

**IQAC MEETING MINUTES**  
**2022-2023**



## IQAC MEMBERS

2022-2023

SL.NO	MEMBERS	NAMES	DESINATION
	CHAIR PERSON	Dr.Hussain Randathani	PRINCIPAL
1	MEMBERS FROM MANAGEMENT	Mr.UBAIDULLA	ADMINISTRATOR
2	IQAC	Ms.MARY HARITHA PT	IQAC CO-ORDINATOR
3	TEACHER REPRESENTATIVE	Mr. SAFEER	Dept. OF COMMERCE & MANAGEMENT STUDIES
		Mr. NIZAMUDHEEN	HOD OF FINANCE
		Mrs.BINDU	HOD OF COOPERATION
		Mrs.DEEPA	Dept.OF ENGLISH
		Ms.DHANYA	HOD OF PSYCHOLOGY
		Mr.NISHAD	HOD OF BTM
4	LIBRARY	Ms.DEEPA LENIN	LIBRARIAN
5	ADMINISTRATIVE STAFF	Mr.VASUDHEVAN	OFFICE SUPERINTENDENT
6	ADMINISTRATIVE STAFF	Mr.SHAJU RAHMAN	SYSTEM ADMINISTRATOR
7	ALUMNI REPRESENTATIVE	Ms.SUMAYYA CP	ALUMNI
8	EXTERNAL MEMBER	Mr.MOIDHEEN KUTTY	PTA VICE PRESIDENT
9	STUDENT REPRESENTATIVE	Ms.MARVA	Dept. OF ENGLISH
















## MEETING MINUTES

Date: 26/05/2022

Time: Venue: IQAC ROOM

Attendees:

2022-2023

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	CHAIR PERSON	Dr.Hussain Randathani	PRINCIPAL	
1	MEMBERS FROM MANAGEMENT	Mr.UBAIDULLA	ADMINISTRATOR	
2	IQAC	Ms.MARY HARITHA PT	IQAC CO-ORDINATOR	
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		Mr. NIZAMUDHEEN	HOD OF FINANCE	
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		Ms.MARVA	Dept. OF ENGLISH	

**Agenda Items and Discussions:****1. Maintain Department Diary**

Highlighted the need for a comprehensive record of departmental activities. HOD will be assigned to maintain the department diary.

**2. Maintain Coordinators Diary**

Ensured that coordinators document their activities consistently. Coordinators will update their diaries regularly.

**3. Maintain Tutorial Register**

Emphasized the importance of tracking tutorial sessions and student attendance. A standardized format for the tutorial register will be developed and implemented.

**4. Maintain Students Record**

Discussed the necessity of accurate and up-to-date student records. Digitalization of student records for easier access and management.

**5. Maintain Attendance Register**

Regular monitoring of student attendance was discussed. An electronic attendance system will be implemented.

**6. Start Remedial Coaching for Low Scorers**

The need to support academically struggling students. Remedial coaching sessions will be initiated for low scorers.

**7. Provide Enhancement Activities for Advanced Learners**

Offering additional challenges and opportunities for advanced learners. Advanced learning modules and activities will be developed.

**8. Mentor-Mentee Counselling System Department-Wise**

Establishing a structured mentoring program for students. Mentors will be assigned, and regular counselling sessions will be scheduled.

**9. Counselling Centre for Those Who Necessitate**

Importance of mental health and academic counselling. A counselling center will be established and staffed with qualified counsellors

#### **10. Teachers Diary**

Emphasized the importance of tracking tutorial sessions and student attendance. A standardized format for the teachers' Diary will be developed and implemented.

#### **11. Form Clubs/Committee/Councils for Student Capacity Enhancement**

Enhancing student skills and engagement through clubs. Various student clubs and committees will be formed, each with a faculty advisor.

#### **12. Start Add-On Course for Entire UG Final Year Students**

Providing additional courses to supplement the regular curriculum. Add-on courses will be designed and implemented for final year students.

#### **13. WDC Programmes for the Upliftment of Women**

Organizing programmes under the Women's Development Cell (WDC). Regular WDC programmes and workshops will be organized.

#### **14. Compulsory Bridge Course for Newcomers**

Helping new students transition smoothly into college life. A bridge course will be developed and made compulsory for new students.

#### **15. Department-Wise Action Plan and Clubs Formation**

Developing structured action plans and forming relevant clubs. Each department will draft an action plan and form clubs.

#### **16. Prepare Master Timetable**

Coordinating scheduling across all departments. A master timetable will be prepared and distributed.

#### **17. Projectors for All Final Year Classes**

Enhancing classroom technology. Projectors will be installed in all final year classrooms.

#### **18. Best Practice Extension Programme and Outreach Enhancement**

Expanding community engagement and best practices. Extension and outreach programs will be planned and implemented.



**19. PTA Meetings Twice a Semester Per Department**

Strengthening parent-teacher engagement. Regular PTA meetings will be scheduled twice each semester.

**20. PTA General Body Meeting and Executive Body Selection**

Managing PTA operations. A general body meeting will be organized to elect the PTA executive body.

**21. Project/Research/IPR/ED Related Programmes**

Encouraging research and intellectual property development. Related programs will be implemented in each department under the leadership of Research Promotion Committee.

**22. Undertake Field Work/Internships**

Providing practical experience through fieldwork and internships. Fieldwork and internships will be made compulsory for each department.

**23. New Digital Library Functioning**

Launching a new digital library for students. The digital library will be set up, and students can access books through an app.

**24. Enhance Publications by Students and Staff**

Increasing academic publications. Efforts will be made to encourage and support student and staff publications.

**25. Discussion on Annual Report**

Reviewing and providing feedback on the annual report. The annual report will be finalized and distributed.

**26. Maintain Active Programmes under MoU Institute**

Leveraging institutional partnerships. Active MoU programs will be monitored and maintained.

**27. Create Capability and Skill Enhancement Programmes**

Developing programs to enhance student capabilities and skills. Capability and skill enhancement programs will be designed and implemented.



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## 28. Organize FDP and Orientation Programmes

Faculty development and orientation. FDP and orientation programs will be planned and conducted.

## 29. Set Up a Language Lab

Enhancing language skills for students. A language lab will be established.

## 30. Courses Plan and Course file

All departments have to maintain their course plans and course file. HoDs have to ensure interdisciplinary integration in course plans.

Minutes Prepared By: Mary Haritha.PT

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