

## Minutes of the IQAC committee meeting

Date: 01/06/2020

Venue: Online

Time: 10.00 am

- Agenda: 1) IQAC activity plan 2020-21  
2) Online classes

## Members Present:

Dr. Edalevotte Shaji (Principal)

Dr. Money Mathew (IQAC coordinator)

Dr. Z.A. Ashraf

Dr. Mohammed Aslam (Vice Principal)

Dr. Sajitha K.

Dr. Shanij K.

Dr. Varje K.A.

Sri. Prasad P.J.

Smt. Sijin Joseph

## Decisions taken:

1. Decided to ensure effectiveness of online classes by using all online platforms including google meet, google class room, whatsapp groups, recorded audio and video clips.
2. IQAC activity plan 2020-21 is discussed and finalized.
3. Decided to apply for new courses, upgrade all PG courses to PEs courses and all PG courses to research departments.
4. During COVID - pandemic scenario induction programme to newly admitted UG & PG students should be done in a well organized manner by using google platform.
5. All teachers are directed to improve their skills in handling IT enabled classes.
6. Decided to strengthen tutorial & mentoring systems.





6. Decided to invite Dr. Santhosh of Pattambi Sanskrit College to conduct a workshop on how to use LMS platform.
7. Decided to include proposals for seminars, LMS, and workshops in the plan proposal for the following year.



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CALICUT 673 018

### Minutes of IQAC Meeting

Date : Thursday, 08/03/2021      Venue : IQAC Room  
Time : 02.30 pm.

Agenda : Review meeting regarding AQAR preparations for the years 2018-19 & 2019-20.

### Members present :

Dr. Edakkote Shaji	(Principal)	
Dr. Mancy Mathew	(IQAC coordinator)	
Dr. Z.A. Ashraf		
Dr. Mohammed Aslam		
Dr. Meena		
Dr. Mini K		
Dr. Sajitha K.		
Dr. Shahced Ramgan		
Dr. Shanij K.		
Dr. Sravana		
Dr. Vanaja K.A.		
Sri Prasad P.J.		
Dr. Sigrina Joseph		




### Decisions taken:

1. Review of work done and data collected for AQAR entry.
2. Difficulties discussed and clarifications given.
3. IQAC team visited all departments to obtain incomplete data.

### Minutes of IQAC Meeting



  
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Date: Tuesday, 16/03/2021

Venue: IQAC Room




Time: 10.00 am - 12.00 noon

Agenda: Review meeting regarding scrutiny of placement proposals.


### Decisions taken:

1. Placement proposals were reviewed after scrutiny.
2. Decided to request the office staff to expedite the process of scanning the placement proposals for Associate Professor (12-13A).
3. Follow up arrangements regarding sending the application by post to the DCE.

### Members Present:

Dr. Edakkotte Shaji (Principal)   
 Dr. Money Mathew (IQAC Coordinator)  
 Dr. Mohammed Aslem (Vice Principal)  
 Dr. Meena   




  
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## 150 Minutes of the IQAC Meeting


Date : Wednesday, 10/02/2021

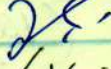
Venue : IQAC Room

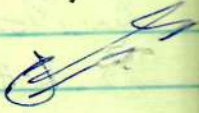
Time : 02.30 pm

Agenda : Placement proposal submission

Members present:

Dr. Nancy Mathew (IQAC Coordinator) 

Dr. Z.A. Ashraf 

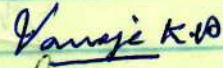
Dr. Mohammed Aslam (Vice Principal) 

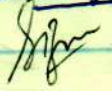
Dr. Meena 

Dr. Shaheed Ramzan 

Dr. Sherij K.

Dr. Sravaha

Dr. Vanaja K.A. 

Dr. Sijina Joseph 

Decision Taken:

1. Decided to convene an online meeting on 11/02/2021 of all the teachers who are due for placement to inform them about the procedure and guidelines regarding placement scrutiny.
2. Decided to request the applicants to submit their placement application before 17/02/2021.
3. Decided to request the office staff to expedite the office procedure regarding placement process.



  
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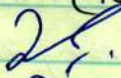

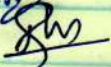



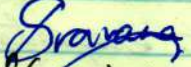
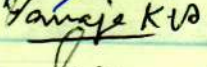



## Minutes of IQAC Meeting

Date: Wednesday, 12/02/2021      Venue: Online  
 Time: 02.00 pm

Agenda: Committee formation for the scrutiny of placement proposals.

