

2023-24

488

Date: 02/06/2023

Time: 3.00 PM

Venue: IQAC ROOM

Agenda

* 2020-23 UG, PG Batches Result Analysis

Members Present

Dr. Abdul Rashid M.A

Discussion:

The Principal convened a meeting of IQAC, Criterion Heads on 02/06/2023 in the IQAC Room to conduct a detailed analysis of the results (Semester-wise) of the UG and PG batches who passed out in 2023. The IQAC and College Council had fixed a benchmark of 70% (results) in the context of IV Cycle NAAC-Accreditation and improving NIRF ranking. Since the results were below 70% for the afore mentioned batch, a discussion was held to discuss remedial measures for upcoming batches. The following suggestions were put forward by the IQAC members:

- * Strictly reinforce completion of 80% portions before internal exams.
- * Track completion of portions through LMS - instructions to faculty members to update lesson plans at the beginning of each semester.

20.06.23

Discussion

- Agenda:
- 1) Submission of AQAR 2021-22
 - 2) Data Compilation and Submission AQAR 2022-23
 - 3) IQAC Reconstitution
 - 4) DBT-STAR and DST-FIST funding - constitution of committee and submission of proposal
 - 5) Quality Initiatives 2023-24
 - 6) Publication of Annual Report
 - 7) FDP

Members Present

Dr. Chitra Gopinath (Principal)

Dr. Sumalekshmy S. (IQAC Co-ordinator)

Dr. Abdul Rahim M.K.

Dr. Ansil P.N.

Dr. Aswathy M.R.

Dr. Divesh Kumar K.V.

Dr. Fuzer Muhammed

Niza N.

Sajir T.K.

Dr. Mohammed Salim. M

Dr. K. Meny

Sheela S.R

Dr. Sulfa S. Santhosh

Handwritten signatures and initials corresponding to the list of members present.

Discussion :-

A meeting of IQAC with Principal was convened on 20/06/2023 at 12.50 PM in the Conference Room. The seven criterion chiefs updated the Principal on the status quo of AQAR 2021-22. Since Criteria 3, 5 and 6 were pending upload, the final deadline for completing the work was decided as 03/07/2023. The Principal instructed the Office Superintendent and the Accountant to provide the respective criterion chiefs with the necessary documents. It was also decided to conduct a meeting on 13/07/2023 where individual criterion heads could present/put forward new quality initiatives for the present academic year. The IQAC Co-ordinator and Criterion 6 Head reminded the Principal about the publication of the Annual Report 2022-23. In order to ensure effective mobilisation of resources for research and infrastructure augmentation, it was suggested that the various options available should be entrusted to individual faculty members. The options listed in the meeting include DBT-STAR, DST-FIST, NAAC funds for FDI on NEP, SARD. It was also suggested that a Capacity Building Programme for Non-teaching staff should be organised in the immediate future.

[Signature]
14/03/23

23.06.23 Meeting of the IQAC with college level certificate course coordinator and criterion 1 chief in the presence of the Principal

- * Agenda -^{to} compilation of data associated with certificate courses during 22-23
- * Modifications in the existing courses
- * Initiation of new courses
- * Academic committee to initiate the process

Members Present

Dr. Chithira Gopinath (Principal)

Dr. Sarmalekshmy

Dr. Abdul Rahim M. K.

Ms. Gayathri S.

Dr. Teena R.

Anjana Das (Student Representative)

Discussion:- It is decided to start new certificate courses in the year 23-24 with those faculty who do not have to engage full time regular classes are also told to start new courses.

The criteria to be kept maintained w.r. to documents keeping is also discussed.

The Academic committee may be convened to discuss and approve the new courses.

14.07.23

Meeting of the IQAC with Principal

- Agenda:-
- approval of previous minutes
 - Action plan for the academic year 23-24
 - feedback - centralised.
 - Alumni committee
 - training to administrative staff

Members Present :-

- Dr. Chithra Gopinath
- Dr. Sumalekshmy S.
- Dr. Shehaz S.R.
- Dr. Abdul Rahim M.K.
- Safis TK
- Dr. Aswathy H.R.
- Dr. Divyankumar K.V.
- Dr. Ansil P.N
- Dr. Fisser K Muhammad

Dr. Shehaz
 Dr. Abdul Rahim
 Dr. Aswathy
 Dr. Divyankumar
 Dr. Ansil
 Dr. Fisser

Discussion:

The meeting convened with the IQAC by the Principal on 14/07/2023 approved the previous meeting minutes. Action Plan prepared by the IQAC for the academic year 2023-24 was put up for discussion before circulation to respective departments. One of the important suggestions that came up was the regular meetings of the various committees constituted to monitor academic performance.

