

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 01/2018-19	
Objectives: 1. Instill a sense of quality consciousness in all stakeholders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stakeholders’ input in governance 7. Inculcate value system in students 8. Suggest measures for improvement		Mtg. Leader: Principal	
		Mtg. Facilitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Principal’s Chamber	
		Date: 18 January 2018	
		Start Time: 12.00 p.m.	
		End Time: 01.15 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. CH Abdul Gafoor	Principal	Mr. Arif Zainddeen AP	IQAC Coordinator
Mr. Zakairya KP	Secretary, Staff Council	Dr. P Mohammed	HoD, Department of Arabic
Dr. Shoukathali K	Management Representative	Mr. A Abdussalam	Management Representative
Dr. Firdous Mon	Alumni Representative	Ms. Aameena C	HoD, Department of English
Mr. Muohammed Yaseen T	HoD, Department of Economics	Dr. Muhammed PK	HoD, Department of Islamic History
Mr. Mujeeb Rahman P	Department of Arabic	Mr. Muhammed Thaiseer NV	Industry Person
Dr. Abdulla Najeeb M	Department of Arabic	Mr. Harris Bin Saleem	Department of Arabic
Dr. Jabir Amani	IQAC, SS College	Mr. Muhammed Salih K	Student Representative
Mr. Safarulla P	Neighbor Community	Ms. Shakeela PA	Administrative Staff

Agenda:	
	<ol style="list-style-type: none"> 1. Action Plan and Year Plan 2. Making of New MoU's 3. Decision to conduct Three Certificate Courses 4. Strategic Plan for NAAC accreditation 5. Introduction of Skill based Course 6. Evaluation of Certificate Courses 7. Purchase of New Magazines 8. code of conduct-induction programmes 9. Any other point with the permission of the chair

Decisions Made/ Information Given:	
1	IQAC Coordinator Mr. Arif Zaindeen reviewed the previous minutes and that was approved without exception.
2	IQAC suggested making new MoUs with other institutes and companies to foster collaboration and opportunity for global experience for our students.
3	All departments, clubs and forums were Directed to submit the Action Taken Report and Annual report to IQAC.
4	The meeting discussed various aspects of quality parameters to be included in the strategic plan for the overall development of the college with special focus on academic quality, Student support and infrastructure facilities.
5	The meeting acknowledged all academic activities organized by various departments and clubs.
6	The meeting decided to purchase new journals to the Library
7	Brief notes were given by HoDs on Induction programmes and the Principal suggested including the Student Code of Conduct as one of the special themes in the programme.
8	<p>IQAC decided to conduct more certificate courses:</p> <ol style="list-style-type: none"> a. Environmental Economics – Mr. Sajith C – Economics Department b. Creative Writing – Ms. Jamshiya K – English Department c. Arabic for Beginners – Mr. Mujeeb Rahman Panoli
9	Entrusted the HoDs of each Dept to conduct the bridge course to provide our students a breather, to prepare themselves before the onset of courses for first year degree programmes.

New Action Items			
#	Item	Responsible	Closing Date
1	Strategic Plan	Arif Zainuddeen	30-09-2018
2	Action Plans	HoDs and Coordinators	30-06-2018
3	MoUs	Mohammed P	30-11-2018
4	Induction Programs – Code of Conduct	HoDs	30-09-2018
5	Journals	Abdul Kader O	31-10-2018
6	Certificate Courses	Concerned Faculties	31-12-2018
7	Bridge Courses	HoDs	31-10-2018