Members present:

Dr. Edakkotte Shaji (Principal)	
Dr. Money Mathew (IQAC Coordinator)	
Dr. Z-A Ashraf	
Dr. Meera	
Dr. Mini E	
Dr. Sajitha K.	
Dr. Shaheed Rameen	
Dr. Shanij K.	
Dr. Sravana	
Dr. Varaja K.A.	
Dr. Sigina Joseph	

Decisions taken:

1. Five committees were formed with IQAC and non-IQAC members for the scrutiny of placement proposals.
2. Committees were given the guidelines to be followed.
3. Time frame and deadlines decided.
4. Decided to request the H.O.Ds of respective departments to prepare a panel of subject experts for the verification and evaluation of placement proposals and submit it to the IQAC before 15/02/2021.



### Decisions taken:

1. Review of work done and data collected for AQAR entry.
2. Difficulties discussed and clarifications given.
3. IQAC team visited all departments to obtain incomplete data.



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### Minutes of IQAC Meeting

Date: Tuesday, 16/03/2021 Venue: IQAC Room  
Time: 10.00 am - 12.00 noon

Agenda: Review meeting regarding scrutiny of placement proposals.

### Decisions taken:

1. Placement proposals were reviewed after scrutiny.
2. Decided to request the office staff to expedite the process of scanning the placement proposals for Associate Professor (12-13A).
3. Follow up arrangements regarding sending the application by post to the DCE.

### Members Present:

Dr. Edakkotte Shaji (Principal)  
Dr. Money Mathew (IQAC Coordinator)  
Dr. Mohammed Aslem (Vice Principal)  
Dr. Meena

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# Minutes of the IQAC Committee Meeting


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Date: Thursday, 16/7/2020  
Time: 02:00 pm

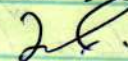
Venue: Online


Agenda: Briefing about proposed activities to be taken up by IQAC in the academic year.

## Members Present:

Dr. Edakkotte Shaji (Principal) 


Dr. Mancy Mathew (IQAC Coordinator) 

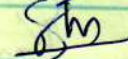
Dr. Z.A. Ashraf 

Dr. Mohammed Aslam (Vice Principal) 


Smt. Indu V. 

Dr. Meena 

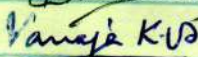
Dr. Mini K. 

Dr. Sajitha K. 

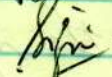
Dr. Shaheed Ramzan 

Dr. Shanij K. 

Dr. Savana 

Dr. Varaya K.A. 

Sri Prasad P.J. 


Sizina Joseph 

## Decisions taken:

1. Decided to form various committees for monitoring and coordinating activities of the college.
2. Resolved to request the committees to prepare the draft of AQAR to be submitted to the IQAC.
3. Resolved to convene a meeting of the coordinators of all committees in the presence of the Principal.





Members Present:   
Dr. Edakkotte Shaji (Principal)  
Dr. Money Mathew (IQAC Coordinator)

Dr. Meena

## 156 Minutes of IQAC Meeting.


Date: Tuesday, 17/03/2021 Venue: IQAC Room  
Time: 10.00 am - 12.00 noon

Agenda: Review meeting regarding scrutiny of placement proposals.

IQAC placed on record its gratitude to Principal, Office Staff and the members of Placement Committee for scrutinising and forwarding the placement proposals on time.

Minutes of IQAC Meeting






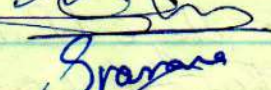
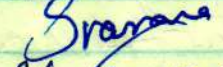
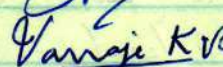



  
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Date: Tuesday, 23/03/2021 Venue: IQAC Room  
Time: 02.30 pm.

Agenda: Student Feedback Form preparation

Members present:

Dr. Edakkotte Shaji (Principal)   
Dr. Money Mathew (IQAC Coordinator)   
Dr. Z.A. Ashraf   
Dr. Meena   
Dr. Shabeed Ramzan   
Dr. Shanij K.   
Dr. Sravane   
Dr. Vargha K.A.   
Dr. Signia Joseph. 



152 Minutes of the IQAC-cum-screening Committee Meeting

Date: Wednesday, 18/02/2021

Venue: IQAC

Time: 10.00 am to 04.00 pm

Agenda: Scrutiny of Placement proposals.

Decisions taken:

1. Decided to verify the placement proposal details entered in the Inward Register.
2. Members of each committee were given specific responsibilities regarding the scrutiny of placement proposals.
3. Decided to invite the incumbents whenever clarification were required.
4. Resolved to request the HOD's of respective departments to arrange the screening-cum-evaluation process by the subject experts as per the panel approved by the V.C.
5. Decided to conduct the screening-cum-evaluation of placement proposals by subject experts in the Seminar Hall following Covid-protocol.

