Minutes and Action Taken Report
2020-21

Date : 12/06/2020

Agenda:

- Discussion on online classes,Coursera, Bridge course.
- Updating of Website
- Internal examination

Members present

Chairman : Dr. U. Saidalvi (Principal)	sd/-
IQAC Coordinator : Ms. Reshma M(Department of Electronics)	sd/-
Assistant coordinator: Mr. Abdul Bari(Department of English)	sd/-
Assistant coordinator:Mr. ShameemAkthar(Department of Computer Science)	sd/-
MEMBERS: Mr. AbdurahimanKaruthedath	sd/-
Ms. Bishara M	sd/-
Dr. Remish N	sd/-
Mr. Firose KC	sd/-
Mr. Jahfar C	sd/-
Mr. Mohammed Ali T	sd/-
Mr. Faisal T	sd/-
Mr. Mansoor KC (Head Accountant)	sd/-
Mr. Parvees P	sd/-

Decisions:

- Decided to introduce google sheet for course wise online classes.
- Mr. Ashiq was given charge of the coordinator of Coursera
- Decided to conduct Bridge course online platform
- Mr.ShameemAkthar was given charge of updating the website.
- Decided to conduct internal examination on online mode by each department
- Mr. ShammemAkthar was nominated as the coordinator of SWAYAM platform for MOOC programmes

Action Taken:

1. Introduced a googlesheet for course wise online classes and all HODs were requested to send back the report to IQAC at the end of each month.Google Sheet must contain the name of the teacher,periodengaged,online platform used,and number of absentees of students.
2. Mr. Ashiq M (Department of Computer Science)acted as coordinator of Coursera platform. And Shabeer Thiruvakkalathil(HOD of Electronics) made a YouTube video for how to register in online courses and introduced agoogle form for registering in online courses.
3. For the NAAC accreditation process, the College website was updated byMr. Shameem Akthar(Department of Computer Science) as the coordinator.
4. All Departments conducted the internal examinations through an Online platform.
5. Mr. Shameem Akthar made available the guidelines of registering for MOOC programmes under SWAYAM to all staff and students.

Reshma M   Dr. U. Saidalvi

IQAC Coordinator   Principal

Date: 03/12/20

Agenda:

- General Election orientation class
- Completion of department files and department wise visit

Members present

Chairman : Dr. U. Saidalvi (Principal)	sd/-
IQAC Coordinator : Ms. Reshma M(Department of Electronics)	sd/-
Assistant coordinator: Mr. Abdul Bari(Department of English)	sd/-
Assistant coordinator:Mr. ShameemAkthar(Department of Computer Science)	sd/-
MEMBERS: Mr. AbdurahimanKaruthedath	sd/-
Ms. Bishara M	sd/-
Dr. Remish N	sd/-
Mr. Firose KC	sd/-
Mr. Jahfar C	sd/-
Mr. Mohammed Ali T	sd/-
Mr. Faisal T	sd/-
Mr. Mansoor KC (Head Accountant)	sd/-
Mr. Parvees P	sd/-

Decisions:

- Decided to conduct an orientation class on conduct of general election duties for teaching and nonteaching staff on 10th December 2020.Dr.MuhammedLiyaudheen (HOD of Arabic) will lead the class
- Decided to complete all department files by the end of December and the department visit will be held from January 1st onwards.

Action Taken:

1. IQAC conducted a Workshop on 'DUTIES OF POLLING OFFICIALS IN LOCALBODY ELECTION' for teachers and non-teaching staff.
2. IQAC coordinator Reshma M welcomed the programmeandthe principal Dr. U Saidalvi inaugurated the session. Dr.MuhammedLiyavudheenwafi(HOD Department of Arabic) handled the session, nearly 17 members of the collegeparticipated in the event. Mr. Muhammed Ali (HOD Department of Physical Education) delivered the vote of thanks.

3. A department visit of Technical Committee was conducted in the first week and Mr. ShameemAkthar (IQAC Assistant coordinator) prepared a detailed report of each department's current status of data completion.

Reshma M   Dr. U. Saidalvi

IQAC Coordinator   Principal

Date: 4/02/2021

Agenda:

- Preparation of files in single department
- Workshop on "NAAC Parameters "
- Preparation of SWOC
- Attendance app- ERP discussion

Members present

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

IQAC Coordinator :   Ms. Reshma M(Department of Electronics)   sd/-

Assistant coordinator: Mr. Abdul Bari(Department of English)   sd/-

Assistant coordinator:Mr. ShameemAkthar(Department of Computer Science)   sd/-

MEMBERS: Mr. AbdurahimanKaruthedath   sd/-

                        Ms. Bishara M   sd/-

                        Dr. Remish N   sd/-

                        Mr. Firose KC   sd/-

                        Mr. Jahfar C   sd/-

                        Mr. Mohammed Ali T   sd/-

                        Mr. Faisal T   sd/-

                        Mr. Mansoor KC (Head Accountant)   sd/-

                        Mr. Parvees P   sd/-

Decisions:

Complete the files of single departments by the end of March

Decided to Introduce new ERP of e-management developed by Farook college also conduct a discussion on ERP through online mode with Farook college.

Decided to conduct a session on Preparation of SWOC of our college

- Reviewed the feedback reports submitted by core monitoring committee
- Analysed Internal Academic Audit Report and Feedback on curriculum

Action Taken:

1. All single departments completed the data file in NAAC Templates. A verification report was submitted by Mr. ShameemAkthar (Assistant Coordinator IQAC).

2. Decided to purchase a new ERP module of E-management Application and the IQAC conducted a webinar on 'CAMPUS ERP MODULE' 0n 21/02/21 through online mode. Dr. U saidalvi principal inaugurated the event. Dr. Kabeer V, Head of the department of computer science Farook college was the resource person. He explained the need of ERP Module e-governance in colleges.

3. One day workshop on preparation of "SWOC"- of our college conducted in college seminar hall. IQAC coordinator welcomed the programme and Principal Dr. U Saidalvipresided over the programme. For SSR preparation all departments prepared the strength, weakness, opportunities and challenges of college and a discussion of each departmentwas held on that day. Also prepared a well structured SWOC on the day. Mr.Abdul Bari assistant coordinator proposed vote of thanks

4. The feedback on curriculum evaluated by the core monitoring committee was published in the website

Reshma M   Dr. U. Saidalvi

IQAC Coordinator   Principal