



IQAC MEETING MINUTES

DATE: 15/2/2020

VENUE: A08

TIME: 3.PM

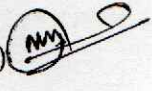
OBJECTIVES:

- Annual academic performance analysis
- Internal exam performance analysis
- Attendance percentage of student's analysis
- final year semester exam
- Suggest measures for improvement.

AGENDA

- ✓ Review of Annual Academic Performance Analysis
- ✓ Feedback Analysis from Students, Faculty, and Alumni
- ✓ Discussion on Exam Preparations and Results
- ✓ Initiatives for Improving Teaching-Learning Process
- ✓ Future Plans for Enhancing Institutional Quality.

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 <i>Farooq</i>
8. Mr. Hisham CK	HoD, Department of Computer Science <i>Hisham</i>
9. Sadarudheen	Admin Assistant <i>Sadar</i>
10. Mrs. Nishath	HoD, Department of Life Science <i>Nishath</i>
11. Usman C	Industry Person <i>Usman</i>
12. Umar M	Local community <i>Umar</i>
13. Soukathali KV	PTA <i>Soukathali</i>
14. Dr. Abdussalam Ahmed	Academic person <i>Dr. Abdussalam</i>
15. Shahal	Alumni <i>Shahal</i>

DECISIONS

1. Academic Performance Improvement:

- Departments provide targeted support to students struggling in key subjects.
- Additional remedial classes to be organized for students with low performance.
- Faculty to create subject-specific performance improvement plans.

2. Feedback Implementation:

- Increase the use of interactive teaching tools and technology in the classroom.
- Organize more industry visits, guest lectures, and practical sessions.
- Improve digital infrastructure based on faculty and student feedback.
- Launch skill development programs and industry-oriented courses as suggested by alumni.

3. Exam Preparations:

- Conduct mock tests before final exams to improve students' readiness.
- Initiate extra coaching classes for weaker students.
- Introduce frequent revision sessions to help students better retain and understand the material.
- Departments must ensure timely declaration of internal assessment results.

4. Teaching-Learning Process Enhancement:

- Organize workshops for faculty on advanced teaching methodologies and the integration of technology in education.
- Launch a student mentoring program where faculty and senior students will guide academically weaker students.
- Review the current curriculum and propose necessary updates to align with industry trends.

5. Future Initiatives:

- Faculty members are encouraged to engage in research projects and seek external collaboration for funding.
- Introduce more skill-based and certificate programs to enhance student employability.
- Upgrade digital infrastructure to support better online and hybrid learning.
- Strengthen student support initiatives, including mental health and career counselling sessions.

IQAC Coordinator




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