

A meeting of the IQAC (Internal) of Sir Syed College Taliparamba is scheduled to be held on 3-8-2017 Thursday at 3.30pm. All are requested to be present

1. Dr. PT. ABDUL AZEEM (PRINCIPAL) ✓
2. Prof. V. K. SAHEED ✓
3. Dr. TAJU ABRAHAM ✓
4. Dr. ABDUSSALAM A.K ✓
5. Mr. SHABEER ALI ✓
6. Mrs. LINU M.K ✓
7. Mr. MUHAMMED SALIH C ✓
8. Mr. ABDUL RASHEED T.P. ✓
9. Mr. A.R. BABU ✓
10. Dr. B. J. U ✓

Taliparamba
31-07-2017

PRINCIPAL
SIR SYED COLLEGE
TALIPARAMBA-670 142

Dr. Nafeesa Baby T.P
Coordinator

Time :

3-8-2017 Thursday 3:30 pm
IQAC (Internal) meeting on Thursday, 3rd August 2017
3:30 pm at IQAC room

Agenda

- ① Selection of members to assign various responsibilities
- ② Action plan for the current academic year
- ③ Other matters if any.

Members Present

1. Dr. P.T. Abdul Azeem
2. Vahed V.R.
3. Taju Abraham
4. Linu M.K
5. Shabeer Ali
6. Dr. Abdul Salam
7. Babu A.R.
8. Abdul Rashid T.P.
9. Muhammad Salih C
10. Nafeesa Baby

Decisions taken

1. Decided to give a one day Orientation class to teachers with after noon session exclusively for

newly appointed recently joined teachers

Selected a committee to prepare a syllabus for the Orientation class. Committee members are

- 1. Dr. Tajia Abrar Khan (Coordinator)
- 2. Mrs. Anilika . B
- 3. Dr. I Smail Qayyum
- 4. Mr. Erannu. P

The tentative date of orientation class is 19th August 2017.

Assigned duties for various activities and responsibilities to the following 1800 members

- 1. Dr. Tajia Abrar Khan - Planning and funds
- 2. Dr. Biga D.R - Research related funds and proposals
- 3. Mr. Shaker Ali & Mr. Lina - Documentation
- 4. Mr. Muhammad Saifi - Student related affairs
- 5. Mr. Sakeed V.K - Staff related affairs
- 6. Dr. Abdul Salam - Planning & funding related to Management

3. Decided to conduct a ^{monthly} DDC coordinator on 7-8-2017

4. Decided to apply for new courses like M Phil in Botany and M.A. English.

5. Decided to give requests to the Management

- 1. Increase the facilities of College Library.
- 2. Renew the cooperative store into a mini Supermarket
- 3. to purchase a small vehicle for the college

PRINCIPAL
SIR SYED COLLEGE
TALIPARAMBA 670 142

Nageera Baly 7P
(1800 Coordinator)

7/8/2017

DDAC meeting on 7-8-2017 at 3:30 pm at 1800 room

Members Present

- 1. Dr MM Nanydeen
- 2. Muhammad Sajjad
- 3. Binimud . P Kamaldeen
- 4. Sabita Akhbaruni
- 5. Sleg. Qe
- 6. Hameed . B P
- 7. Nageera Baly 7P
- 8. KHARUNISA . N . P
- 9. Hamsa . C . C
- 10. Lina HK
- 11. Anush K.S
- 12. S. Lateerath . C . C
- 13. Maahuda Iqbal
- 14. Reza . T
- 15. Abdul Jabbar . C
- 16. Shamir . K . S
- 17. Sathya . K . S
- 18. K. ~~Shamir . K . S~~ N . P
- 19. ~~Shamir . K . S~~

Discussed various departmentary responsibilities of DDC members

PRINCIPAL
SIR SYED COLLEGE
TALIPARAMBA 670 142

Nageera Baly 7P

Orientation class by Dr. Hashim Rifai 5

Training programme for teachers on 19-8-2017

Members Present- (9.30 AM to 4.30 PM)

1. Dr. P.T. Abdul Azox
2. Dr. Nafisee Baly
3. Haseena. B.P
4. Sneha, C
5. Bushra. A
6. Shameel. K
7. Siddique. K.P
8. Khawreemsa. N.P
9. FASILA. K
10. Shahabun. P
11. Fasila. PM
12. Siraj. P.P
13. Deepa. T
14. Jeseera. K.
15. Sabita Shankuni
16. Dr. Gayatri. R. Nambiar
17. Nisreen. M
18. Sayeer. K. M
19. Areef. Abdul Kareem. V. K.
20. Farooqa. K.K.
21. Shaheera. A.
22. Dr. ASM Shamsudeen
23. Dr. Sneha. P
24. Dr. Shob. A.C
25. Dr. Abdusalam. AK
26. Dr. Abdul Jaleel. V
27. Abdul Jabbar. C.C
28. Ramachandran. M.N
29. Muhammed Sharief. M. M
30. N. M. Waheeda

