



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES (2022-23)

VENUE: Principal's chamber

DATE: 04/01/2023

TIME: 2:45 pm to 3:30 pm

AGENDA:

- Even Semester
- Discipline and Punctuality
- Teaching Learning Processes
- Feedback Analysis
- College Day Planning
- MOUs and Collaborations

The Principal welcomed all the members to the meeting.

The Meeting was called to order by the Principal. The Principal requested all the departments and committees to associate with IQAC for organizing programs.

ATTENDEES:

SALMAN AK	Chairman 
RIYAS N	Administrative Officer 
SHAHEEDHA	(Asst. Prof. and Head Dept. Microbiology) 
ARSHA SHERIN	(Asst. Prof. and Head Dept. Food Technology) 
SHAHEERA N	(Asst. Prof. and Head Dept. Psychology) 
ABDUL GHANIYY	(Asst. Prof. and Head Dept. Geography) 
JASNA	(Asst. Prof. and Head Dept. English) 
HISHAM C K	(Asst. Prof. and Head Dept. Computer Science) 
SAJNA MINI	Coordinator 
ANITHA	Staff Secretary 
RIYAS BABU KT	Asst. Prof. Dept. Commerce 

DISCUSSIONS AND DECISIONS:

- Reviewed the performance and progress of departments during the even semester.
- Discussed current trends in student discipline and attendance.
- Suggested measures to improve punctuality, including stricter attendance policies and awareness campaigns.
- Reviewed the effectiveness of current teaching methodologies.
- Faculty shared innovative practices that foster active learning.
- Presented findings from recent student and faculty feedback surveys.
- Identified areas of strength and opportunities for improvement, particularly in curriculum delivery and resource availability.
- Discussed preparations for the upcoming College Day event.
- Reviewed current Memorandums of Understanding (MOUs) and potential collaborations with external organizations.
- Encouraged departments to explore new partnerships that could enhance academic offerings and student opportunities.
- Decided to conduct an internal audit on 3rd March, 2023.


IQAC Coordinator




Principal
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