



ASSABAH ARTS AND SCIENCE COLLEGE, VALAYAMKULAM

(Affiliated to University of Calicut, Recognised by Govt. of Kerala,

Run by Assabah Association Trust)

Phone : 0494 654 333

assabahasc@gmail.com

MINUTES OF IQAC MEETING

2021-2022

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Ref;- ASC/IQAC/MM001/2021-2022

Dated ; 01-06-2021

MINUTES OF IQAC MEETING

June 2021

Time: 1.30pm

Venue : Online Meeting (Google meet)

Due to the Covid-19 pandemic situation the meeting was arranged through online mode. The following members attended the IQAC meeting held on June 1st, 2021:

IQAC Members:-

Chairman	Prof.VK Aboobackar	Principal
Co-Ordinator	Mr. Baiju.MK	Vice Principal, NAAC Coordinator
Joint – Co-Ordinator	Mrs. Safira.EM	Head, Department of Computer Science and Application
External member	Mr. Kamarudheen	PTA Vice President
Members From Management	Mr. Mohammed Unni Haji	General Secretary, Assabah College Management
Administrative Staff	Mr. Kunjibappu	Office Superintendent
	Mr. Sharafudheen PV	Administrative Staff (Accountant)
Teacher Representative	Mrs. Sushama K	Head, Department of Mathematics
	Mr. Praveen KU	Head, Department of Malayalam
	Mrs.Smitha M	Head, PG Department of Commerce and Management Studies
	Prof. Vijaymenon N	Head, Department of Physics
	Ms. Prathibha T	Head, Department of Food Technology.
	Mr. Harikrishnan. K	Head, Department of English
	Mr. Subin KS	Head, Department of Physical Education
Alumni Representative	Mr. Rashid V	Alumni

Student Representative	Syamkrishnan Melethil	Student
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Agenda: -

1. Approval of minutes of the previous meeting.
2. Establishment of new IQAC Team.
3. Planning of preparation of timetable and online class arrangements.
4. Rearrangements of class rooms and departments.
5. Suggestions for improving the quality of the teaching and learning process.

Discussions and Resolution:-

1. The Principal Prof. VK Aboobakar extended the warm welcome to the members and gave a briefing of the agenda mentioned above.
2. The IQAC coordinator Mr. Baiju MK addressed on the significance of the meeting.
3. The meeting decided to rearrange the IQAC team by adding some new members and removing some existing members from the IQAC Team.
4. The meeting directed the department heads to prepare the department timetables and action plan for the academic year 2021-2022.
5. The meeting decided to arrange the online classes with fixed time starting from 9.30am to 1.30 pm.
6. For the smooth functioning of the departments, meeting decided to direct the heads of departments to arrange all the classes and departments.
7. All the members actively participated the discussions regarding the quality improvement. Some of the important suggestions are; Provision of Extra classes and remedial classes, Industrial visit, continuous class PTA, Result analysis etc.,
8. The meeting ended with the vote of thanks by Safira EM (NAAC Joint Coordinator)

IQAC

Principal

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Ref;- ASC/IQAC/MM002/2021-2022

Dated ; 13-09-2021

MINUTES OF IQAC MEETING

September 2021

Time: 1.30 pm

Venue : Principal cabin

The following members attended the IQAC meeting held on September 13th 2021:

IQAC Members:-

POSITION	NAME	DESIGNATION
Chairman	Prof.VK Aboobackar	Principal
Co-Ordinator	Mr. Baiju.MK	Vice Principal, NAAC Coordinator
Joint – Co-Ordinators	Mrs. Safira.EM	Head, Department of Computer Science and Application
	Ms. Bincy CM	Head, Department of Physics
External member	Mr. Kamarudheen	PTA Vice President
Members From Management	Mr. Mohammed Unni Haji	General Secretary, Assabah College Management
Administrative Staff	Mr. Kunjibappu	Office Superintendent
	Mr. Abdul Rahoof .C	Administrative Staff (Accountant)
Teacher Representative	Mrs. Sushama K	Head, Department of Mathematics
	Mr. Praveen KU	Head, Department of Malayalam
	Mrs.Smitha M	Head, PG Department of Commerce and Management Studies
	Ms. Vibitha VM	Head, Department of Geology
	Mr. Harikrishnan. K	Head, Department of English
	Mr. Subin KS	Head, Department of Physical Education
Alumni Representative	Mr. Rashid Mon KV	Alumni Association Secretary
Industry Representative	Mr. Anoop Alungal	Industrialist