- 31. Muneer C.R. MUNIR
- 32. Muhammad Sajjad Sajjad
- 33. Jazeel K Jazeel
- 34. Muhammad Salim C Salim
- 35. ANUSREE A ANUSREE
- 36. Sameer Tajdar Sameer
- 37. Najim K Najim
- 38. Dr. Faraj Eddak Dr. Faraj
- 39. RUBEN P.K. RUBEN
- 40. Siddique P.C. Siddique
- 41. Lina M.K. Lina
- 42. Tajir Abraham Tajir
- 43. Mustafa Ales Mustafa
- 44. Biju A.R. Biju

Meeting of the IQAC meeting of Sir Syed College Taqeenah on 11.12-2018 Tuesday

Agenda

1. Assigning duties and Responsibilities to committee members
2. Planning of the activities of the current academic year
3. Any other matters

Decisions taken

1. The following teachers are assigned duties regarding the quality management in the referred areas

- 1. Mr. Shabeer Ali } Student related matters
- 2. Mr. Saadi } Student evaluation, Teacher's performance evaluation etc

3. Dr. Tajir Abraham - R & D
 4. Dr. Sajid - Research Reports, Orientation to Non-teaching staff

5. Teacher Related }
 classes & activities } 6. Dr. Najeeb Baki TP

7. Mr. Shabeer Ali } Documentation
 8. Mrs. Lina M.K. } Website

9. Dr. Abdussalam - Quality improvement in infrastructure & Management related matters

Members Present:-

1. Dr. R.T. Ahsanul Haque (Principal) HAQUE
2. Dr. Najeeb Baki TP Najeeb
3. Mr. Saadi V.R. Saadi
4. Dr. Tajir Abraham Tajir

- 5. Dr. Biji A.R.
- 6. Mrs. Linn M.K
- 7. Mr. Shabeen Ali
- 8. Mr. Muhammad Saad K.C
- 9. Mr. Abdul Raheem

Dr. Biji
M.K.

Dr. Biji

PRINCIPAL
SHARIF COLLEGE
TALIPARAMBA-670 142

Dr. Nageen Badi TP
IOAC Co-ordinator

Meeting of IOAC on 8-8-2018 Wednesday at
a priv at IOAC room

Agenda

- 1. Discussion on the various responsibilities of committee members
- 2. Report of IOAC
- 3. Any other matters

Members Present

- 1. Abdul Badi R.T. G.S
- 2. Dr. Nageen Badi TP
- 3. Tajo Abraham
- 4. Biju A.R
- 5. Muhammad Saad K.C
- 6. Linn HK
- 7. Abdul Raheem

Decisions Taken

- 1. Mr. Shabeen Ali and Mr. Muhammad Saad were assigned the duties of making arrangements for taking staff performance evaluation from students of 1st & 2nd semester degree course before 17-8-2018
- 2. Dr. Tajo Abraham has to complete the following assignments
 - 1 To give a report of R&D activities on or before 17-8-2018
 - 2 To arrange a training cum orientation prepare a proposal for solving the problem of 17-8-2018
- 3. Dr. Biji A.R has to complete the following assignments
 - 1 To conduct a meeting of IOAC members on 17-8-2018
 - 2 To arrange a training cum orientation class to

The office staff of the college during Bharu Holidays
⑤ With the assistance of Mr. S. Sridharan, Government of Dept. of
Malkangalis to send USIC, Government and other
important online sites for identifying relevant
circulans, orders and notifications.

4. Dr. Nagesan Babji TP has to arrange a full day
orientation class to teachers on 15-9-2018
5. Dr. Abdul Salam has to complete the following
Assignments

① Solve the problem of power failure in the campus
especially in the department of Commerce & Community.

② Allot a separate room for College Musicians.
6. Mr. Saket UK and Dr. Nagesan Babji TP were
assigned the duty of studying the new method of
online submission of AAR

7. It was decided to know the student who
got admission for higher studies in different
esteemed institutions of the country as well as
those who qualified NET/ GRE etc during the
academic year 2017-18.

