

Proceedings of IQAC Meeting held on 18/11/2021  
at IQAC Room 9.30 AM.

Agenda :-

1. Revitalising and Reconstituting IQAC
2. channelising Programmes via IQAC
3. IQAC Camp for planning 2021-22 Activities
4. Management Meeting with IQAC
5. Miscellaneous

Members Present -

1. Lt. Abdul Rashid P. (Chairman)
2. Hanifah. K. (Secretary)
3. Abdul Jaleel M. (Member)
4. Rafeeqe Ali Mundadan (Member)
5. Aboobacker Siddiq. K.C. (Member)
6. K.T. Firoz. (Member)
7. Dr. Afzal Muneeb. M. (Treasurer)
8. Dr. Shamsudin. E. (Member)
9. Dr. Afzal. P.C. (Member)
10. Rajashekharan K.E. (Member)
11. Dr. Muhammed Far'iw (Member)
12. Dr. Marshoor Khan. (Member)
13. Adil Aragave. (Member)
14. Dr. Md. Javed Ayubuddin. (Member)

Decisions

1. It is decided to nominate Dr. Ibrahim - cholakkal and Dr. Muneeb as ~~Mentors~~ patrons.
2. The following members are nominated as members.

Criteria - 1 Dr. Afzal - PC and S

Criteria - 2 Abdul ~~Rehman~~. Taleel - ~~M~~

Criteria - 3 Dr. Rajashethkareem. KE

Criteria - 4 Ms. Shabudheen - PI

Criteria - 5 Firoz - KT

Criteria - 6 Aboobacker Sudeegne - KC

Criteria - 7 Rafeekali Mundadan.

3. It is decided to channelize all professionals through IQAC

4. It is decided to conduct a meeting of Criteria Co-ordinators on 28/11/2011 at 2.30pm

5. Decided to open a specific ~~#~~ communication channel for IQAC

6. Decided to conduct two day orientation camp for Criteria Co-ordinators in December Meeting came to end by 4.00pm.

Notarized

Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Fiji College of Arts and Science  
Nausori, Fiji  
Parimika PO  
Tel: 673 658

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Proceedings of IQAC Meeting held on 25/11/21  
at IQAC Room 11.30 AM

### Agenda:

1. IQAC Camp for Coordinators.
2. Certificate Courses for 2021-22

### Members Present:

1. Lt. Abdul Rosheed P. (Signature)
2. Abdurazzaque. PM. (Signature)
3. Iazzar Ali Zahoor (Signature)
4. Rafeeqe Ali Mundadan (Signature)
5. Aboobacker Siddiq. K.C. (Signature)
6. Abdul Jaleel M. (Signature)
7. Rajasekheram IC. (Signature)
8. K.T. Firoz. (Signature)
9. Hananath. B. (Signature)

### Decisions:

- ① It is decided to monitor the functioning of Certificate course in different departments. Mr. Aslam PC assigned the duty to monitor the progress of certificate courses.
- ② Evaluated the progress of various certificate courses conducted by different departments.

Abdul

13 May 2013 Poonja DAB 13 825355303

(3) It is decided to conduct a one-day training programme to criteria co-ordinators

The meeting comes to an end by  
12.30. PM

M. Renu

Co-ordinator

1. IOAC (Institutional Governance Cell) (IOAC)  
2. Arts and Science  
Kongotti, Kuttanaparamba PO  
Kozhikode - 673 698

3. Primary & Secondary  
and Higher secondary schools

4. NGOs

Dated

13 May 2013

Place

Kuttanaparamba

Date

Proceedings of the IETE Meeting held on  
24-01-2022 @ (10AC) Room at 2.30 PM

### Agenda:

1. Meeting with Management Team.
2. Strategic Plan meeting.

### Members Present

#### Members present:

1. Mr. Lt. Abdul Rashid P.I.M.P.
2. Abdur Razzaque P.M.
3. Prof. K.S.
4. Shihabuddin P.
5. Dr. Abdul Muneeb V.
6. Abdul Jaleel M.
7. Dr. Afzal P.C.
8. Rajarathnam I.E.
9. Hanash B.
10. Aboobacker Siddiqui K.C.

