



IQAC MEETING MINUTES

DATE : 25/06/2018

VENUE : PRINCIPAL'S CHAMBER

TIME : 11 AM

OBJECTIVES:

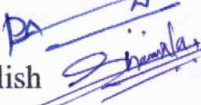
- Instill a sense of quality consciousness in all stake-holders
- Formulate strategies for all-round development of the college
- Develop and prescribe the quality standards in the delivery of the academic and non-academic program
- Promote the innovative methods of teaching and learn
- Formulate internal mechanism for quality checks
- Incorporate stake-holders' input in governance
- Inculcate value system in students
- Suggest measures for improvement

AGENDA

- ✓ Action plan for all departments, clubs and forums
- ✓ Initiative for NAAC accreditation
- ✓ Institutions quality enhancement team
- ✓ Discussion last year Certificate Courses in the campus
- ✓ Applying for New Courses to the College
- ✓ Introduction of new staff
- ✓ Admission process of 2018-2019

- ✓ Discussion on the installation of ICT Enabled Smart room in the college
- ✓ Review of the curriculum feedback
- ✓ Extension of labs
- ✓ Faculty workshop
- ✓ Any other point with the permission of the chair

Members :

- | | | |
|--------------------------|--|---|
| 1. Riyas AP | Principal (Chairman) |  |
| 2. Muhammed Riyas | HoD, Department of commerce and management |  |
| 3. Sajna Mini | Department of commerce and management |  |
| 4. Mrs. Anitha | Secretary, Staff Council |  |
| 5. Mrs. Shameena | HoD, Department of English |  |
| 6. Mr. A Abdussalam | Secretary, Management Representative |  |
| 7. Mr. Farooq A | Management Representative |  |
| 8. Mr. Hisham CK | HoD, Department of Computer Science |  |
| 9. Mrs. Resbin | HoD, Department of Psychology |  |
| 10. Mrs. Nishath | HoD, Department of Life Science |  |
| 11. Usman C | Industrial Perso |  |
| 12. Umar M | Local Community Person |  |
| 13. Dr. Abdussalam Ahmed | Academic Person | |
| 14. Shahal | Alumni |  |

DECISIONS

- All concerned departments, clubs and forums were directed to submit the one-year action plan to ensure the regular and systematic functioning of the activities in the college. The Meeting discussed the draft current year action plans of departments, clubs and forums in detail. The principal directed all HoDs and conveners of clubs and forums to submit the final plan to ensure the regular and systematic functioning of various activities.
- Principal elucidated the NAAC accreditation plan and benefits. A blueprint was drawn up of how each faculty member should work for the accreditation and its further procedures were also discussed.

- In the meeting suggested to conduct more certificate courses. Mr. Abdul Musabir K is appointed as the coordinator for certificate courses and responsibilities were assigned to different departments as follows.

1. Sajna Mini Mol - Commerce and Management
2. Salih V - Computer Science
3. Resbin P - Psychology
4. Ashwathy MR - English Department
5. Jasheela - Arabic Department
6. Shaowkathali PS - Islamic Finance
7. Soumisha M -Geography Department

- The meeting suggested to conduct a session for the newly appointed faculties on Code of conduct of the college. Meeting was successful in introducing new faculty members in the college and provided the guidelines they need to follow while working here.
- Discussions were made on the continuous process with a specific focus on accomplishing institutional goals. Many agreed that strategic plans should be based on the analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its goals and objectives.
- All departments were advocated to extend the academic activities for the betterment of students. Teachers were asked to empower the learners by providing best technical education coupled with leadership and professional skills, thus enabling them for deep learning, rational thinking.



for IQAC Coordinator



Principal

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