PROF. P. S. SRI
SRINIVASA COLLEGE
TALUKA: RAJAHMUNDRAM, DISTRICT: RAJAHMUNDRAM

[Signature]
8/8/2018
Nagesan Babji TP
IOAC Coordinator
Sri Sivad College, Tileriparaha
Kannuram-610127, India

27/9/2018

Meeting of IOAC on 27/9/2018 Thursday at
Spreet IAC room

Agenda

1. Discussion on the working of various college level
Sub Committees.
2. Discussion on AAR Submissions
3. Discussion on new format of SSR
4. Any other matters

Members Present

1. Abdul Ghafoor P.T. *[Signature]*
2. Nagesan Babji TP *[Signature]*
3. Saket UK *[Signature]*
4. Dr. Sakandhar etc *[Signature]*
5. Mohammad Saleem *[Signature]*
5. Biju AP *[Signature]*
6. Shaleem etc *[Signature]*
7. Lina UK *[Signature]*

Decisions taken

1. Staff performance evaluation of BA, BS and Bcom Students
of this semester US should be completed by 28-9-2018,
1-10-2018 and 3-10-2018 from 11 order and
Library with the help of tutors
2. A meeting of IOAC members to be organized under
the leadership of Dr. Biju on 9/10/2018.
3. A decided to conduct an orientation programme
to teachers on 3-11-2018
4. A team of IOAC members to state should visit
various Payment College and SN College to study
about changes in NMAC act.

5. Dr. Abdul Salam with the help of Mr. Motin should study the problems of Power Supply and generator on or before 20/1/2018
6. Mr. Gladwin is assigned the duty of preparing format for subcommittee convenors before 4/1/18
7. Ms. Lina is as the is given the charge to monitor the progress of subcommittee of the college. A meeting should be organized on 4/1/2018 to discuss the master plan of subcommittee.
8. Self appraisal of all teachers should be prepared each year before April 30th. Mr. Abdul Salam has to prepare the format for self appraisal
9. To submit AQAAR, the following criteria are decided to study and respond to IQAAR before 27-10-2018
 1. Curriculum aspects - Skatun Ali
 2. Teaching learning - Dr. Binu
 3. Research & related matters - Dr. Tajo Atanaka
 4. Infra structure development - Dr. Abdulsalam
 5. Student Support - Mr. Saeed U.K. Saadi
 6. Governance, leadership - Mr. Saeed U.K.
 7. Best Practice - Ms. Lina
10. The negotiations and application for NIRF ranking is assigned to Dr. Tajo MP with the help of Sabar Government. Dr. Binu will has to give proper guidance.

Principal

PRINCIPAL
SIL SYED COLLEGE
TALIPARANKAMBA-670 142

(Signature)
29/1/2018

Dr. Nafesa Bady TP
IQAC Coordinator
Sil Syed College, Taliparamba
Kannur-670142, Kannur, Kerala

29/1/2018
One day Orientation class for Non-teaching staff of Sil Syed College

Dr. Nafesa Bady TP
IQAC Coordinator
Sil Syed College, Taliparamba
Kannur-670142, Kannur, Kerala

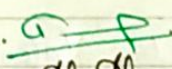
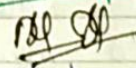
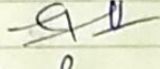

14/11/2018

Meeting of the IQAC on 14/11/2018 Wednesday at 2.30pm at IQAC room.

Agenda

1. AQAR Submissions
2. Discussion on annual plan and five year plan action plan
3. Discussion on organizing talent week
4. Reconstitution of DQAC for the year
5. Any other matters.

Members Present

1. Abdul Aziz P.T. 
2. Nafeesa Baly T.T. 
3. Taji Abraham 
4. Lulu MK 
5. Shabeer Ali U 
6. Dr. Abdusalam AK 
7. Dr. Biju A.R. 
8. Saheed V.K. 

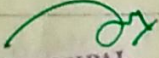
Decisions Taken

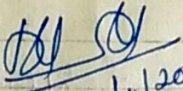
- ① A committee of Mr. Saheed U.K., Dr. Nafeesa Baly & Mr. Shabeer Ali has to submit AQAR within a week.
- ② In order to prepare annual and five year action plan, it is decided to
 - ① Reconstitute DQAC within two days and to assign them ^{the duty to} prepare department level action plans
 - ② Assign the ~~extra~~ duty of preparing five year action in the following areas to the respective persons
 - 1) Teaching Learning - Dr. Biju
 - 2) Curricular Aspects - Shabeer Ali

3. Research and development - Dr. Tajo Abraham
 4. Infrastructure - Shabeer Dr. Abdul Salam
 5. Best practices (of Green Auditing) - Linn M.S. (Dr. Sraja)
 6. Sports & Games - Mahesh
 7. Cultural Activities - Abdul Jabbar .V.V
 8. P.T.A. - Hamza .C.K
 9. N.S.S - Dr. Mohanara .V.T.V
 10. N.C.C - Dr. Ashraf .Vazhappalli
 11. Bloomfielders Sena Club - Dr. P. Sreeja
 12. Management Activities - Dr. Abdul Salam
 13. Office - Iqbal Koyipra ; 14. Extension; Ms. Hasena
- It is decided to call a meeting to discuss and finalise the five year action plan on 22/11/2018

