

## MINUTES OF THE IQAC MEETING

2018-19 Academic Year

Meeting of the IQAC of Sir Syed College, Taliparamba on 12.06.2018 Tuesday

### Agenda

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

### Decision taken

The following teachers are assigned duties regarding the quality management in the referred area

1. Mr. Shabeerali K.K. and Mr. Muhammed Salih: Student related matters, student evaluation, Teachers performance evaluation etc.
2. Dr. Tajo Abraham and Dr. Biju AR. : R & D, Research proposals, orientation to non teaching staff
3. Mr. V.K. Saheed and Dr. Nafeesa Baby : Teacher related class & activities
4. Documentation and Website : Mr. Shabeerali, K.K. and Linu, M.K.
5. Quality improvement in infrastructure and : Dr. Abdussalam, A.K.

Management related matters

### Members Present

1. Dr. P.T. Abdul Azeez (Principal)
2. Dr. Nafeesa Baby, T.P.
3. Mr. Saheed V.K.
4. Dr. Tajo Abraham
5. Dr. Biju, A.R.
6. Mr. Shabeerali, KK
7. Ms. Linu, M.K.
8. Mr. Muhammed Salih, C
9. Mr. Abdul Rasheed

Meeting of the IQAC on 08.08.2018 Wenesday at 3 pm at IQAC room

### Agenda

1. Discussion on the various responsibilities of committee members
2. Preparation of AQAR
3. Any other matters

### Members Present

1. Dr. P.T. Abdul Azeez (Principal)
2. Dr. Nafeesa Baby, T.P.
3. Mr. Saheed V.K.
4. Dr. Tajo Abraham
5. Dr. Biju, A.R.
6. Mr. Shabeerali, KK
7. Ms. Linu, M.K.
8. Dr. Abdussalam, A.K.
9. Mr. Muhammed Salih, C
10. Mr. Abdul Rasheed

### Decision Taken

1. Mr. Shabeerali, K.K. and Mr. Muhammed Salih were assigned the duties of making arrangements for taking staff performance evaluation from students of fifth semester degree course before 17.08.2018
2. Dr. Tajo Abraham has to complete the following assignments
3. To give a report of R & D activities on or before 17.08.2018
4. To prepare a proposal for solving the problem of pigeons in the campus on or before 17.08.2018
5. Dr. Biju A.R. has to complete the following assignments
6. To conduct a meeting of DQAC members on 17.08.2018
7. To arrange a training cum orientation class to the office staff of the college during onam holidays with the assistance of Mr. Sirajudheen of Dept. of Mathematics to seases UGC government and other important quline sites for identifiying relevant circles orders and notification
8. Dr. Nafeesa Baby T.P. has to arrange a full day orientation class to teachers on 15. 09. 2018
9. Dr. Abdussalam, A.K. has to complete the following assignments
  - a. Solve the problem of powerfailure in the campus especially in the department of Commerce, Chemistry and Botany.

- b. Allot a separate room for college music band
10. Mr. Saheed, V.K. and Dr. Nafeesa Baby T.P. were assigned the duty of studying the new method of online submission of AQAR
11. It was decided to honor the students who got admission for higher studies in different esteemed institutions of the county as well as those who qualified NET/JRF etc. during the academic year 2017-18.
- Meeting of IQAC on 27.09.2018 Thursday at 3 pm at IQAC room

#### Agenda

1. Discussion on the working of various college level subcommittees
2. Discussion of AQAR submission
3. Discussion of new format of SSR
4. Any other matters

#### Members Present

1. Dr. P.T. Abdul Azeez (Principal)
2. Dr. Nafeesa Baby, T.P.
3. Mr. Saheed V.K.
4. Dr. Tajo Abraham
5. Dr. Biju, A.R.
6. Mr. Shabeerali, KK
7. Ms. Linu, M.K.
8. Mr. Muhammed Salih, C
9. Mr. Abdul Rasheed

#### Decision taken

1. Staff performance evaluation of BA, B.Sc. and B.Com students of fifth semester UG should be completed by 28.09.18, 1-10. 2018 and 3.10.2018 from IT centre and library with the help of tutors
2. A meeting of DQAC members to be organized under the leadership of Dr. Biju AR on 09.10.2018
3. Decided to conduct an orientation programme to teachers on 3.11.2018
4. A team of IQAC members should visit Payyannur college and SN college to study about changes in NAAC
5. Dr. Abdussalam, A.K. with the help of Mr. Mohsins should study the problems of power supply and generator on or before 20.10.2018
6. Mr. shabeerali is assigned the duty of preparing format for mosubcommittee conveners before 4.10.18
7. Ms.Linu is given the charge to monitor the progress of subcommittees of the college. A meeting should be organised on 4.10.2018 to discuss the master plan of sub committees

8. Self appraisal of all teachers should be prepare each year before April 30<sup>th</sup> . Mr. Abdussalam has each to prepare the format for self appraisal
9. To submit AQAR, the following criteria of the format are assigned to the teachers to study and report to AQAC before 27.10.2018
  1. Curriculam aspects : Shabeerali, K.K.
  2. Teaching Learning : Dr. AR Biju
  3. Research related matters : Dr. Tajo Abraham
  4. Infrastructure development: Dr. Abdussalam, A.K.
  5. Student Support : Muhammed Salih, C.
  6. Governance and Leadership: Mr. Saheed, V.K.
  7. Best Practices : Ms. Linu, M.K.
10. The registration and application for NIRF ranking is assigned to Dr. Jafar, M.P. with the help of Suhra Kovvummal Dr. Biju AR has to give proper guidance.

