UG and PG students were analysed. It has been decided to publish the details on notice board by concerned depts.
- * Internal marks of odd semester were taken into consideration with utmost importance. If there is any grievances, it should be taken seriously.
- * Departments are directed to conduct Seminars and workshops on IPR, and Research Methodologies before 20th March 2023.
- * Departments submitted reports of Audit course of UG and PG students.
- * It has been decided to conduct the Internal Academic Auditing by the end of March.



DR. D. MOHAMMED KUTTY
Principal
Narayana College
Kothavani, Kuvempu - 570571

- Minutes of the meeting of IQAC with club coordinators and certificate course coordinators.

Date: 14/03/2023 Tuesday.

Time: 10.45 am.

Venue: Principal's chamber.

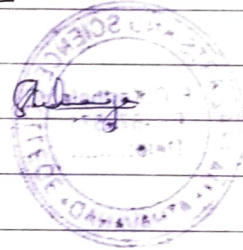
Agenda:-

→ Evaluation of certificate course.

→ Evaluation of club activities - NSS, ED, WDC, Fine Arts, Sports.

Members Present:-

1. Dr. C. P. Mohamed Kullu Principal
2. Faseela M.P. IQAC coordinator. *Faseela*
3. Fahmidha. *Fahmidha*
4. Suroor Jahan K.K. *Suroor*
5. Shabafudheen P.K. *Shabafudheen*
6. Shadiga.
7. Aswathi K.P. *Aswathi*
8. Hasna M. *Hasna*
9. Valid. *Valid*
10. Shihab *Shihab*
11. Anees V.K. *Anees*
12. Yasal Arqath N. *Yasal*
13. Jameela. *Jameela*



Discussion and Decision: - to prepare int. to students -

- The enrollment status of certificate course were analysed.
- A report of the same should be submitted on 18th March 2023.
- A brief report of extension activities conducted by NSS, EDC club and WDC should be submitted on 18th March.
- Report should contain brochure and signed list of participants.
- Fine arts and Sports coordinators were directed to prepare the report of activities conducted in the year 2022-23.



Dr. C.P. MOHAMED KUTTY

Markaz Arts and Science College
Athavanad, Karthala PO-579571

- Minutes of the meeting of IQAC with criteria coordinators and team members.

Date: 15/03/2023.

Time schedule:-

Criteria I - 10.45 am

Criteria II - 11.45 am

Criteria III - 1.45 pm

Criteria IV - 2.00 pm

Criteria V - 2.30 pm

Criteria VI - 3.00 pm

Criteria VII - 3.30 pm

Agenda:-

⇒ criteria wise Evaluation.

Members Present:-

1. Faseela M.P. IQAC coordinator ~~PK~~

2. Sabna K.K. ~~PK~~

3. Jena P. ~~PK~~

4. Jaseel ~~PK~~

5. Shihab. ~~PK~~

6. Arifa P.P. ~~PK~~

7. Thasleena K.K. ~~PK~~

8. Mohammed Hasm. (MH)

9. Raji N.P. ~~PK~~

10. Jamaila K.P. ~~PK~~

11. Vinita K.N. ~~PK~~

12. Correshma P.T. ~~PK~~

13. Aswathy K.P. ~~PK~~

14. Sharafuddeen PK ~~PK~~

15. Jaseela K. ~~PK~~

16. Anagha K.S. ~~PK~~

17. Sreelini T. ~~PK~~

18. Jameela ~~PK~~

19. Soukha. ~~PK~~

20. Yasra Anra Bate. N. ~~PK~~

21. Asha. ~~PK~~

22. Mameesha Mohan ~~PK~~

23. Sahla Basu AP

24. Hasna N.

25. Anes V.K.

26. Rincy Arny

27. Divya

28. Sayed Hussain ~~PK~~

29. Vijeesha ~~PK~~

30. Jaleela. ~~PK~~

31. Mubareek Raihana ~~PK~~

32. Sachin ~~PK~~

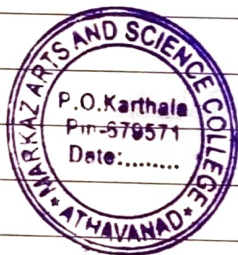
33. Sneha. ~~PK~~

34. Sachin.

35. Sachin.

Discussion and Decisions:-

- * Discussions were held with each criteria coordinators and members.
- * Reports prepared on the basis of criteria were analysed in detail. Modifications were suggested to the needed.



Dr. C.P. R. S. SUTTY
Principal
Markaz Arts and Science College
Athavanad, Karthala PO-670571

- Minutes of the meeting of IQAC with management representatives -

Date: 25/03/2023

Time: 11:00 am

Venue: Main office

Agenda: IQAC accreditation

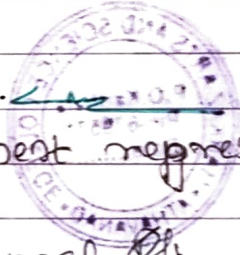
1. NAAC accreditation

2. IQAC accreditation

3. IQAC accreditation

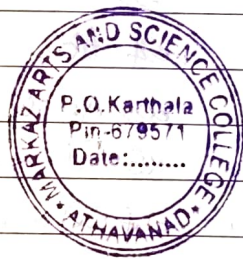
Members Present: -


1. Dr. C. P. Mohamed Katty
2. K. T. Azad Ali, Management representative
3. Fabeela M. P.
4. Sayed Hussain Koya Thangal



Discussion and Decisions.

- ⇒ Discussed about the provisions needed from the part of management.
- Management representative assured full hearted support to the ongoing process.




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

- Minutes of the meeting of IQAC with HODs, criteria coordinators and club coordinators -

Date: 31-03-2023


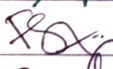
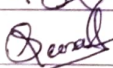
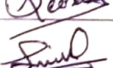
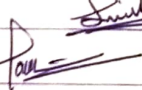


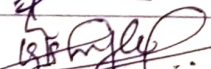

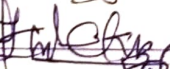


Time:

Venue: Principal's chamber.

Agenda:-

- Internal Audit Report
- File collection.
- Workload for next year.
- Publication of Annual news bulletin.

Members present:

1. Dr. C. P. Mohammed Kuriy Principal 
2. Faseela M.P. IGAC coordinator 
3. Seena P 
4. Sayed Hussain Koya Thangal 
5. YASAR ARAFATH. D 
6. Sharafudheen K 
7. Abdul Wahid K 
8. Suroos Jahan KU 
9. Aarifa P.P 
10. Jumeila K.P 
11. Mohammed Shafi:cc 
12. Anagha. S.S 

Discussion and Decisions:-

- * The committee approved the minutes of the last meeting.
- * A detailed discussion on internal auditing were held. Reports were given to the concerned HoDs.
- * It has been decided to publish Annual news bulletin. A committee for the same was formed, ~~as~~ Principal as chief editor and Mohammed Basheer V, department of English as editor.



Dr. G.P. MOHAMED KUTTY

Markaz Arts and Science College
Athavanad, Karthala PO-679571