

MEETING MINUTES

Date: October 28, 2022
 Time: 2 PM
 Location: IQAC Room

Attendees:

2022-2023				
SL.NO	MEMBERS	NAMES	DESINATION	SIGNATURE
	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	
4	LIBRARY	Mr.NISHAD	HOD OF BTTM	
5	ADMINISTRATIVE STAFF	Ms.DEEPA LENIN	LIBRARIAN	
6	ADMINISTRATIVE STAFF	Mr.VASUDHEVAN	OFFICE SUPERINTENDENT	
7	ALUMNI REPRESENTATIVE	Mr.SHAJU RAHMAN	SYSTEM ADMINISTRATOR	
8	ALUMNI REPRESENTATIVE	Ms.SUMAYYA CP	ALUMNI	
9	STUDENT REPRESENTATIVE	Ms.MARVA	Dept. OF ENGLISH	

Agenda:

- Discussion and planning for various initiatives related to academic and administrative enhancement.

Meeting Summary:

1. **Student Feedback:**
 - It was decided to collect feedback from students after the 1st internal, 2nd internal, and end semester examinations to evaluate the course plan and identify areas for improvement.
2. **QNM Data Templates:**
 - IQAC directed to update the templates provided for the Quality Nominal Maintenance (QNM) data for the proceedings of Institutional Internal Quality Assurance (IIQA).
3. **Add-on Courses and Central University Visits:**
 - Plans were made to update classes for add-on courses and organize visits to central universities. Discussions regarding Industrial Visits (IV) and Corporate Visits (CV) were also proposed.
4. **Software Implementation:**
 - Embase CL/Duty leave will be implemented on the software to streamline administrative processes.
5. **Parents Club Activities:**
 - Activities for the Parents Club will be implemented henceforth to foster better engagement and communication between parents and the institution.
6. **MoU with Add-on Courses Offering Institutes:**
 - It was agreed to establish Memorandums of Understanding (MoU) with institutes offering add-on courses to enhance collaboration and academic offerings.
7. **Parking Facilities:**
 - Maintenance of parking facilities for both students and staff will be ensured to accommodate the needs of the college community.
8. **Project Initiation:**
 - Projects will be initiated during the 5th semester to provide students with practical learning experiences and enhance their skills.
9. **Arts and Sports Planning:**
 - Tentative dates for arts and sports events will be planned to promote extracurricular activities and student engagement.
10. **Green Campus and Waste Management:**
 - Green campus initiatives will be undertaken to promote environmental sustainability, including waste management initiatives and creating awareness about a zero-plastic campus.
11. **Awareness Campaigns:**
 - Awareness campaigns on anti-ragging, anti-drug, and zero-plastic campus will be conducted within the campus premises to ensure a safe and conducive learning environment.



Action Items:

- Assign responsible individuals or committees for each action point discussed.
- Set deadlines for the implementation of various initiatives.
- Regularly review progress and update stakeholders on developments.

Minutes Prepared By: Mary Haritha.PT
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