

Minutes of meeting held on 25-07-2019 at 2 PM in the IQAC room

Agenda

1. Review of work done
2. Action plan towards the year 2019-2020
3. Any other matters

Members present

1. Principal
2. Badisha V
3. Rekha A M
4. Rajish Kumar P
5. Dr. Vijila V
6. Lt. Shukkoor Illath
7. V P Babu
8. Prajit Chandran
9. Mohammed Ikhbal P
10. Dr. Sainuddeen P T
11. Dr. Jabir K T

Decisions

1. A meeting shall be held to include all teachers to assign charges towards AQAR for different years.
2. An action plan towards new construction and new courses shall be chalked out on war footing with the support of PTA/Alumni and all stakeholders. DCE shall be informed about the forth coming NAAC visit and steps taken to expedite the process at the earliest.
3. The college website shall be made more comprehensive to include the features such as feedback from stakeholders, progress of students etc.
4. A presentation shall be made to Principal Secretary regarding pending proposals and other college development issues such as the 8.8 crore KIFBI project, library automation, Calicut University information centre etc.
5. A meet with the MLA is proposed and Sri. V P Babu shall be part of the team.
6. The internal audit and external audit shall be explored this year.
7. An estimate of different proposals shall be made available in the college to fasten the various works related to the college development.
8. A meet shall be arranged on 1st August to assign charges to different teachers regarding the above action plan.

The meeting ended at 4.30 PM

Minutes of meeting held on 01-08-2019 at 3.15 PM in the Principals chamber

Agenda

1. Delegation of duties to members/teachers for the year 2019-2020
2. Any other matters

Members present

1. Principal
2. Prajit Chandran- IQAC Coordinator
3. Rajish Kumar P (HOD Maths)
4. Rekha A M – (Maths)
5. Jincy V K – (For HOD Commerce)
6. Jini Mathew – Librarian
7. Rajan M S- PTA Vice President

Decisions

1. Resolved to conduct a visit to the MLA to apprise him of the KIFBI project and courses for the college in the light of next NAAC visit. A team is constituted to meet the MLA as follows
 - a) Prof. V P Babu (Former Principal)
 - b) Lt. Shukkoor Illath (Physical Education Dept.)
 - c) Dr. Jabir K T (Arabic Dept.)
 - d) Sri Rajan M S (PTA Vice President)

New construction and vision plan shall also be apprised to MLA

2. The existing website shall be made more comprehensive to include additional features such as feedback from various stakeholders, tracking past students and all aspects of a modern website. Sri Badisha V (Asst. Professor In Commerce) has been entrusted the responsibility to explore various possibilities and a report shall be submitted by him in this regard at the earliest.
3. The library issues related to the automation and digitalization shall be addressed. The above assignment shall be entrusted to the librarian Jini Mathew and Sri. Rajish Kumar (HOD Mathematics).
4. Academic calendar for the year 2019-2020 shall be proposed by Dr. Vinod Kumar (Mathematics dept.)
5. The campus beautification shall be addressed at the earliest. Teacher In Charge Dr. Vijila .V (HOD Commerce dept).
6. The estimates and proposals for new construction shall be addressed. The following teachers are entrusted the assignment.
 1. Lt. Shukkoor Illath (Physical education)
 2. Dr. Jabir K.T(Arabic dept)
 3. Anil Kumar M.P (Mathematics dept)

7. The AQAR towards the year 2017-18 and 2018-19 shall be uploaded at the earliest. Dr. Prajit Chandran(Physics dept) and Rekha A.M (Mathematics dept). shall do the needful at the earliest.
8. The data towards AQAR 2019-20 shall be maintained at the department. The list of files , stationary and other assistance towards the same shall be provided at the earliest.
9. The internal audit shall be conducted this academic year. All department HOD's shall coordinate the audit as per the directions of IQAC.
10. External audit shall be conducted this academic year.

The meeting got over at 4.30 P M