③ Decided to conduct 'Talent Week' - a department level talent hunt to bring best talented students in cultural, sports and other extra curricular activities from various departments

Taliparamba
14-11-2018


PRINCIPAL
SIR SYED COLLEGE
TALIPARAMBA-670 142


14/11/2018

Nafeesa Baby T.P.
Dr. Nafeesa Baby T.P.
IQAC Coordinator
Sir Syed College, Taliparamba
Karimbam-670142, Kannur, Kerala

7/12/2018

Meeting of IQAC and DQAC ^{6 Members} members held on
7/12/2018 at 2.30 pm at Principal's Room

Agenda

1. To give directions to DQAC coordinators regarding the future five year action plan, other activities etc
2. PPT presentation
3. other matters

Members Present

1. Dr. P.T. Abdul Azeez ✓
2. Nabeesa Baly TD ✓
3. Sahred. V.K. ✓
4. Dr. Abdurrahman A.K. ✓
5. Shabeerati. V.L. ✓
6. Dr. Shub. A.C. ✓
7. Tajo Abraham ✓
8. KHAIRUNNISA N.P. ✓
9. Deepa.T ✓
10. Abdul Jabbar. ee ✓
11. V.H. Nishad ✓
12. Malik Fasil M. ✓
13. Dr. Gayatri. R. Nhr ✓
14. Hanasa. C.K. ✓
15. Saranya Jayaram ✓
16. Shanav Leen ✓
17. Binumol. P. Kniakoc ✓
18. Hanasa. L.K. ✓

Decisions Taken

1. Decided to make department level 6:30 year action plan presentations on 14-12-2018 and PPTs. 19-12-2018. The presentation should be in PPTs.
2. DQAC coordinators are directed to convert ~~and~~ department level documentations of various activities of individuals ~~and~~ as well as the department. Arrangements should be given for web uploading.
3. Decided to make an annual visit of IQAC to all departments to evaluate the activities of DQAC of each department. If necessary, departments are to be graded (in a similar pattern of NAAC grading to institutions).
4. DQAC should hand over all department level documents to IQAC in the month of June, every year.

[Signature]
21/12/2018

Taliparamba
21/12/2018

PRINCIPAL
SIR SYED COLLEGE
TALIPARAMBA-670142

Dr. Najeeb Baly TP

IQAC Coordinator
Sir Syed College, Taliparamba
Kannur-670142, Kerala.

13/12/2019 Wednesday 2:30 pm

Meeting of the IQAC at IQAC room

Agenda

1. Documentation of AQAR 2018
2. Data Collection from DQACs for the year 2018-19
3. Feedbacks from Stake Holders
4. Any other matters

Members Present

1. Abdul Raheem J.T. *[Signature]*
2. Najeeb Baly *[Signature]*
3. Taje Abubakar *[Signature]*
4. Late. HK *[Signature]*
5. Muhammad Salim *[Signature]*
6. Dr. Mubashir *[Signature]*
7. Sakil UK *[Signature]*
8. Rajin AE *[Signature]*

Decisions taken.

1. Decided to collect documents from various departments and other persons concerned.
2. To make a format to collect data from DQAC coordinators and to collect it before June 15th 2019
3. To take feedbacks of Alumni, Parents and Students of 3rd sem degree and PG students.
4. Decided to conduct department visit of IQAC teams before 31st March 2019.

PRINCIPAL
SIR SYED COLLEGE
TALIPARAMBA-670142

[Signature]

Dr. Najeeb Baly TP

IQAC Coordinator
Sir Syed College, Taliparamba
Kannur-670142, Kerala.


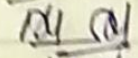

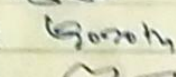
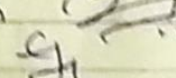
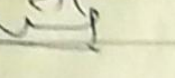
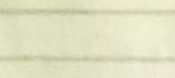

02/08/2019

Meeting of IRAC held on 02-8-2019 at 3.30pm
at IRAC Room

Agenda

1. Matters Related to B.Voc Course
2. Sorting of data and documents received from various departments for AQAR
3. Preparation of feedback forms for Alumni, parents and other stakeholders
4. Discussions based on Schemes of KSHCE
5. NIRE
6. WPE etc
7. Any other related matters (IRAC meeting...)

Members Present

1. AbdulAzeez B.S. 
2. Nafisea Parly 
3. Teju Abraham 
4. Shabeer Ali 
5. Muhammad Iqbal Soori 
6. A.M.M. Mansoor 
7. Dr. Abdul Sali 
8. Dr. Biju A.R. 

Decisions taken

1. Decided to constitute a Committee to discuss various aspects regarding NIRE ranking
2. Mr. Shabeer Ali is to ~~be~~ given the charge