

Minutes and Action Taken Report

2017-18

Date: 25/09/2017

Members present

Chairman : Dr. U. Saidalvi (Principal) sd/-
IQAC Coordinator : Ms Bishara . M (Head of the Department - English) sd/-
Mr .Abdurahiman Karuthedath (Head of Department – BBA) sd/-
Mr. Ashkarali K T (Head of the Department – computer Science) sd/-
Mrs Reshma M (Department - Electronics) sd/-
Mr. Nawal Muhammed (Head of the Department – Commerce) sd/-
Dr. Remish N (Head of the Department –Hindi) sd/-
Mr. Muhammed Irfan Pullani (Union Chairman) sd/-

Decisions:

- Preparation of proforma for result analysis
- Preparation of list of files to be kept in each department
- Implementation of teachers' diary
- Review on Bridge course

Action Taken

1. Proforma for result analysis was prepared and introduced to the heads of departments to implement the same from the current year.
2. Prepared a list of 15 files to be kept in each department.
3. Teaching diary was printed and distributed.
4. Conduct of bridge course was getting better result and decided to continue in the coming academic years.


Bishara M

IQAC Coordinator

Dr. U. Saidalvi

Principal




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Date: 16/01/2018

Members present

Chairman: Dr. U. Saidalvi (Principal) sd/-
IQAC Coordinator: Mrs. Bishara . M (Head of the Department - English) sd/-
Mr. Abdurahiman Karuthedath (Head of the Department – BBA) sd/-
Mr. Ashkarali K T (Head of the Department – Computer Science) sd/-
Mrs. Reshma M (Department - Electronics) sd/-
Mrs. Nawal Muhammed (Head of the Department – Commerce) sd/-
Dr. Remish N (Head of the Department – Hindi) sd/-
Mr. Muhammed Irfan Pullani (Union Chairman) sd/-

Decisions:

- Form a monitoring committee for internal marks
- Form department level Grievance Redressal Cell
- Form college level Grievance Redressal Cell
- Display percentage of the students' attendance every month
- Analysed Internal academic Audit Report and feedback on curriculum


Action Taken:

1. Formed a monitoring committee for internal marks as follows:
Chairman: Dr. U. Saidalvi (Principal)
Convener: Muhammed Liyaudheen KP
Members:
Mr .Sabu K Restham
Mr. Shameem Akthar
Mr. Shabeer T.K
Mrs. Laila V
Dr. Remish N
Noufal P.T.
2. All the departments formed grievance and redressal cell
3. College level grievance cell was formed
4. A format for recording monthly attendance of students was prepared and started displaying each month.
5. The feedback on the curriculum evaluated by the Core Monitoring Committee was published on the website.

Bishara M
IQAC Coordinator



Dr. U. Saidalvi
Principal


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