



# AL JAMIA ARTS & SCIENCE COLLEGE

POOPALAM, VALAMBUR (PO) PERINTHALMANNA 679325

( affiliated to university of calicut )

## IQAC MEETING MINUTES

**DATE:** 11/12/2019

**VENUE:** A08

**TIME:** 3.PM

### OBJECTIVES:

- Grievance Redressal Cell committee restructuring
- Internal exam performance analysis
- Attendance percentage of student's analysis
- Formulate strategies for all round development.
- Suggest measures for improvement.

### AGENDA

- ✓ Assigned Grievance Redressal Cell duties
- ✓ Preparation of department level action plan.
- ✓ Discussion on internal exam performance.
- ✓ Performance of students

### Members

|                     |                                      |  |
|---------------------|--------------------------------------|--|
| 1. Riyas AP         | Principal (Chairman)                 |  |
| 2. Muhammed Riyas N | IQAC Coordinator                     |  |
| 3. Sajna Mini       | Assistant Coordinator                |  |
| 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. Sadarudheen

Admin Assistant

10. Mrs. Nishath

HoD, Department of Life Science

11. Usman C

Industry Person

12. Umar M

Local community

13. Soukathali KV

PTA

14. Dr. Abdussalam Ahmed

Academic person

15. Shahal

Alumni

## DECISIONS

- Decided to submit necessary suggestions to the staff council.
- Teachers were asked to submit internal exam performance report of students.
- Display percentage of the student's attendance every month.
- Form departmental level Grievance Redressal Cell. College level charge is given to Abdul Ganny Department of Geography and department level charges is assigned to all HoD's.
- Registration of Alumni is suggested. Alumni detail collection charge is given to Mr. Hisham (Department of Computer Science).
- All department were advocated to extend the academic activities for the betterment of students. Teachers were asked to empower the learners by providing best technical education couple with leadership and professional skills, thus enabling them for deep learning, rational thinking.



IQAC Coordinator

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Principal  
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