### Decisions

1. It is decided to conduct a strategic plan meeting with management on 26-01-22 at AVT.

2. It is decided to present a short term plan of action by 7 internal co-ordinators. Meeting came to an end by 3.30 PM.

Co-ordinator  
Internal Quality Assurance Cell (IQAC)

~~Proceedings of IQAC meeting held on 26/01/2022  
at IQAC Room at 2.30 PM.~~

### Agenda

1. Finalization of Criteria presentation for strategy meeting.

### Members Present

1. Lt. Abhilash Rashed P *(Present)*
  2. Abdurazague. PM *(Present)*
  3. Hanitha H *(Absent)*
  4. Rajaraghavan KE *(Present)*
  5. D. Chaitanya. Dasarathad *(Present)*
  6. Rafiquzzaman mandal *(Absent)*
  7. Dr. Afzal FC *(Absent)*
  8. Abdul Jalil M *(Absent)*
- 90 - CCS Pro 2 *(Absent)*

### Decisions

- D Seven criteria co-ordinators presented short term plan of IQAC. IQAC discussed each presentation in detail and suggested the required modification. The meeting came to an end by 4.30

*Abhilash*  
Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
PG Department of Arts and Science  
Kumminiparamba PO  
Kozhikode Distt. 673 638

Proceedings of all Staff meeting held on  
27-01-2022 at Seminar Hall. at 2.30 PM

### Agenda :

- ① Planning and Evaluation of IOTC Activities
- ② Adding domains in the ERP.
- ③ Appointment letters for new Coordinators.

### Members Present :

- ① Aneesath. M.
- ② Tasleena. P. D
3. Rameesa - k
4. Dr. Somysoman
5. Sajeera Cholakkal
6. Abidha K. P
7. Ifana Parveen
8. Nangees M.k.
9. Faseela. PA
10. Juvarriya. k.k.
11. Haseena. k.v
12. Nisna. v
13. Adithya Sunil. K
14. Lubna K.T
15. Suja. U
16. Renjitha. O. K.
17. Dr. Dhanya D.S
18. Sehla Khanzada. P
19. Tasuya Salem

- 20 Mubeen R ~~✓~~
- 21 Wifida M. Wali ~~✓~~
- 22 Suneena P.D ~~✓~~
- 23 Hasna K.P ~~✓~~
- 24 Runya RT ~~✓~~
- 25 Ashitha & Samy ~~✓~~
26. Mahjabeen Ayedda ~~✓~~
- 27 Radashree ~~✓~~
- 28 Dr. Mashhour K ~~✓~~
- 29 Dr. M.S.D.R 'U' ~~✓~~
- 30 Ibrahim P.A ~~✓~~
- 31 Muhammed Fairuz G ~~✓~~
- 32 Aswathi V ~~✓~~
- 33 Dr. Taashfeela O (CS) ~~✓~~
- 34 Dr. Shyri Thomas ~~✓~~
35. Pista P.J ~~✓~~
36. Sulfan Jli - M ~~✓~~
37. Aboobacker Siddiqz. K.C ~~✓~~
38. Muhammed Ashik Bulthum K ~~✓~~
39. Asif N ~~✓~~
- 40 Muhammed Shefi T. ~~✓~~
- 41 Muhammed Icosim. ~~✓~~
42. Dr. Asraf Valur ~~✓~~
- 43 Dr. Muhammed Fazil W ~~✓~~
- 44 Aithaf Muhammed Hussain PA ~~✓~~
45. Rayy ~~✓~~
46. Dr. Ifsal. PC ~~✓~~
47. Muhammed Rashid P ~~✓~~
- 48 - Athay T.K ~~✓~~
- 49 - Rafeeqa elimandadan ~~✓~~
- 50 Noideen Shafeeqe A ~~✓~~
- 51 Bissbad P (B.Voc) ~~✓~~
- 52 Nafes she B.M (B.am) ~~✓~~

53. Abhommmed Aliyar T.V. ~~S-1~~
54. Ibtihabneethes. P ~~S-1~~
55. Muhammed Ansil V.A ~~Ansle~~
56. Sibi Nigasi K.P ~~S-1~~
57. K.M. Aboobacker. ~~KMA~~
58. Huseain. V ~~Vm~~
59. K.T. Firoz ~~Fm~~
60. Dr. Abdul Muneeb V ~~GPM-X~~ — PPiz
61. Mohamed Sachin PA ~~S-1~~
62. Askareli. P ~~Qm~~
63. Abdul Jaleel M ~~A~~
64. Dr. Shandar E ~~S~~
65. Dr. Riyad Basir ~~R~~
66. Mdunazqueen. P.M. ~~MPM~~
67. Hanifa K ~~Hall~~
68. Lt. Abdul Rasheed P ~~DR~~
69. Balkees. K.S ~~BS~~
70. Faseelank ~~AKP~~

### Decisions:

1. It is decided to start marking attendance in the newly introduced ZRP Database.

Proceedings of the Combined meeting  
of HODs, Icse Co-ordinators, DEAC Members  
held on 22-02-2022 at Seminar Hall.

### Agenda:

- (1) Pending Data Collection for AECR
- (2) Short Term Plan for NTA Activities 2021-22
- (3) Any other-matter.

