

Meeting held online on 26-7-2020 4pm

Agenda : Three day Orientation Programme Exigo

for Plus ten parent students

Decision : Decided to conduct exigo programme
involving all departments. The HODs are to prepare
the presentation of maximum 30 minutes duration for
Module Platforms is to be used

Extra A meeting on 15-9-2020 11.30 am

Agenda

1. AQAR Submission (2018-19 year)
2. Department visit by IQAC & physical visitation of
AQAC document of 2019-20 year
3. New courses
4. Any other matter

Decision taken

1. The faculty members are assigned the duty of compiling necessary
data for AQAR 2018-19

1. Quality indicators of IQAC Dr. Biju AR

2. Minitel and ATP, Academic Calendar Dr. Abdulraslan, Dr. N. Manoj

3. Fund for research activities Dr. T. Jyo Akshin & Jyothi Rajan

4. Association aspect Shavani SM

5. Student Monitoring System (1) ~~Faculty~~ Dr. Bushan N, Malik Fazl

6. Objectives of Course & Programme Dr. S. Aditya

7. Strategies Ramguru Ajay

8. Students in extension activities Lina MK & Dr. Sangee

9. Alternative energy inclusion Lina MK

10. Alumni Meera Shan

11. Best Practices Lina MK

12. Proposed to visit departments for physical verification of documents

Members Present

1. Dr. Moid Atharaj Varghese

2. Dr. N. Jyo Akshin

3. Dr. Abdulraslan AK

4. Ms. Shalini

5. Mr. Lina MK

6. Ms. Shavani

7. Mr. Manoj

25-1-2021

A meeting of IQAC on 25-1-2021 at 3.00 pm

Agenda

1. Evaluation of AQAR with
2. Planning of complete IQAC meeting
3. AQAR 2019-20 Submission
4. Student feedback
5. Any other matter

Members Present

1. Moid Atharaj Varghese

2. Dr. N. Jyo Akshin

3. Dr. Abdulraslan AK

4. Ms. Shalini

5. Mr. Lina MK

6. Dr. Biju AR

7. Ms. Shavani

8. Mr. Manoj

9. Mr. Atharaj Varghese

Decision:

1. Decided to document reports of AQAR visit &
analyse the report.
2. Decided to prepare a PPS for complete IQAC meeting,
to be presented in front of AQAC and to be approved
before the complete IQAC meeting.
3. Prior to AQAR Submission various documents are
to be prepared as per the previous year's AQAR
preparation.
4. Decided to take student feedback before
February last week. Manoj first week.

4/8/2021 Online Meeting - Google Meet

3 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

~~work~~ of Criteria before 31/8/2021

2. The office meeting of the IQAC is to be conducted on 25/8/2021 at Principal's chamber.

3. DQAC presentation are to be completed by the month of September 2021

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Dr. Fatema Baby TP
DQAC Coordinator
Sir Syed College, Taliparamba
Kangalamb-670142, Alappuzha, Kerala.

The following members participated:

1. Dr. Ishaaid Clayjickans (Principal)
2. Dr. Nageer Bady (Coordinator)
3. Dr. Taja Atirken
4. Dr. Bijs AE
5. Dr. Abdulraslan AK
6. Dr. Lina
7. Shabeena Li AK
8. Shauvans S M
9. Dr. R.S.M Shamsuddeen
10. Muhammad Tqbal

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Dr. Taja Atirken
10/8/2021

10/8/2021

A meeting of the complete IQAC is held on 25-8-2021 at 10 am at Principal's chamber.

Agenda

1. To discuss various activities of IQAC and other bodies of the department since 2017 February till date
2. Any other relevant matter

Members Present

1. Adv. P. Manjary
2. Dr. Ismail Clayjickans
3. P. C. Vijayan
4. Mohamed Alimuddin
5. Dr. Lina M.K
6. Muhammed Yousuf
7. Hamsa. C.K
8. Dr. Bijs A.R
9. Taja Atirken
10. Shauvans S M
11. Dr. Abdulraslan AK
12. Shabeena Li AK
13. Nageer Bady TP

IQAC Meeting

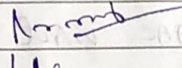

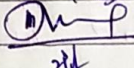



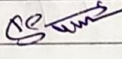

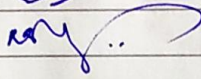
Date: 01-12-2021

Time: 2.30 pm

Agenda:

- 1, 2019-20 AQAR Submission
- 2, 2020-21 Data Collection
- 3, Review of Various Club activities
4. Web page
5. DRAC meeting.
6. Any other items.

Members Present:

- 1, Ismail Dayikkara. 
- 2, Tajo Abraham 
3. Biju AR 
4. Hamsa C.K 
5. Haris ✓ 
6. Linu M.K. ✓ 
7. Shabeerchi ✓ 
8. Shanavas ✓
9. Fabel 
10. Reshad ✓ 
- † Hamsa, F.K

Decisions Taken:

- 1, Meeting decided to submit the AQAR of 2019-20 as early as possible. Dr. Linu and Mr. Shanavas are assigned to prepare future plan and alumni details respectively.
- 2, Resolved to collect 2020-21 AQAR data end of december 2021 (Format given).
3. Recommended to schedule an urgent meeting of various club coordinators on 11/12/2021

12 AC MEETINGS

Date 14/12/2022 Time: 2.30 pm

Agenda:

- 1. 2020-21 ABNT Submission
- 2. Model plan for campus development

members attended.

- 1 Dr. Smail Olaythara
- 2 Dr. Tajid Abraham
- 3 Dr. Bijay AR
- 4 Dr. Luvu MK
- 5 Hamsa CR
- 6 Dr. Hamsa P
- 7 Dr. Ashwani Kumar
- 8 Mr. Sakshari
- 9 Mr. Arifal Rashid.

Decisions:

1. The responsibility to upload 20-21 data was distributed to all committee under the super vision of 12 AC members.

- Clerks - 1 : Dr. Hamsa
- 2 : Mr. Sakshari
- 3 : Dr. Bijay AR
- 4 : Dr. Ashwani AR
- 5 : Mr. Hamsa CR
- 6 : Mr. Ashwani
- 7 : Dr. Luvu M.K.

2. Reviewed the presentation to be submitted to the Management and approved the report to Management

Principal
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File
T. S. Akh.

4. Reported to issue a common proceedings to all club coordinators

5. Decided to request the management to appoint a temporary staff to 12 AC for documentation, annual report preparation, compilation and publishing

6. Recommended to request an additional fund 12 AC for library book purchase especially

7. Requested to schedule the meeting of Web page committee, social media committee and documentation committee as early as possible.

8. Decided to constitute a SSR preparation team for evening ABNT visit

9. ABNT meeting and presentation are scheduled to be conducted by first week of February.

10. Assigned Mr. Tajid Rashid to find out the possibility of online fee payment

Tajid Abraham
12 AC - Coordinator

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