Meeting of the IQAC on 14.11.2018 Wednesday at 2.30 pm at IQAC room

### **Agenda**

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

### **Members Present**

10. Dr. P.T. Abdul Azeez (Principal)
11. Dr. Nafeesa Baby, T.P.
12. Mr. Saheed V.K.
13. Dr. Tajo Abraham
14. Dr. Biju, A.R.
15. Mr. Shabeerali, KK
16. Ms. Linu, M.K.
17. Mr. Muhammed Salih, C
18. Mr. Abdul Rasheed

### **Decision taken**

1. A committee of Mr. Saheed V.K. , Dr. Nafeesa Baby and Mr. Saheed has to submit AQAR within week
2. In order to prepare annual and five years action plan it is decided to
3. Reconstitute DQAC within two days and to assign then the duty to prepare department lend active plans
4. Assign the duty of preparing five year activities in the following area to the respective persons
  1. Teaching learning- Dr. AR Biju
  2. Curricular aspects-Shabeerali, K.K.
  3. Research and development- Dr. Tajo Abraham
  4. Infrastructure – Dr. Abdussalam
  5. Best practices and Green auditing- Linu, M.K. and Dr. Sreeja, P.
  6. Sports and Games- Dr. Mahesh, K.V.
  7. Cultural activities- Dr. Abdul Jabbar, V.V.
  8. PTA- Hamza, C.
  9. NSS- Dr. Mohanana, T.V.
  10. NCC- Dr. Ashraf Vazhapulli
  11. Bhoomithra Sena Club- Dr. Sreeja, P.
  12. Management Activities- Dr. Abdussalam, A.K.

13. Office- Iqbal Koyipra

14. Extension: Ms. Haseena

It is decided to call a meeting to discuss and finalize the five year action plan on 22/11/2018

5. Decided to conduct Talent week- a department level talent hunt to bring best talented students in cultural, sports and other extracurricular activities from various departments

Meeting of IQAC and DQAC members held 7.12/2018 at 2.30 pm at Principal 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**

#### **Members Present**

1. Dr. P.T. Abdul Azeez (Principal)
2. Dr. Nafeesa Baby, T.P.
3. Mr. Saheed V.K.
4. Dr. Tajo Abraham
5. Dr. Biju, A.R.
6. Mr. Shabeerali, KK
7. Ms. Linu, M.K.
8. Mr. Muhammed Salih, C
9. Dr. Shefi, A.E.
10. Dr. Tajo Abraham
11. Ms. Khairunneesa, N.P.
12. Deepa, T.
13. Abdul Jabbar, C.C.
14. V.H. Nishad
15. Malik Fasil, M.
16. Dr. Gayatri R. Nambiar
17. Hamsa, C.K.
18. Sarayu Jayadevan
19. Dr. Shamsudheen
20. Dr. Binumole P. Kuryakkose

## **Decision Taken**

1. Decided to make department level five year action plan presentation on 14. 12. 2018 and 19.12.2018. The presentations should be to convene department level documentations of various activities of individuals as well as the department . Arrangement should be given from web uploading
2. Decided to make an annual visit of IQAC to all departments to evaluate the activities of DQAC of each departments to evaluate the activities of each departments. It is necessary departments are to be graded ( In a similar pattern of NAAC graded. (In a similar patterns of NAAC grading to institutions)
3. DQAC should hand over all departments' level documents to IQAC in the month of June ever green.

Meeting of IQAC and DQAC members held on 7.12/2018 at 2.30 pm at IQAC room

## **Agenda**

1. Documentation of AQAR 2018
2. Data collection from DQAC's for the year 2018-19
3. Feed backs from stake holders
4. Any other matters

## **Members Present**

1. Dr. P.T. Abdul Azeez (Principal)
2. Dr. Nafeesa Baby, T.P.
3. Mr. Saheed V.K.
4. Dr. Tajo Abraham
5. Dr. Biju, A.R.
6. Mr. Shabeerali, KK
7. Ms. Linu, M.K.
8. Mr. Muhammed Salih, C
9. Dr. Tajo Abraham

## **Decision taken**

1. Decided to collect documents from various department and other persons concerned
2. To make a format to collect data from DQAC coordinators and to collect it before June 2019
3. To take feedbacks of alumini, parents and students of II sem degree and PG students
4. Decided to conduct department visit of IQAC team before 31<sup>st</sup> March, 2019

Meeting of IQAC and DQAC members held on 02.08/2019 at 3.30 pm at IQAC 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 KSHEC
5. NIRF
6. Website
7. Any other related matters (DQAC meeting)

## **Members Present**

1. Dr. P.T. Abdul Azeez (Principal)
2. Dr. Nafeesa Baby, T.P.
3. Mr. Saheed V.K.
4. Dr. Tajo Abraham
5. Dr. Biju, A.R.
6. Mr. Shabeerali, KK
7. Ms. Linu, M.K.
8. Dr. RSM Shamsudheen
9. Dr. Tajo Abraham
10. Muhamed Iqbal Koroth

## **Decisions taken**

1. Decided to constitute a committee to discuss various aspects regarding NIRF ranking
2. Mr. Shabeer Ali, KK is given the charge for preparing formats of Alumni feed back and parents feed backs on curriculum
3. Decided to convene a full day meeting of IQAC members on August 15<sup>th</sup> for the documentation of 2018-19 AQAC Meeting
4. Decided to convene a complete IQAC meeting including external members within one month