Members Present:

Dr. Edakkotte Shaji (Principal)

Dr. Mancy Mathew (IQAC Coordinator)

Dr. Mohammed Aslam

Dr. Meena

Dr. Shreana



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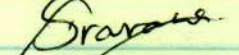
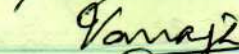



## Minutes of IQAC Meeting

Date: Thursday, 22/02/2021  
Time: 02.00 pm

Venue: IQAC Room

Agenda: AQAR Preparation for the years 2018-19 & 2019-20.

Members present:

Dr. Edakkotte Shaji (Principal)	
Dr. Money Mathew (IQAC Coordinator)	
Dr. Z. A. Ashraf	
Dr. Mohammed Aslam (Vice Principal)	
Dr. Meena	
Dr. Mini K.	
Dr. Sajitha K.	
Dr. Shaheed Ramzan	
Dr. Shenij K.	
Dr. Sravara	
Dr. Vanaja K.A.	
Sri Prasad P.J.	
Dr. Sigitia Joseph	

Decisions taken:

1. Briefing about AQAR preparation for the years 2018-19 & 2019-20.
2. Committees formed for each criterion in AQAR.
3. Guidelines provided to the members of each committee.
4. Decided to invite Prof. Shivadasan P. to deliver a lecture on how to prepare for NAAC accreditation. (Prof. Shivadasan P., IQAC Coordinator, Calicut University)
5. Decided to send a proposal for installing LMS in our college for coordinating all teaching-learning activities of the college.



6. Decided to invite Dr. Santhosh of Pattambi Sanskrit College to conduct a workshop on how to use LMS platform.
7. Decided to include proposals for seminars, LMS, and workshops in the plan proposal for the following year.



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### Minutes of IQAC Meeting


Date : Thursday, 08/03/2021 Venue : IQAC Room  
Time : 02:30 pm.

Agenda : Review meeting regarding AQAR preparation for the years 2018-19 & 2019-20.

Members present :

Dr. Edakkote Shaji	(Principal)	
Dr. Mancy Mathew	(IQAC coordinator)	
Dr. Z.A. Ashraf		
Dr. Mohammed Aslam		
Dr. Meena		
Dr. Mini K		
Dr. Sajitha K.		
Dr. Shaheed Ramzan		
Dr. Sharif K.		
Dr. Sravana		
Dr. Vanaja K.A.	Vanaja K.A.	
Sri Prasad P.J.		
Dr. Sigrina Joseph		



Members Present:   
Dr. Edakkotte Shaji (Principal)  
Dr. Money Mathew (IQAC Coordinator)

Dr. Meena

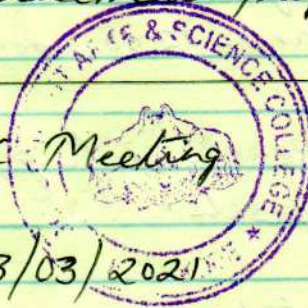
## 156 Minutes of IQAC Meeting.


Date: Tuesday, 17/03/2021 Venue: IQAC Room  
Time: 10:00 am - 12:00 noon

Agenda: Review meeting regarding scrutiny of placement proposals.

IQAC placed on record its gratitude to Principal, Office Staff and the members of Placement Committee for scrutinising and forwarding the placement proposals on time.

## Minutes of IQAC Meeting





  
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Date: Tuesday, 23/03/2021 Venue: IQAC Room  
Time: 02:30 pm.

Agenda: Student Feedback Form preparation


Members present:

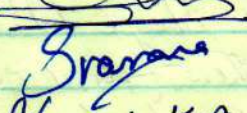
Dr. Edakkotte Shaji (Principal) 

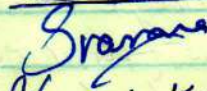
Dr. Money Mathew (IQAC Coordinator) 

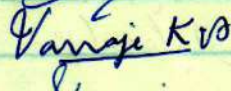
Dr. Z.A. Ashraf 


Dr. Meena 

Dr. Stakeed Ramzan 

Dr. Sharif K. 

Dr. Sravana 

Dr. Vargha K.A. 

Dr. Sigrina Joseph. 



## Decisions taken :

1. Student Feedback form compiled and finalised after discussion.
2. Decided to prepare Google Form and send to student groups.
3. Decided to compile and enter the data in the AQAR.

Minutes of IQAC Meeting



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GOVT. ARTS & SCIENCE COLLEGE  
CALICUT 673 018

Date: Wednesday, 13/09/2021

Venue: Online

Time: 06.30 pm

Agenda: Formation of Screening Committee to scrutinise placement proposals for professorship.

## Members present:

Dr. Mohammed Aslam (Vice Principal)

Dr. Money Mathew (IQAC Coordinator)

Dr. Z.A. Ashraf

Dr. Meena

Dr. Sajitha K.

Dr. Shaheed Ramzan

Dr. Sharif K.

Dr. Vanaja K.A.

Dr. Sigina Joseph

A screening committee consisting of the following members was formed to process the placement proposals for Professorship.