Alumni Committee

Suggestion to form a new Alumni Committee to liaise between the college and the alumni chapters, which will comprise of teaching and non-teaching staff who are former students of

The college.

Certificate Courses

As per revised guidelines, Certificate Courses offered in one year should not be repeated in the next year. So it was decided to convene an urgent meeting of the Academic Committee for Certificate Courses to discuss modus operandi of the same.

Feedback Committee

It was decided to centralise the collection of feedback through Campus Genie LMS. It was also decided to revise the 360° feedback forms as per revised guidelines issued by NAAC.

Criterion 1 Head suggested a new modus operandi to ensure effective consolidation of data pertaining to experiential data learning, specifically student projects on Environmental Studies. Tutors of individual batches are assigned with the task of collecting the projects from English course co-ordinators.

The importance of conducting training programme for administrative staff was raised, again and the matter was directed to the Teaching Learning Centre (TLC) for urgent action.

It was decided to put the idea for FM Radio broadcast, as a new student project, before the College Council.

24.07.23. IQAC meeting with IIC and
4 Brainy n Bright

Agenda:- creating a centre of excellence in AI
- create and innovation cell & incubation centre.
- Entrepreneurship catalytic Program
- connecting with innovators

Members Present:-

1. Principal:- Dr. Chithira Ayuth.
2. Dr. Amir Rizwan MB
3. Saleena Jeevi S.
Treasurer. Nila Gurusof
Censens. Shrees
4. Rishabh Rayu, BnB Rishabh
5. Harish N. Thazhikkattunil Harish
6. Dr Riyas Y, Asst. Prof. in Commerce Riyas
7. Dr. Fairous C. Fairous
8. Dr. Sumalekshmy S. Suma
9. Anjana Das (Student Representative) Anjana

Awareness sessions - discussions

Specifications - cost and other details

Webinar - awareness ~~for~~ to faculty.

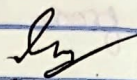

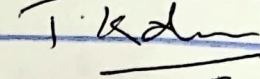
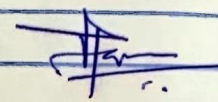
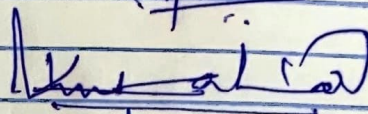

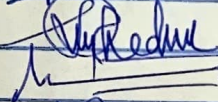
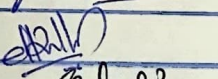
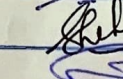

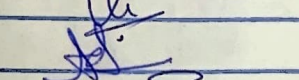
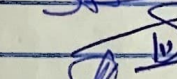
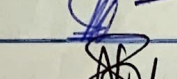
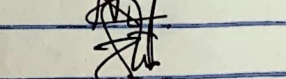
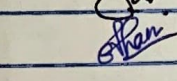
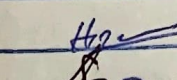
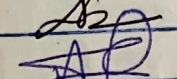
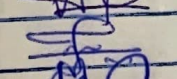
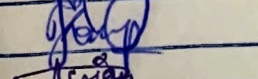
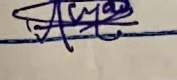
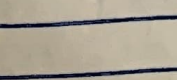
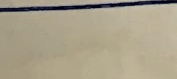
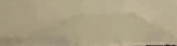
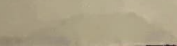
As part of nurturing an ecosystem for innovations, the college IQAC and IIC convened a meeting on 24.07.23 with Dr. Amir Rizwan, Director, Brainy n Bright. The resource person proposed a three ~~part~~ ^{phased} strategy:

- 1) establishing an innovation centre at the college
- 2) collaboration with resource persons from Brainy n Bright at the institutional and

27.07.23 Meeting of the IQAC with Management

Agenda:- Academic Autonomy
Infrastructure Augmentation
Any other matter

Members Present.