### Members Present:

1. Abdurazique. P.M. ✓ *[Signature]*
2. Hanifa. K. ✓ *[Signature]*
3. Abdul Rasheed
4. Mohamed Najeef. P.M. ✓ *[Signature]*
5. Hussain. M. ✓ *[Signature]*
6. Dr. Abdul Muneeb. ✓ *[Signature]*
7. Mohamed Jamshad. B. ✓ *[Signature]*
8. Taseeqe Ali mandan ✓ *[Signature]*
9. Dr. Fazil N. ✓ *[Signature]*
10. Altheq. T. S. ✓ *[Signature]*
11. Dr. NISAR.O. ✓ *[Signature]*
12. Moideen Shafeequr.A. ✓ *[Signature]*
13. Dr. Meshknoo K. ✓ *[Signature]*
14. Dr. Somysoman ✓ *[Signature]*
15. Abidhan K.P. ✓ *[Signature]*
16. Zaheera Banu ✓ *[Signature]*
17. Balkesh.K.S. ✓ *[Signature]*
18. SUNGENA. P.D. ✓ *[Signature]*
19. Dr. G. Kubra saran ✓ *[Signature]*
20. Dr. Afzal. PC ✓ *[Signature]*
21. Dr. Qaziad .P.M. ✓ *[Signature]*

Proceedings of the meeting of IQAC held on 26/4/2022 at 8:30 PM Board Room.

### Agenda

1. Academic Plan
2. NEP preparation
3. IQAC Activities for 21-22

### Members Present

1. Lt. Abdul Rehman *(Signature)*
2. Abdurrazaque P.M. Aslam *(Signature)*
3. Hafizah B. K. *(Signature)*
4. Abdul Jaleel M. *(Signature)*
5. Rajeshwaran BE *(Signature)*
6. Dr. Afsal PC *(Signature)*
7. Dr. Ibrahim Cholakkal *(Signature)*
8. Dr. Abdul Muneeb V. *(Signature)*
9. KG Broz *(Signature)*
10. Aboobacker Siddiq, K.C *(Signature)*
11. Refugee administration *(Signature)*

### Decisions

1. It is decided to conduct centralized internal examination by 3rd week of June. Mr. Mohamed Jamshad is assigned as the co-ordinator of internal examination cell.
2. It is decided to conduct an orientation program on four year degree framework recommended by NEP.

3. Discussed the possibilities of applying for autonomous status.
4. It is decided to review different IQAC Statutory committees.
5. It is decided to conduct one-day orientation programme to office staff on office automation and Spak.
6. It is decided to conduct one-day orientation Camp to IQAC members and HOD's, on 1<sup>st</sup> week of June.
7. It is recommended to start enrollment process to various Clark at the time of admission by running special application form.

Proceedings of the meeting of IQAC at  
Centre for Research and publication held  
on 29/6/22 at SACT Room.

### Agenda

1. Strengthening Research activities.
2. Review of IQAC activities.

### Members Present:

1. Abdul Rasheed . P
2. AbdurRaqeeq . PM
3. Hananath - K
4. Dr. Abdul Muneer . V
5. Dr. Ibrahim chollakkal
6. Dr. Afzal P.C
7. Dr. Rajashekharan - K
8. Abdul Jaleel .
9. Firoz . KT .

### Decisions:

1. It is decided to form a centre for Research and Innovation, all activities related with research and publication get in to the cell. Dr. Ibrahim chollakkal appointed as the director of cell.
2. A Research committee is convened as Dr. Abdul Muneer . V as convenor,

Dr. Krishnakumar as Joint Convener and  
the following are as members.

1. Dr. Shaji Thomas

2. Dr. Afsal. PC

3. Dr. Nashore

4. Dr. Raghavaram

5. Dr. Ibrahim choikital

6. Dr. Faesl.

7. Dr Ibrahim. PA

8. Dr. Riyad. AM

9. Student Isha

10. Sajidullah

V. K. M. Isha

Isha

J. Sajidullah

Sajidullah

T. Sajidullah

Proceedings of the Meeting of IQAC, DQAC  
and HOD's for held on 12/10/22 at SeminHall

2023-2024

### Agenda

1. AQAR 21-22 Data collection

2. Academic Monitoring 22-23

### Members Present-

1.

2.

3. Hanan S. K ✓

4. Dr. Abdul Muneez V JP, PP

5. Rajasekharan ✓

6. Dr. Rujad .D.N ✓

7. Askar Ali .A ✓

8. Asif. A ✓

9. Dr. Ramya M ✓

10. Fabisha .P.P ✓

11. Dr. Dhanya P.S ✓

12. N.K Zahra Bam ✓

13. Pisha P.T ✓

14. Dr. Afzal .PC ✓

15. Ray PP ✓

16. Abidhu K P ✓

17. Dr. Ashraf ✓

18. Abdul Jaleel .M A

19. Sunaina .P.D ✓

20. Dr. Mashhood R ✓

21. Dr. Shababudeen .P ✓

22. Sehla Khansah .P ✓

23. Kannalam Edathil ✓

Proceedings of the Meetings of HOD's, TOAC  
Patrons, Cultural Co-ordinators and DQAC  
 Members held on 6/2/2023 at college  
 Seminar hall

### Agenda:-

1. AQAR 2020-2022
2. Extension Programs 2022-23
3. Certificate Courses 2022-23
4. Day observation (Minimum three from each dept)
5. Best practice
6. Programs for slow learners.

