

2020- 21 Academic Year

1. Meeting held online on 26/7/20 at 4:00 pm.

Agenda:

1. Three day orientation Exigo for plus two passed out students
2. Training for members of faculty for online e resource preparation

Decision taken:

- Decided to conduct Exigo programme, an orientation career guidance programme for plus students, including all departments the HoDs are to prepare the presentation of maximum 30 minutes duration. Moodle platform is to be used.
- A video will be prepared giving direction to prepare e-content for online classes.

Members Present:

1. Dr. Mohammad Ashraf Vazhappally
2. Dr. Nafeesa Baby TP
3. Dr. Tajo Abraham
4. Dr. Biju AR
5. Dr. Abdussalam AK
6. Mr. Shabeerali AK
7. Ms. Linu MK
8. Mr. Shanavas SM
9. Mr. Mohammad Iqbal

2. Meeting held on 16-09-2020 at 11:30 am

Agenda:

1. AQAR submission (2018-19 year)
2. Department visit by IQAC and physical verification of DQAC document of 2019-20 year.
3. New courses
4. Any other matters

Decision taken:

- a. The following members are assigned the duty of completing necessary data from AQAR 2018- 19
 1. Quality initiatives of IQAC Dr. Biju AR
 2. Minutes and ATR, academic calendar Dr. AbdussalamAK and Dr.NafeesaBaby

3. Fund for research activities
4. Curricular aspects
5. Student monitoring system
6. Objectives of course and program
7. Startup
8. Student extension activities
9. Alternate energy initiation
10. Alumni
11. Best presenter practice

Dr. Tajo Abraham & Iqbal Koroth
 Mr. Shanavas SM
 Ms. Bushra & Malik Fazil
 Dr. Siddique
 Ms. Ramseena Azeez
 Ms Linu MK & Dr. Sreeja P
 Ms Linu MK
Mr. Meershan
 Ms. Linu MK

b. Decided to visit department for physical verification of document.

Members present:

1. Dr. Mohammad Ashraf Vazhappally
2. Dr. Nafeesa Baby TP
3. Dr. Tajo Abraham
4. Dr. Biju AR
5. Dr. Abdussalam AK
6. Mr. Shabeerali AK
7. Ms. Linu MK
8. Mr. Shanavas SM
9. Mr. Mohammad Iqbal

3. Meeting held on 25- 1-2021 at 3.00 pm

Agenda:

1. Evaluation of DQAC visit
2. Planning of complete IQAC meeting
3. AQAR 2019-20 submission
4. Student feedbacks
5. Any other matter

Members present:

1. Dr. Mohammad Ashraf Vazhappally
2. Dr. Nafeesa Baby TP
3. Dr. Tajo Abraham
4. Mr. Shanavas SM
5. Dr. Biju AR
6. Dr. RSM Shamsudeen
7. Dr. Abdussalam AK
8. Ms. Linu MK
9. Mr. MohammadI qbal

10. Mr. Abdul Rasheed DP

Decision taken:

1. Decided to document reports of IQAC visit and analyze the report.
2. Decided to prepare a PPT for complete IQAC meeting, to be presented IQAC and to be approved before the complete IQAC meeting
3. Prior to AQAR submission various documents are directed to prepare as per the previous year's AQAR presentation
4. Decided to take student feedback before March 1st week.

4. 4-8- 2021 online meeting in Google meet at 3:00 pm

Agenda:

1. AQAR submission
2. IQAC (complete) meeting
3. DQAC presentation for the year 2020- 21

Decisions taken:

1. Decided to complete AQAR meeting by the month August. All members have to complete their criteria before 25-8-2021.
2. The offline meeting is to be conducted on 25-8- 2021 at Principal's chamber.
3. DQAC presentations are to be completed by the month of September 2021

Members present:

1. Dr. Ismail Olayikkara (Principal)
2. Dr. Nafeesa Baby TP
3. Dr. Tajo Abraham
4. Dr. Biju AR
5. Dr. Abdussalam AK
6. Ms. Linu MK
7. Mr. Shabeerali AK
8. Mr. Shanavas SM
9. Dr. RSM Shamsudeen
10. Mr. Mohammad Iqbal

4. 25/8/20 21:10 a.m.

A meeting of complete IQAC is held on 25/8/2021 at 10 a.m. at Principal's chamber

Agenda:

1. To discuss various activities of IQAC and other bodies of the department since 27 February till date
2. Any other relevant matters.

Decisions taken:

1. Decided to document various activities of IQAC and other bodies of the department since 27 February till date

Members present:

1. Adv. P.Mahamood
2. Dr. Ismail Olayikkara (Principal)
3. Mr.P.C.vijayarajan
4. Mohammad Allamkulum
5. MsLinu MK
6. Mr.MohammadIqbal
7. Mr.Hamsa CK
8. DrBiju AR
9. Dr. Tajo Abraham
10. Mr. Shanavas SM
11. DrAbdussalam AK
12. MrShabeerali AK
13. DrNafeesa Baby TP