

# Minutes and Action Taken Report

## 2016-17

**Date: 28/06/2016**

The Internal Quality Assurance Cell (IQAC) was formed as follows.

Chairman: Dr. U. Saidalvi (Principal) sd/-

IQAC Coordinator: Mrs. Bishara . M (Head of the Department - English) sd/-

MEMBERS: Mr .AbdurahimanKaruthedath (Head of theDepartment – BBA) sd/-

Mr. AshkarAli K T (Head of the Department – Computer Science) sd/-

Mrs.Reshma M (Head of the Department - Electronics) sd/-

Mrs. Nawal Mohammed PK (Head of the Department- Commerce) sd/-

Mr. Nameer M (Head of the Department – Multimedia) sd/-

Mr. Mansoor KC (Head Accountant) sd/-

Mr. Murshidul Rahman choorappilakkal (Union Chairman ) sd/-

### **Decisions:**

- To prepare Academic Calendar
- Implement submission of teaching and semester plan and Monthly report
- Teacher feedback by students
- Office upgradation
- Class on API score and NAAC
- Introducing Bridge Course

### **Action Taken**

1. Academic calendar was prepared by Mr. Ashkar Ali KT(Head of the Department – Computer Science) and the examinations and other academic activities were conducted accordingly.
2. Implemented submission of a teaching plan to IQAC at the beginning of each semester.
3. Decided to introduce bridge courses in all departments with specific syllabi.
4. Feedback form of teachers by students was prepared by Mrs. Reshma M (Head of the Department – Electronics) and feedback was collected.
5. Form for the monthly report was prepared and started submission to the core monitoring committee.
6. The college office was upgraded by enhancing the number of computers and LAN connection.
7. Conducted classes on API Score and NAAC Accreditation on 20.10.2016. The resource person was Dr. U. Saidalvi, principal, MCAS.


Bishara M

IQAC Coordinator



Dr. U. Saidalvi

Principal

  
PRINCIPAL  
MALABAR COLLEGE  
OF ADVANCED STUDIES  
VENGARA

### Meeting held on 20/03/2017

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### Decisions:

- Evaluated the monthly reports submitted by each department.
- Analysed the internal Academic Audit report.
- Evaluated the Action taken report of core manotoring committee on curriculum feedback


### Actions taken:

- The faculty members whose portions were pending were given directions to complete the portions within the two weeks of April.
- The feedback on curriculum evaluated by the core monitoring Committee was published in the website

Bishara M  
IQAC Coordinator

Dr. U. Saidalvi  
Principal



  
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