

22.6.22

Minutes of the IQAC Core Committee held at the Principal's Chamber on 22nd June, 2022 at 2 pm.

Agenda:

1. Completion of all IQAC records.
2. Action Plan
3. Feedback
4. Uploading documents on website

Members Present

1. Prof. Shajid P.P (Principal)
2. Dr. Nayla T.Y (IQAC Coordinator) *for*
3. Dr. Kishnaprabha
4. Prof. Nisab
5. Dr. Nabeel
6. Dr. Jisha

Minutes

1. Dr. Nayla will prepare a template for AQAR according to new format for data collection from all the departments.
2. Dr. Nayla will complete the Action Plan and Action Taken Report for the previous year and upload it on the website.
3. Dr. Nayla will have the IQAC minutes uploaded on the website, along with the IQAC Composition

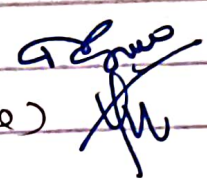
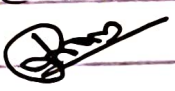
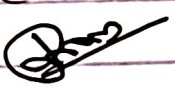
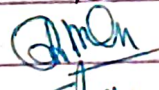
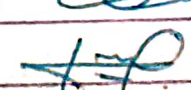
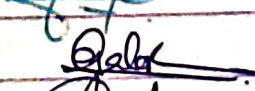
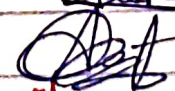
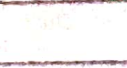
4. Dr. Krishnaprabha will complete and publish the newsletter with the help of Shahu as soon as possible.
5. Prof Nisab will ensure the completion of the feedbacks from all stakeholders and collect the self-appraisals from all regular teaching staff.
6. All depts will have to prepare action plans with focus on conducting seminars, conferences or workshops on IPR, research methodology or entrepreneurship and programmes to develop skills. Certificate courses and extension programmes need to be incorporated too.
7. The syllabus should be transacted in class so as to achieve outcomes and the achieved outcomes evaluated appropriately.
8. An emphasis on Outcome Based Education will be the paradigm to adopt this year in tandem with NEP.

05.07.2022

Minutes of the IQAC meeting held on 05th July 2022, in the conference hall at 2:30 PM

Agenda : Preparation for Dept's file audit.
Discussing about Annual plan,
Activity Report.
COPD Analysis.

Members Present:

1. Shaid P.P (Principal) 
2. Naila TY (IQAC coordinator) 
3. Habeebullahimun 
4. Abilash VP 
5. Krishna Prabha. K.S 
6. Nabeel Rashid 
7. Rukiyah. Km 
8. SISHA V.S 
9. Nisab. T 
10. Muhammed/Shibu 
11. AM-NUDHEEN. K.P 
12. Fazeeda. P 
13. Dr. Lakshmi priya. T 
14. Aag Tarana. 
15. Dr. Jureshma. C 
16. 

Minutes

- 1- IQAC coordinator started discussion on Department file Audit to be conducted 12th July onwards.
- 2- All the department's coordinators are directed to up-to-date files before the file audit.

- 3- JE is directed to conduct various programmes like FDP's, FIP's, FEP, etc. during the academic year. Selected ICT, SoftSkill, Gender sensitization, Licensing, Entrepreneurship, development etc.
- 4- IQAC coordinator stressed the importance of outcome based education and detailed the process for analysis of course and programme outcome.
- 5- Joint co-ordinators of the IQAC are directed to check the Department files before the file audit.

10.10.22

Minutes of IQAC minutes meeting held
at 11.45am at the IQAC Conference hall
on 10 October, 2022.

Agenda

- ① Conduct of seminars, workshops, etc on IPR, Research methodology & entrepreneurship
- ② Conduct of certificate courses by dept.
- ③ Analysis of outcomes.

Members present

- 1.
2. Dr. Nijla T.Y.
3. Krishna Prabha. KS
4. Dr. SISHA V.S
5. Nub. J
6. Dr. PC GANTHOSH 8485
7. Dr. MUHAMMED RIYOSIA
8. RUKMINTA-KM
9. Jameela M.K.
10. Faneeda P
11. Dr. Jameesha G
12. Dr. Lakshmi Priya T
13. Dr. Preethe S.R
14. Dr. Anuranya Rasmu MN
15. Muneera K
16. Dr. Saranya U
17. D. Anur

Minutes

1. Every department should conduct an event each related to IPR, Research Methodology and Entrepreneurship. First two of these should be done before October 31. The final one has to be completed before 30 January.
2. It was decided that each department will conduct ^{at least} one certificate course and the same would begin classes latest by October 25.
3. The extension programmes of all departments was decided to be completed by 10 December.
4. All departments should ensure the completion of the COPO Analysis of the previous year.
5. Paperwise result analysis should be completed.
6. All HODs will assign Criteria heads in their respective departments and communicate the names of the teachers to the IQAC Coordinators by 13 October.
7. The first year students will be assessed on the basis of Bridge Course test and categorised into Slow and Advanced learners. The slow learners should be given special attention to progress.
8. Mentoring system should be strengthened.

All students should be assigned mentors
and the same should be communicated to
students.

~~The IQAC will~~

20.10.22

Minutes of the IQAC (NAAC Core team) meeting held on 20th October, 2022 at 2.30 pm at the IQAC Conference Hall.