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 02/2018-19	
Objectives: 1. Instill a sense of quality consciousness in all stake-holders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stake-holders’ input in governance 7. Inculcate value system in students 8. Suggest measures for improvement		Mtg. Leader: Principal Mtg. Facilitator: IQAC Coordinator Mtg. Recorder: IQAC Coordinator Where: Seminar Hall	
		Date: August 08, 2018	
		Start Time: 3:00 p.m.	
		End Time: 4.10 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. CH Abdul Gafoor	Principal	Mr. Arif Zainddeen AP	IQAC Coordinator
Mr. Zakairya KP	Secretary, Staff Council	Dr. P Mohammed	HoD, Department of Arabic
Dr. Shoukathali K	Management Representative	Mr. A Abdussalam	Management Representative
Dr. Firdous Mon	Alumni Representative	Ms. Aameena C	HoD, Department of English
Mr. Muohammed Yaseen T	HoD, Department of Economics	Dr. Muhammed PK	HoD, Department of Islamic History
Mr. Mujeeb Rahman P	Department of Arabic	Mr. Muhammed Thaiseer NV	Industry Person
Dr. Abdulla Najeeb M	Department of Arabic	Mr. Harris Bin Saleem	Department of Arabic
Dr. Jabir Amani	IQAC, SS College	Mr. Muhammed Salih K	Student Representative
Mr. Safarulla P	Neighbor Community	Ms. Shakeela PA	Administrative Staff
Mr. Anfas CN			

Agenda:	
	<ol style="list-style-type: none"> 1. Minutes reading 2. Collection of Feedback form from all stakeholders 3. Introduction of Skill based course 4. Evaluation of Bridge course 5. Application of Dr. Abdulla Najeeb M as Research Guide in Department of Arabic, Mamapad 6. Analysing NAAC accreditation works 7. Disaster Management 8. IPR Cell Constitution 9. Evaluating Certificate Courses 10. Any other point with the permission of the chair
Decisions Made/ Information Given:	
1	IQAC Coordinator presented the minutes of the last meeting and it was unanimously approved.
2	The meeting decided to collect Feedback form of all stakeholders to understand their expectations.
3	Entrusted the HoDs of each Dept to conduct a bridge course to provide our students a breather, to prepare themselves before the onset of courses for first year degree programmes.
4	<p>The proposal for the B.Voc Courses submitted to UGC was elucidated by the principal.</p> <ol style="list-style-type: none"> a. B.Voc Tourism and Hospitality Management. b. B.Voc Arabic and Translation Studies
5	Our faculty, Assistant Professor of Arabic, Dr. Abdulla Najeeb M was directed to submit a proposal for Research Guide in PG & Research Department of Arabic, MES Mampad College.
6	The meeting analysed NAAC Accreditation works and decided to carry out a strategy plan for ensuring that the process of accreditation be carried forward in a time bound programme.
7	The certificate courses were analyzed by IQAC and appreciated its coordinators for their generous efforts.
8	IQAC directed the principal to constitute an IPR Cell to aware the students on Intellectual Property Right.
9	IQAC suggested the programme officers of the Students on Alert and NSS units to equip the volunteers for disaster management.

New Action Items			
#	Item	Responsible	Closing Date
1	Vocational Courses	Principal	30-09-2018
2	PhD Guideship	Dr. Abdulla Najeeb M	31-12-2018
3	IPR Cell	Principal	15-10-2018
4	Disaster Management	Mujeeb Rahman P	15-08-2018
5	Feedback	Principal	30-11-2018

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 03/2018-19	
Objectives: 1. Instill a sense of quality consciousness in all stake-holders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stake-holders’ input in governance 7. Inculcate value system in students 8. Suggest measures for improvement		Mtg. Leader: Principal	
		Mtg. Facilitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Principal’s Chamber	
		Date: 02 November 2018	
		Start Time: 03.00 p.m.	
		End Time: 04.15 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. CH Abdul Gafoor	Principal	Mr. Arif Zainddeen AP	IQAC Coordinator
Mr. Zakairya KP	Secretary, Staff Council	Dr. P Mohammed	HoD, Department of Arabic
Dr. Shoukathali K	Management Representative	Mr. A Abdussalam	Management Representative
Dr. Firdous Mon	Alumni Representative	Ms. Aameena C	HoD, Department of English
Mr. Muohammed Yaseen T	HoD, Department of Economics	Dr. Muhammed PK	HoD, Department of Islamic History
Mr. Mujeeb Rahman P	Department of Arabic	Mr. Muhammed Thaiseer NV	Industry Person
Dr. Abdulla Najeeb M	Department of Arabic	Mr. Harris Bin Saleem	Department of Arabic
Dr. Jabir Amani	IQAC, SS College	Mr. Muhammed Salih K	Student Representative
Mr. Safarulla P	Neighbor Community	Ms. Shakeela PA	Administrative Staff
Mr. Anfas CN	HoD, Department of Islamic Finance	Mr. Nisaruddeen KK	HoD, Department of Tourism

