

# Minutes and Action Taken Report

2021-22

**Date: 17/06/2021**

## **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/-
	Mr. Salman Faris M (Union Chairman )	sd/-

## **Decisions:**

- Academic Calendar
- To conduct fresher's empowerment Programme in November
- Directed all Department to conduct seminars
- To conduct FDP on NAAC
- To conduct more number of certificate courses

Action taken:

- Academic Calendar was prepared and conducted Bridge course ,internal examinations etc..accordingly
- Conducted FEP for the first year students in 15 Nov-2021 to 19 Nov-2021
- Each main Department conducted Certificate courses and single department two certificate courses
- Conducted FDP on NAAC on 23 rd October 2021.Dr. N.S. Dharmathikari ,educationalist and member of NAAC Commission ,Pune, was the resource person.

Reshma M

IQAC Coordinator



Dr. U. Saidalvi

Principal

PRINCIPAL  
MALABAR COLLEGE  
OF ADVANCED STUDIES  
VENGARA

23/11/2021

**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/-  
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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/-  
Mr. Salman Faris M (Union Chairman ) sd/-

**Decisions :**

- To submit IIPA in the beginning of December
- To conduct FDP for the non-teaching staff in December /January

**Action taken**

- Submitted IIPA on 1 st December and the preparations started for the submission of SSR
- Conducted One-day Administrative training programme for the non-teaching staff on 6 th January 2022


Reshma M

IQAC Coordinator

Dr. U. Saidalvi

Principal



  
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