Agenda

1. Differences in the NAAC manual implemented since 1st June 2022.

Members Present

1. Prof. Shajid PP.
2. Sn. O. C. Salahuddin
3. Dr. Mohammedali
4. Dr. Nayla T.Y.
5. Dr. Reji A.L.
6. Dr. Priya T.V.
7. Nisub. T
8. Dr. JISHA V.S
9. Krishna Prabha. K.S

Minutes:

- ① Discussions were made criteria-wise and the differences were chalked out pertaining to each criteria.
- ② The differences in metrics were discussed
- ③ The changes in SOP for each criteria and metrics were discussed in detail.

Date: 04.11.2022

Minutes of the IQAC (AQAR Heads) meeting held on 04th November 2022 at IQAC conference Hall at 3:30 PM.

Agenda

1. Discussion of AQAR for 2021-22

Members Present

1- Dr. Aqila T.Y

2- Priya T.V

3- Dr. Reji A.L

4- Rameena K.A

5- Dr. Nabeel Rashid M

6- Nisab.T

7- Dr. Jisha V.S

8- Dr. Nabeel Rashid M

9- Dr. Reji A.L.

10- Dr. Priya T.V.

11- Dr. Jisha V.S

12- Shajid. P.P

Minutes:-

- ① Decided to depute 1 faculty from each department for each of the criterias.
- ② criteria - in-charge of the department will collect all the necessary documents from the department.
- ③ Criteria heads will consolidate and verify the documents and prepare it for uploading.
- ④ Documents to be collected as per the SOP

2.12.22

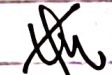
Minutes of IQAC meeting held at 2.45pm
on 2 December 2022, at the Principal's
Chamber.

Agenda

1. Conduct of FDP on Innovation in Teaching and Learning.
2. Updation of College Website
3. Updating NIRF
4. Discussion on status of AQAR completion
5. Planning another seminar/workshop on outcome-based education (analysis).

Members Present:

1. Prof. Shajid P.P.
2. Dr. Najda T.Y.
3. Dr. Nabeel Rashid
4. Dr. JISHA V.S
5. Krishna Prabha K.
6. Nwab. T
7. Gargadhyas









Minutes

1. ICT monitoring should enhance capacity of college website to update all activities.
A meeting with the cell to be conducted.
Social media platforms should be updated.
2. Programme schedule for the FDP finalised and the conduct of programme
3. AQAR data compilation to be made faster.

④ NCRP - Filing and documentation will be headed by Dr. Najila with the technical support from Abhilesh.

19.2.21.

Minutes of the IQAC meeting held at 3.45pm
on 19 December, 2022 at the IQAC
Conference Hall.

Agenda:

1. Updating mentee register
2. Updating department and clubs, etc details on the website
3. Enrolling for NPTEL and other online classes
4. Conduct of FDP on outcome-based education on 23 December 2022

Members Present:

1. Prof. Shajid. P.P.
2. Dr. Najila T.Y.
3. Dr. MUHAMMED RYAS.K
4. Dr. Janeeshma. E
5. Lt. Ngiga. K.Y
6. Dr. Saralaja. K.
7. Krishna Babu. K
8. Dr. Preetheja. S.R
9. D. M. L. S
10. PC SANTHOSH
11. Dr. P.M. Hebeeburrahman
12. Nwab. T
13. Dr. SISHA V.S
14. Fareeda. P
15. Dr. Anwaraya Rasmi M.W
16. Jameela M.K.
17. Dr. Lalshmi Priya. T

Minutes :-

- ① Head of departments and tutors should properly monitor the Mentee register and see to it all the details are being updated.
- ② Mentor-mentee meeting to be scheduled in the coming week by all mentors.
- ③ ICT in charge of the departments should be keen in updating the details of the program conducted by the departments in the college website.
- ④ All PG students & BA final year students should be given proper awareness on Various NPTEC Courses and should be encouraged to undertake at least one course.
- ⑤ Charges were distributed to members for the smooth conduct of the FDP to be conducted on 23rd December.

Minutes of IQAC Core Committee meeting held on 28 January 2023 at 1.30 pm at the Principal's Chamber.

Agenda

1. AQAR 21-22 completion
2. Internal and external audit
3. NTS professional development programme
4. Any other subjects deemed

Members Present

1. Dr. Vinod Kumar K.P.
2. Dr. Nayla T.Y.
3. Dr. Reji A L
4. Nwab. T
5. Krishna Prabhekar
6. Dr. Priya T-V

Minutes

1. The criteria coordinators should complete data collection for AQAR by Jan 27 and upload supporting documents to the mail id ~~aqar@maskerajpetcollege~~^{aqar} ~~aqar@maskerajpetcollege~~.
aqarigacmaskvnr@gmail.com.
2. A bi-monthly newsletter will be brought out with all events and achievements recorded.
3. The Department profile should have notable accomplishments of departments since its

inception and not just of the previous five years.

4. The internal audit of departments will be conducted on February 22. The department presentation will be in the first week of March. External audit will be conducted in the second week of March.

5. Tutors should ensure that their students have done at least one certificate course per year.

6. Students should record the compulsory social service done in their mentee register. The tutors can record the same in the tutorial register. Students should be made aware that their TC Application form is available in the mentee register.