Agenda:	
	<ol style="list-style-type: none"> 1. Review of the minutes of the last IQAC Meeting and subsequent action taken 2. NET – TET Coaching Camp for students 3. Discussion on New certificate courses 4. Discussion on reducing Heat in the classroom 5. Installation of Watercooler in the campus 6. Strategic Plan for NAAC accreditation 7. Application for UBA under MHRD 8. Conducting International Seminars 9. Any other point with the permission of the chair

Decisions Made/ Information Given:	
1	IQAC Coordinator Mr. Arif Zaindeen read the minutes and that was approved unanimously.
2	The meeting appreciated the Students on Alert and NSS volunteers for their exemplary service during flood.
3	The Career Guidance and Placement Cell was entrusted to conduct a systematic coaching camp for NET – KTET aspirants to enlighten the meritorious performance of our students.
4	Installation of wall fans to reduce heat in the classroom was sanctioned in the meeting.
5	The meeting entrusted the NSS coordinator to apply the activities of UBA under central government.
5	As per the request of the students, IQAC suggested installing a watercooler in the campus.
6	The meeting analyzed NAAC Accreditation works and decided to carry out a strategy plan for ensuring that the process of accreditation be carried forward in a time bound programme
7	All activities of the departments, clubs and forums were appreciated.
8	IQAC advised the Arabic Department to organize an International Seminar in Collaboration with University of Calicut to assist students in their academic and social development.

New Action Items			
#	Item	Responsible	Closing Date
1	NET/ KTET Coaching	Dr. Abdulla Najeem M	30-12-2018
2	Wall Fans	Dr. Yoonas Saleem K	15-12-2018
3	Water Cooler	Mujeeb Rahman P	30-11-2018
4	UBA	Dr. Yoonas Saleem K	31-12-2018
4	International Seminar	Dr. Abdulla Najeem M	31-03-2019
4	NAAC accreditation works	Arif Zainddeem	31-03-2019

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 04/2018-19	
Objectives: 1. Instill a sense of quality consciousness in all stake-holders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stake-holders’ input in governance 7. Inculcate value system in students 8. Suggest measures for improvement		Mtg. Leader: Principal	
		Mtg. Facilitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Seminar Hall	
		Date: January 01, 2019	
		Start Time: 4:00 p.m.	
		End Time: 5.10 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. CH Abdul Gafoor	Principal	Mr. Arif Zainddeen AP	IQAC Coordinator
Mr. Zakairya KP	Secretary, Staff Council	Dr. P Mohammed	HoD, Department of Arabic
Dr. Shoukathali K	Management Representative	Mr. A Abdussalam	Management Representative
Dr. Firdous Mon	Alumni Representative	Ms. Aameena C	HoD, Department of English
Mr. Muohammed Yaseen T	HoD, Department of Economics	Dr. Muhammed PK	HoD, Department of Islamic History
Mr. Mujeeb Rahman P	Department of Arabic	Mr. Muhammed Thaiseer NV	Industry Person
Dr. Abdulla Najeeb M	Department of Arabic	Mr. Harris Bin Saleem	Department of Arabic
Dr. Jabir Amani	IQAC, SS College	Mr. Muhammed Salih K	Student Representative
Mr. Safarulla P	Neighbor Community	Ms. Shakeela PA	Administrative Staff
Mr. Anfas CN	HoD, Department of Islamic Finance	Mr. Nisaruddeen KK	HoD, Department of Tourism