### Members Present

1. Lt. Abdul Rashid P. M. Rashid
2. Abdurrazaq P.M. Ramz
3. Firoz K.T. Firoz
4. Mohamed Naeabi P.M. M.Naeabi
5. Dr. Rajad A.M. Rajad
6. Dr. Ispahji Chylekaal Ispahji
7. Dr. Abdul Majeer. A. Majeer J.P. Majeer
8. Rafiqullah Mandodan Rafiq
9. Aboobacker Siddiq K.C. Aboobacker
10. Shhabueen Paskorathodi Shhabueen
11. Dr. Ashraf Valoor Valoor
12. Althus T.P.C. Althus
13. Dr. Aysal P.C. Aysal
14. Moideen Shafeeqe A. Moideen
15. Dr. MISR. C. MISR
16. Abdul Jaleel M. Abdul Jaleel

17. Dz-Shyj Thomas ~~82~~  
 18. Tishal P.T ~~82~~  
 19. SUNEENA.P.D ~~82~~  
 20. Dr. Ramsuya M ~~82~~  
 21. Dr. Lomyloman ~~82~~  
 22. Al K Zahraa Bann ~~82~~  
 23. Kamaland Edathil ~~82~~  
 24. Hanlatib. S ~~82 + 83~~  
 25. Hussain.V ~~82~~

### Decision:

- Described to conduct day observation according the syllabus of each department with minimum of 3 per year.
- All HOD's and DQAC are assigned to collect the AQR data and submit to DQAC on or before last week of February.
- Described to conduct the programs for identifying slow learners in each department, and concerned advisors are assigned to take policies to improve their learning skills.
- Each Department should
- Departments are assigned to do one certificate programs and best grade per year.

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Proceedings of the Meeting of I.Q.A.C and Co-ordinators held on 16/06/2023 at I.Q.A.C room

## Agenda :

1. Approval of AQAR 22-23
2. Discussion about the submission of AQAR 21-22
3. Selection of Joint Co-ordinator
4. Re-constitution of I.Q.A.C

## Members

- 1.
2. Abderrazague P.M. Ahmed
3. Dr. Abdul Munoor V H.P.X.I-PP&P
3. M. Ibrahim Chalakoot Ihsan
4. Abdul Jaleel M Amna
5. K.T. Firoz Sumaiya
6. Hanifa B. K Jahail
7. Absobacker Siddiqi, M.C Sajid

## Decisions

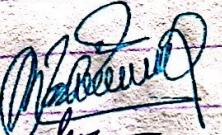
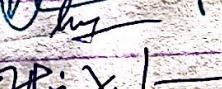
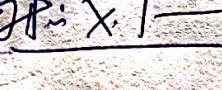
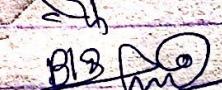
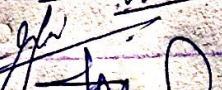
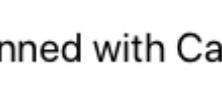
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Proceedings of the Meeting of EQAC Members  
held on 26-06-2023 at IQAC Room

### Agenda

1. Assigning duties for Criteria Co-ordinator.
2. Strengthen the advisory scheme.
3. IQAC Handbook.
4. Assigning key indicators to teachers.

### Members

1. Lt Abdul Rashid P 
2. Irrfan Ali Mohsen 
3. Dr. Abdul Munas V 
4. Hanif H. K 
5. Aboobacker Siddiqi K.C 
6. Dr. Ashraf V 
7. K.T. Huz 
8. Hussain N 
9. Rajancharan TCE 
10. Rafeeqe ali mandodar 
11. Balkers. K.S 
12. Al. K. Zahoor Bami 
13. Dr. Moshkoof K 

## Decisions.

1. Decided to assign one key indicator to each teachers of all centres.
2. Resolved to conduct a workshop to strengthen IQAC. Dates are scheduled on 11<sup>th</sup> and 12<sup>th</sup> July 2023.
3. Coordinators are assigned to deliver the key indicators to the specified teachers.
4. Decided to take policies to strengthen the faculty members.
5. Decided to conduct the meeting with IQAC for analysis in each semester.
6. All teachers are assigned to publish four research papers in the coming two years, and 10 book chapters for each faculty member.
7. Decided to conduct a workshop to all HOD's, and DQAC co-ordinators.
8. Decided to introduce teachers diary.
9. Decided to take policies to strengthen the advisory scheme.