1. Jb. T.K	Shahel Hassan Musaliar	
	Talal Musaliar	
	Jamaldin Musaliar	
	M. Harom	
	Khalid H. Musaliar	
	Dr. Anas	
	Dr. Bobby	
	Dr. Javed Rahman	
	Dr. Anwar M.P	
	Dr. Shehaz S.R	
	Niyas S.M.	
	Dr. Cuthab	
	Aderkhan	
	Shajilhan	
	Abdul P.N	
	Niza N	
	Dr. Divyankumar K.V.	
	Dr. Shamooja Shaha	
	Hazeem S	
	Dr. M. F. Sheikh	
	ANUMOL S	
	Dr. Faisal K Mohammed	
	Dr. Md. Mushtaq K	
	Anjana Das (Student Representative)	

Discussion:

In the context of NEP implementation all over the country, the college began discussions on academic autonomy. The Principal convened a meeting of IQAC, HoDs and Trust members in this regard. The Trust members pointed out that the next step for the college is academic autonomy and it has to be taken up through serious deliberations. As the first step, the Heads of Department were asked to submit a SWOT Analysis Report in the implementation of academic autonomy. The HoDs were also asked to submit an immediate list of items with regard to infrastructure augmentation. The meeting adjourned with the common decision / consensus to convene another meeting to discuss the SWOT Analysis Report in a month.

Actions Taken

It was decided that the Brainy and Bright Collaboration is too streamlined to be effective for our students with regard to employability and industry readiness. It was also decided that interested students may be given the course details by Brainy N Bright rather an institution-level collaboration.

Date : 19/10/2023

Time : 3.15 PM

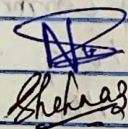
Venue : IQAC Room

Agenda

1. Data Consolidation using Campus Genie LMS
2. Submission of 2022-23 AQAR
3. New Quality Initiatives by IQAC

Members Present

1. Dr. Sumalekshmy S.
2. Dr. Abdul Rahim M.K.
3. Dr. Safir T.K.
4. Dr. Divesh Kumar K.V.
5. Niza N.
6. Dr. Shehraz S.R.
7. Dr. Ansil P.N.
8. Dr. Aswathy M.R.
9. Dr. Fuzer Muhammed
10. Dr. Suljia S. Santhosh.


Shehraz

Discussion :

A meeting of the IQAC was convened on 19/10/2023 at 3.15 PM to discuss the submission of AQAR 2022-23. The IQAC co-ordinator compiled the list of pending document consolidation after taking work completion reports from the different criterion chiefs. It was also decided to revise the qualitative write-up from summary, profile and criterion qualitative indices. After listening to suggestions from the criterion heads, it was decided to convene a meeting with Campus Genie LMS officials to streamline data consolidation process using the software. The Criterion Heads were instructed to present new quality initiatives that the IQAC

can implement in the upcoming academic year. The presentation deadline is second week of December 2023.

Actions Taken

After studying the SWOT Analysis Reports, it was decided that steps towards academic autonomy may be stalled. This is also in light of the University of Kerala's decision to enforce the Four Year Undergraduate Programme in the upcoming academic year.

4.12.23 Meeting @ 2:30 pm

Members Present

Dr. Sumalekshmy S.

Dr. Anst P.N.

Dr. Diveshkumar K.V.

Dr. Shehaz. S.R.

Dr. Firoz B. Mohammed

Dr. Abdul Rahim M.c.

Niza N

Safir. T K

Discussion:

The Criterion Heads were summoned to the IQAC room on 04/12/2023 for status update on 2021-22 AQAR submission. Individual criterion heads gave status reports on the data pending in each matrix. The IQAC Co-ordinator also sought suggestions with regard to folder updations for data collection and consolidation.

Date : 20/03/2024

Time : 3 PM

Venue : IQAC Room

Agenda

1. Reconstitution of IQAC
2. Audit Reports

Discussion:

A meeting was convened by the Principal of the IQAC team with the co-ordinator to discuss the reconstitution of IQAC before 2023-24 AQAR submission. It was decided to submit a representation to the Principal in this regard. The IQAC was also instructed to take the needful steps to procure Green Audit, Energy Audit and Academic Audit Reports. The IQAC members requested the Principal to expedite the process of Annual Report preparation. The Principal asked the members to help the newly constituted team in the transition stage as and when required.

Members Present

- Dr. Sumanlekshmy S
- Dr. Anil P. N.
- Dr. Faisal K Muhammed
- Dr. Abdul Rahim M. K
- Dr. Sulpha S. Santhosh
- Dr. Sapna K.
- Dr. Shehina S. R
- Dr. Aswathy M R
- Ms. Niza N
- Dr. Divesh Kumar K. V.