Student Representative	Adhil M Ali	Student
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Agenda: -

1. Approval of the minutes of the previous meeting.
2. Approval of new IQAC Team.
3. Discussion regarding preparation of offline class schedule.
4. Discussion regarding university Examination results.
5. Discussion regarding website upgrading.
6. To review the working of the new ERP (Embase) system.
7. Any other matters with the permission of the committee.

Discussions and Resolutions:-

1. The IQAC coordinator Mr. Baiju MK started the meeting by extending a warm welcome to the members and gave a briefing on the significance of above mentioned agenda.
2. The Principal Prof. VK Aboobacker acknowledged the critical importance of the agenda of the meeting and highlighted the importance of various activities which was monitored by IQAC.
3. The meeting approved all the resolutions of the previous meeting which was held on 01-06-2021.
4. The meeting approved the new IQAC composition.
5. The meeting decided to conduct offline classes for all students as per the regular timetable starting from 9.30 am to 3.30pm.
6. The meeting decided to discuss the result analysis and to direct the department heads to arrange the exam oriented classes for students.
7. The meeting decided to submit the proposal to management for upgrading the website.
8. The meeting decided to monitor the effective usage of new ERP system by students and teachers. And appointed Mr. Sharafudheen (lab Assistant, Department of Computer Science) to take care of the Embase operations.
9. Other matters discussed renovated computer science department lab and Department Change, scheduled urgent Class teachers meeting with the principal to discuss improvement of classroom management.
10. The meeting ended with the vote of thanks given by IQAC joint coordinator Ms. Bincy CM

IQAC

Principal

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Ref;- ASC/IQAC/MM003/2021-2022

Dated ; 03-01-2022

MINUTES OF IQAC MEETING

January 2022

Time: 11.30 am

Venue : Principal's cabin

The following members attended the IQAC meeting held on January 3rd 2022:

IQAC Members:-

POSITION	NAME	DESIGNATION
Chairman	Prof.VK Aboobackar	Principal
Co-Ordinator	Mr. Baiju.MK	Vice Principal, NAAC Coordinator
Joint – Co-Ordinators	Mrs. Safira.EM	Head, Department of Computer Science and Application
	Ms. Bincy CM	Head, Department of Physics
External member	Mr. Kamarudheen	PTA Vice President
Members From Management	Mr. Mohammed Unni Haji	General Secretary, Assabah College Management
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	Mr. Subin KS	Head, Department of Physical Education
Alumni Representative	Mr. Rashid Mon KV	Alumni Association Secretary

Industry Representative	Mr. Anoop Alungal	Industrialist
Student Representative	Adhil M Ali	Student

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Discussion for arts activities for students.
3. Discussion regarding performance of students in university examinations.
4. Discussion regarding NAAC Work progress.
5. Any other matters with the permission of the committee.

Discussions and Resolutions:-

1. The Principal Prof. VK Aboobakar started the meeting by extending a warm welcome to the members and gave a briefing on the significance of above mentioned agenda.
2. The meeting approved all the decisions of the previous meeting which was held on 13-09-2021.
3. The meeting decided to conduct the arts activities for the students on the very nearest day of the coming month. Mr. Ranjuraj K, Department of Physics was appointed as the coordinator to conduct the arts activities.
4. The meeting decided to discuss the result analysis of the semester examinations and to direct the department heads to take the remedial measures.
5. The meeting decided to check the NAAC files of all the departments.
6. Meeting ended with the vote of thanks by Mrs. Safira EM Joint coordinator of IQAC

IQAC

Principal