

Minutes and Action Taken Report

2018-19

Date: 16/06/2018

Members present

Chairman :Dr. U. Saidalvi (Principal)	sd/-
IQAC Coordinator :MsBishara . M (Head of the Department - English)	sd/-
Mr .AbdurahimanKaruthedath (Head of theDepartment – BBA)	sd/-
Mr.Ashkarali K T (Head of the Department – computer Science)	sd/-
Mr. Shabeer TK (Head of the Department- Electronics)	sd/-
MrsReshma M (Department ofElectronics)	sd/-
Mr. NawalMuhammed(Head of the Department – Commerce)	sd/-
Dr. Remish N (Head of the Department –Hindi)	sd/-
Mr. Nameer M (Head of the Department- Multimedia)	sd/-
Mr. SalahudheenKottuvala (Union Chairman)	sd/-

Decisions:

- To prepare Academic Calendar
- Scrutinize the API submitted by Mrs. Bishara .M and Dr. Remish .N
- Request the management for augmenting the infrastructure of the library.
- Conduct Readers' survey.
- Start reference sections in the library.
- Prepare a list of amounts spent each year for purchasing library books.
- Mr. Mansoor. KC (Head Account) was assigned to prepare the list of requirements needed related to NAAC.

Action Taken;

1. Mr. Shabeer T.K and AshkarAli .K.T(the members of IQAC) scrutinized the API of Mrs. Bishara M and Dr. Remish N and forwarded to the principal for submission.
2. Requested the management to augment the infrastructure and other facilities in the library.
3. Conducted a reader's survey and started a reference section in the library.
4. The head accountant submitted the requirements needed in the office to the principal.
5. The librarian prepared a list of the amount spent each year for purchasing books.
6. 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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