

# IQBAL COLLEGE, PERINGAMMALA

## Minutes of IQAC Meeting and Action Taken Report

Meeting -1 of the year 2018-19	14 <sup>th</sup> June2018
<b>IQAC –Members</b>	
Dr. U. Abdul Khalam Principal	Chairman IQAC
Dr. Dr. V Jayaraju Associate Professor, Department of Commerce	IQAC Coordinator
Dr. K P Madhusoodanan Pillai Associate Professor, Department of English	Member
Mr. Kiran C.G. Assistant Professor, Department of Physics	Member
Dr. Nusaifa Beevi Associate Professor, Department of Botany	Member
Dr. Sajeena Muhamed S Assistant Professor, Department of Zoology	Member
Dr. R. Roshni Assistant Professor, Department of Hindi	Member
Mr. Anas S. Assistant Professor, Department of Politics	Member
Mrs. N. Azeena	Administrative Staff
Mr. Shabeer Mattappalli Manager, Iqbal College	Management Representative
Co ordinator, Student IQAC	Student Representative.
Dr. S. Baiju Assistant Commissioner, Commercial Tax	Alumni Member
Dr. Ajeesh Kumar Director, Vrindavanam group	Member(Industrialist)
Dr. Raju Antony Vice President of PTA	Member(stake holder)
Dr. M Kamarudeenkunju Reader in Botany, University of Kerala	Member from Local Community

<b>Minutes of IQAC Meeting</b>	<b>Action Taken Report</b>
<ol style="list-style-type: none"> <li>1. The meeting evaluated the status of application of accreditation.</li> <li>2. Since the date for students evaluation was extended, the meeting decided to ensure sufficient student participation for the student satisfactory survey</li> <li>3. The meeting decided to constitute a steering committee for NAAC visit.</li> <li>4. The steering committee assigned the duty of carrying out the requirements for NAAC Peer team visit.</li> <li>5. Decided to give an orientation for staff members about the assessment and accreditation process</li> </ol>	<p>Decided to propose some convenient dates for Peer team visit.</p> <p>All the students are intimated to log in their mail and participate in the students' satisfactory survey.</p> <p>The steering committee was constituted with the following members.</p> <p style="padding-left: 40px;">Dr. Roshni R (Convener)</p> <p style="padding-left: 40px;">Mr. Kiran C G</p> <p style="padding-left: 40px;">Dr. Sajeena Muhamed S</p> <p>Different task teams were formed for the successful execution of works.</p> <p>An orientation programme was conducted.</p>

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## Minutes of IQAC Meeting and Action Taken Report

Meeting – 2 of the year 2018-19	10 <sup>th</sup> July 2018
<b>IQAC –Members</b>	
Dr. U. Abdul Khalam Principal	Chairman IQAC
Dr. Dr. V Jayaraju Associate Professor, Department of Commerce	IQAC Coordinator
Dr. K P Madhusoodanan Pillai Associate Professor, Department of English	Member
Mr. Kiran C.G. Assistant Professor, Department of Physics	Member
Dr. Nusaifa Beevi Associate Professor, Department of Botany	Member
Dr. Sajeena Muhamed S Assistant Professor, Department of Zoology	Member
Dr. R. Roshni Assistant Professor, Department of Hindi	Member
Mr. Anas S. Assistant Professor, Department of Politics	Member
Mrs. N. Azeena	Administrative Staff
Mr. Shabeer Mattappalli Manager, Iqbal College	Management Representative
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Dr. S. Baiju Assistant Commissioner, Commercial Tax	Alumni Member
Dr. Ajeesh Kumar Director, Vrindavanam Group	Member(Industrialist)
Dr. Raju Antony Vice President of PTA	Member(stake holder)
Dr. M Kamarudeen Kunju Reader in Botany, University of Kerala	Member from Local Community

<b>Minutes of IQAC Meeting</b>	<b>Action Taken Report</b>
<ol style="list-style-type: none"> <li>1. The meeting discussed the communication from the NAAC that the Peer team visit Scheduled for July is postponed due to unavoidable reasons.</li> <li>2. The meeting discussed to list down the works related to NAAC Peer team visit and has also proposed to constitute subcommittees to ensure the proper functioning of the works.</li> </ol>	<p>The meeting decided to suggest another date for Peer team visit. The suggested date would be September 5 and 6, 2018.</p> <p>Constituted subcommittees and selected a convenor for each subcommittee.</p>

