

Minutes of the meeting held on 6th June, 2018 at IQAC room at 2:30 p.m.

Agenda:

1. Planning and preparation of activities for the whole academic year.
2. Preparation of Academic Calendar.
3. Teachers' Diary distribution.
4. Committees to be formed.
5. Any other matter.

Members present:

1. Abdul Jalul T.
2. S. S. M. T.
3. Abanjan Singh C.P.
4. Sumit Kumar S.H.
5. Dr. Subal A.R.
6. Anwar Babu K.
7. Rajesh K.
8. Principal

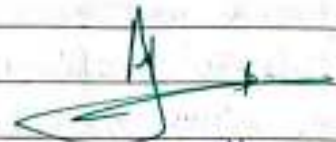
Decisions taken:

1. A brief plan for the whole academic year was outlined.
2. The charge of preparing the Academic Calendar was given to Abubacker Sir.
3. The charge of Teachers' Diary distribution was assigned

to Susanth Sr.

4. Several committies were formed accordingly.




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MINUTES OF THE MEETING HELD ON 8TH AUGUST 2018 IN IQAC ROOM AT 10:30 A.M.

AGENDA :

1. Documentation of programmes.
2. Deciding best practices : Blood Donation
Green Campus.
3. Planning Seminars / Workshops for the year.
4. Students' Profile distribution.
5. Any other matter.

MEMBERS PRESENT :

1. Dr. Subash A.R.
2. Suresh P.
3. Anandakrishnan P.
4. Abdul Jaleel T.
5. Srinivasan P.
6. Anwar Babu U.
7. Rajesh K.
8. Prasad

DECISIONS TAKEN :

1. The charge of the documentation of various programmes to be conducted in the academic year was assigned to the coordinator.
2. 1) A Blood Donation Camp was decided to be conducted

in collaboration with Govt Hospital, Perinthalmanna.

ii) A sketch for converting the college into a Green Campus was outlined and necessary decisions were taken.

3. The plan for conducting Department wise seminars and workshops was chalked out and the charge for outlining the programmes were given to the HODs.

4. Students' Profile Distribution was decided to be done from September 1st onwards and Abdul Jaleel was assigned with the charge of its distribution.



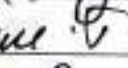
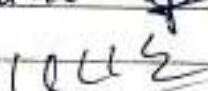

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Minutes of the meeting held on 9th Nov, 2018
in IQAC room at 11:30 am.

Agenda:

1. Evaluation of the programmes conducted.
2. Evaluation of the functioning of the institution.
3. Promotion of Research Activities.
4. Extension Lectures / Talk Series.
5. Any other matter.

Members Present:

1. Dr. Subal A.R. 
2. Subash P. 
3. V. V. V. 
4. Abdul Jalil 
5. Sanil Kumar P. 
6. Anur Babu K. 
7. Rajesh K. 
8. Principal 

Decisions Taken:

1. An evaluation of the various programmes conducted so far was done and a report was asked to be prepared.
2. A general evaluation on the functioning of the institution was made.

3. Research-oriented programmes were decided to be conducted and an orientation programme was planned to be conducted participating PG and Final PG students.
4. A plan for conducting department wise extension lectures and talkseries was chalked out and necessary instructions were given to each and every department.




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Minutes of the meeting held on 6th Feb, 2019
in IQAC room at 2:00 pm.

Agenda:

1. Evaluation of extension lectures and talk-series by various departments.
2. Enhancement of Arabic department as a Research department.
3. Plans for the upcoming academic year.
4. Any other matter.

Members Present:

1. Shw. Hanuman P. 
2. Abdul Jalul S. 
3. Susan M. P. 
4. Narayana K. 
5. Dr. Suhail A.R. 
6. Anwar Babar K. 
7. Rajesh K. 
8. Principal 

Decisions Taken:

1. The extension lectures and talk-series were evaluated and the concerned departments were asked to document them.
2. Dr. Mohammed Noorul Ameen Sir was directed to take the responsibility to enhance the Arabic Department as a Research Department and was asked to apply for guidelines.

3. All the HODs were asked to chalk out the future plans for the next academic year and to produce an outline in the next meeting.
4. The departments were asked to plan an outreach programme/activity in the next academic year.



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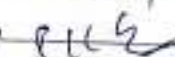
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MINUTES OF THE MEETING HELD ON 20th MARCH
2019 IN IQAC ROOM AT 10:00 A.M.

AGENDA :

1. Academic Audit (Report Studying)
2. Compilation of the programmes.
3. Evaluation of new initiatives
4. ICT promotion
5. Any other matter.

MEMBERS PRESENT :

1. Dr. Subhal A.K. 
2. Abdul Saleem S. 
3. Narayana Lakshmi S. 
4. Sushama P. 
5. Sumit Kumar P. 
6. Anwar Baba. A. 
7. Rajesh K. 
8. Principal 

DECISIONS TAKEN :

1. The report on the evaluation of the programmes during the academic year was studied.
2. Academic audit was conducted.
3. The charge of the compilation of the programmes was given to Abdul Saleem Sir.
4. The plan for a more ICT-oriented teaching was chalked

out and was decided to be materialized from the next academic year onwards.

5. An evaluation of the new initiatives were made and the effectiveness was assessed and it was decided to be carried onto the next academic year also.
6. An outline for of the plans for the next academic year was presented and evaluated.




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