Agenda:	
1.	Review of the minutes of the last IQAC Meeting and subsequent action taken
2.	MoU, Linkages analysis
3.	Criteria wise presentation of NAAC works
4.	Update Syllabus contents
5.	Analyzing Certificate Courses
6.	Any other point with the permission of the chair

Decisions Made/ Information Given:	
1	IQAC Coordinator Mr. Arif Zaindeen read the minutes and that was approved without exception.
2	Dr. Abdulla Najeeb M presented the progressive report of the International Seminar by the Department of Arabic, in collaboration with the University of Calicut. The tentative date is 18-20 March 2019.
3	IQAC discussed all MoUs and linkages and suggested extending the activity with other institutes and companies for the skill enhancement of our students.
5	The meeting suggested the Board of Studies members of the Calicut University from the college, to update the syllabus by adding more content on gender, environmental and human values.
4	Principal Dr. Abdul Gafoor CH elucidated the works of NAAC, the IQAC committee recommended the criteria wise analysis of the programme.
5	All certificate courses were appreciated, and as per the feedback of the students, IQAC decided to conduct more courses in the upcoming academic year.

New Action Items			
#	Item	Responsible	Closing Date
1	MoU	Arif Zainudheen	31-03-2019
2	Criteria Wise NAAC Analysis	Principal	31-03-2019

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 05/2018-19	
Objectives: 1. Instill a sense of quality consciousness in all stake-holders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stake-holders’ input in governance 7. Inculcate value system in students 8. Suggest measures for improvement		Mtg. Leader: Principal	
		Mtg. Facilitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Principal’s Chamber	
		Date: 29 March 20119	
		Start Time: 04.00 p.m.	
		End Time: 05.05 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. CH Abdul Gafoor	Principal	Mr. Arif Zainddean AP	IQAC Coordinator
Mr. Zakairya KP	Secretary, Staff Council	Dr. P Mohammed	HoD, Department of Arabic
Dr. Shoukathali K	Management Representative	Mr. A Abdussalam	Management Representative
Dr. Firdous Mon	Alumni Representative	Ms. Ameena C	HoD, Department of English
Mr. Muohammed Yaseen T	HoD, Department of Economics	Dr. Muhammed PK	HoD, Department of Islamic History
Mr. Mujeeb Rahman P	Department of Arabic	Mr. Muhammed Thaiseer NV	Industry Person
Dr. Abdulla Najeeb M	Department of Arabic	Mr. Harris Bin Saleem	Department of Arabic
Dr. Jabir Amani	IQAC, SS College	Mr. Muhammed Salih K	Student Representative
Mr. Safarulla P	Neighbor Community	Ms. Shakeela PA	Administrative Staff
Mr. Anfas CN	HoD, Department of Islamic Finance	Mr. Nisaruddeen KK	HoD, Department of Tourism

Agenda:	
1.	Review of the minutes of the last IQAC Meeting and subsequent action taken
2.	Submission of ATR of all clubs and cells
3.	Analysing Strategic Plan
4.	Evaluating International Workshop
5.	Any other point with the permission of the chair

Decisions Made/ Information Given:	
1	IQAC Coordinator Mr. Arif Zaindeen read the minutes and that was approved by the IQAC.
2	All departments, clubs and forums were appreciated for conducting curricular and extracurricular activities aiming to influence students' affective and cognitive development.
3	All departments, clubs and forums were informed to submit ATR and annual reports to IQAC.
4	Dr. Abdulla Najeeb M presented the report of the International Seminar, and the meeting analysed the feedback.
5	The meeting analysed the IPR related works of the college.
6	Evaluation of the FDP programs of the College were also found satisfied and the meeting decided to continue it in the upcoming academic year.
7	IQAC coordinator Mr. Arif Zaindeen examined the Strategic Plan and NAAC accreditation works and decided to carry out the strategy plan for ensuring that the process of accreditation be carried forward in a time bound programme.

New Action Items			
#	Item	Responsible	Closing Date
1	Strategic Plan	Arif Zainuddeen	31-05-2019
2	ATR	HoDs and Coordinators	31-03-2019