## Minutes of Meeting and Action Taken report

Meeting – 3 of the year 2018-19	20 <sup>th</sup> August 2018
<b>IQAC –Members</b>	
Dr. U. Abdul Khalam Principal	Chairman IQAC
Dr. Dr. V Jayaraju Associate Professor, Department of Commerce	IQAC Coordinator
Dr. K P Madhusoodanan Pillai Associate Professor, Department of English	Member
Mr. Kiran C.G. Assistant Professor, Department of Physics	Member
Dr. Nusaifa Beevi Associate Professor, Department of Botany	Member
Dr. Sajeena Muhamed S Assistant Professor, Department of Zoology	Member
Dr. R. Roshni Assistant Professor, Department of Hindi	Member
Mr. Anas S. Assistant Professor, Department of Politics	Member
Mrs. N. Azeena	Administrative Staff
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<b>Minutes of IQAC Meeting</b>	<b>Action Taken Report</b>
<ol style="list-style-type: none"> <li>1. Decided to request the NAAC to postpone the Peer Team visit due to heavy flood in the state.</li> <li>2. Decided to ensure the participation of college students and teachers for flood relief activities</li> <li>3. Decided to collect relief materials from students and teachers</li> <li>4. Decided to collect contributions from students and the entire staff of the college for Chief Minister's Distress Relief Fund</li> <li>5. Decided to rebuild all the damages caused due to the flood and equip the college immediately for the Peer team visit</li> <li>6. Decided to conduct a mock NAAC Peer team visit</li> </ol>	<p>IQAC Coordinator communicated the matter to the NAAC.</p> <p>The volunteers of NSS and NCC ensured the participation of maximum number of students for the flood relief measures.</p> <p>Collected relief materials and handed over to District collection centre</p> <p>Handed over the amount to the Chief Minister</p> <p>Assigned duties to the concerned task teams</p> <p>A college level peer team was constituted for conducting the mock visit</p>

## Minutes of Meeting and Action Taken report

Meeting – 4 of the year 2018-19	5 <sup>th</sup> March 2019
<b>IQAC –Members</b>	
Dr. U. Abdul Kalam Principal	Chairman IQAC
Dr. Dr. V Jayaraju Associate Professor, Department of Commerce	IQAC Coordinator
Dr. K P Madhusoodanan Pillai Associate Professor, Department of English	Member
Mr. Kiran C.G. Assistant Professor, Department of Physics	Member
Dr. Nusaifa Beevi Associate Professor, Department of Botany	Member
Dr. Sajeena Muhamed S Assistant Professor, Department of Zoology	Member
Dr. R. Roshni Assistant Professor, Department of Hindi	Member
Mr. Anas S. Assistant Professor, Department of Politics	Member
Mrs. N. Azeena	Administrative Staff
Mr. Shabeer Mattappalli Manager, Iqbal College	Management Representative
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<b>Minutes of IQAC Meeting</b>	<b>Action Taken Report</b>
<ol style="list-style-type: none"> <li>1. Decided to analyse the grades obtained for all criterias.</li> <li>2. Decided to give more emphasis to the third criteria which secured the least score during assessment.</li> <li>3. Discussed the progress of the different action plans proposed during the first meeting of the academic year.</li> <li>4. The feedback form is presented before IQAC for approval.</li> <li>5. Directions were given to collect the duly filled feedback forms at the earliest.</li> <li>6. Decided to collect annual self appraisal forms from the teaching staff.</li> <li>7. Directed the convenors to submit annual reports of Club/ Committee/Cell.</li> </ol>	<p>Undertook a thorough analysis of all the criterias.</p> <p>The convenor of the Research Development Cell was asked to submit a report on how to upgrade the score.</p> <p>Fulfilled all the action plans.</p> <p>Approval was granted.</p> <p>Feedback forms were collected and analysed.</p> <p>Collected and filed the appraisal forms.</p> <p>Annual reports were collected.</p>