



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

2022-2023

ASSABAH ARTS AND SCIENCE COLLEGE, VALAYAMKULAM

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Ref;- ASC/IQAC/MM001/2022-2023

Dated ; 19-05-2022

MINUTES OF IQAC MEETING

May 2022

Time: 1.30pm

Venue : Principal's Cabin

The following members attended the IQAC meeting held on May 19th 2022:

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 the minutes of previous meeting
2. Re-arrange the existing composition of IQAC Team as per the UGC regulations.
3. Review of NAAC files.
4. Planning of preparation to timetable and departmental action plan.
5. Faculty development programme on new NAAC guidelines.
6. Suggestions for improving the quality of the teaching and learning process.

Discussions AND Resolutions:-

1. Principal Prof. VK Aboobacker extended the warm welcome to the members and Introduced the new principal in charge Prof. Mohamed Koya MN as new principal of the institution to the committee members.
2. IQAC coordinator Mr. Baiju MK addressed on the significance of the meeting.
3. The meeting resolved to rearrange the IQAC team with the chairmanship of the new principal Prof.Mohammed Koya MN.
4. Collected NAAC work progress report from various department coordinators and presented the report in front of the meeting.
5. College council and IQAC would closely collaborate with the departments to prepare the master timetable and action plan.
6. The meeting resolved to conduct a one day NAAC orientation program for faculties, administrative staff and management.
7. All the members actively participated the discussions regarding the quality improvement. Some of the important suggestions are; Class time changes, uniform, ID cards and 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/MM002/2022-2023

Dated ; 05-08-2022

MINUTES OF IQAC MEETING

August 2022

Time: 10.30 am

Venue : Principal's cabin

IQAC Members:-

POSITION	NAME	DESIGNATION
Chairman	Prof.Mohammed Koya M.N	Principal
Co-Ordinator	Dr. Baiju.MK	Vice Principal, NAAC Coordinator
Joint – Co-Ordinators	Mrs. Safira.EM	Head, Department of Computer Science and Application
	Mr. Shahid Ibrahim	Assistant Professor, Department of Physics
External member	Prof. Mohammed Unni Alias Baby	Former Principal, MES Ponnani College, Ponnani
	Prof. VK Aboobakar	Former Principal, Assabah Arts and Science College.
	Mr. Kamarudheen	PTA Vice President
Members From Management	Mr. PPM Asharaf	President, Assabah College Management
Administrative Staff	Mr. Shoukathali KV	Office Superintendent
	Mr. Sharafudheen PV	Administrative Staff (Accountant)
Teacher Representative	Mrs. Sushama K	Head, Department of Mathematics
	Mr. Harikrishnan. K	Head, Department of English
	Mrs.Jubi.CK	Head, PG Department of Commerce and Management Studies
	Ms. Vibitha VM	Head, Department of Geology
	Ms. Rose Ann Paulson	Head, Department of Psychology
Alumni Representative	Mr. Rashid Mon KV	Alumni Association Secretary
Industry Representative	Mr. Tharik Hassan	Industrialist.

Student Representative	Mr. Mohammed Shibil MJ	College Union, General Secretary
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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 class diaries, department diaries, and Teachers diaries.
4. Discussion for Conduct the orientation program for the admission procedure.
5. Discussions regarding the publicity through media of various activities conducting the college.
6. Discussion regarding the selection of open course to the fifth semester students.
7. Discussion for arranging class PTA meeting.
8. Discussion for conducting the seminars and workshops.
9. Discussion for conducting the Onam celebrations.

Discussions and Resolutions:-

1. 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. Mohamed Koya MN acknowledged the critical importance of the meeting agenda and highlighted the importance of various activities which was monitored by IQAC.
3. The meeting approved all the decisions of the previous meeting which were held on 19-05-2022.
4. The meeting approved the new IQAC composition.
5. The meeting resolved to bind the class diaries, department diaries, and teacher's diaries for the improvement of teaching teaching-learning process.
6. The meeting resolved to conduct the orientation program on the admission procedure and entrusted the college nodel officer Mr. Sharafudheen to take the charge of orientation programme
7. The meeting resolved to appoint Mr. Subin KS, Director of Physical Education to manage the media publicity of the college programs.
8. The meeting resolved to appoint Mr. Shahid Ibrahim, Assistant Professor, and Department of Physics to a transparent selection and admission of open courses.
9. The meeting resolved to direct the department heads to conduct class PTA meetings to discuss the issues of attendance, semester results etc.,
10. The meeting resolved to direct the department heads to conduct the seminars and other programmes related to various day observations.
11. The meeting resolved to conduct the Onam celebration under the control of the discipline committee and department coordinators and student representatives.
12. The meeting ended with the vote of thanks given by Assabah College Management president Mr. PPM Asharaf

IQAC

Principal

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Ref;- ASC/IQAC/MM003/2022-2023

Dated ; 12-12-2022

MINUTES OF IQAC MEETING December 2022

Time: 10.30 am

Venue : Principal's cabin

IQAC Members:-

POSITION	NAME	DESIGNATION
Chairman	Prof.Mohammed Koya M.N	Principal
Co-Ordinator	Dr. Baiju.MK	Vice Principal, NAAC Coordinator
Joint – Co-Ordinators	Mrs. Safira.EM	Head, Department of Computer Science and Application
	Mr. Shahid Ibrahim	Assistant Professor, Department of Physics
External member	Prof. Mohammed Unni Alias Baby	Former Principal, MES Ponnani College, Ponnani
	Prof. VK Aboobakar	Former Principal, Assabah Arts and Science College.
	Mr. Kamarudheen	PTA Vice President
Members From Management	Mr. PPM Asharaf	President, Assabah College Management
Administrative Staff	Mr. Shoukathali KV	Office Superintendent
	Mr. Sharafudheen PV	Administrative Staff (Accountant)
Teacher Representative	Mrs. Sushama K	Head, Department of Mathematics
	Mr. Harikrishnan. K	Head, Department of English
	Mrs.Jubi.CK	Head, PG Department of Commerce and Management Studies
	Ms. Vibitha VM	Head, Department of Geology
	Ms. Rose Ann Paulson	Head, Department of Psychology
Alumni Representative	Mr. Rashid Mon KV	Alumni Association Secretary

Industry Representative	Mr. Tharik Hassan	Industrialist.
Student Representative	Mr. Mohammed Shibil MJ	College Union, General Secretary

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Discussion for Union activities.
3. Ensure that all teaching, class, and department diaries are available and diligently followed in each department.
4. Review of NAAC Work.
5. Timely completion of Final year classes and project work.

Discussions and Resolutions:-

1. IQAC coordinator Dr. Baiju MK opened the meeting by extending a warm welcome to the members.
2. Principal Prof. Mohammed Koya MN gave a briefing on the significance of above mentioned agenda.
3. The meeting approved all the decisions of the previous meeting which was held on 05-08-2022.
4. The meeting decided to instruct all department heads to monitor adherence to the diary plans and provide proper guidelines to faculty members.
5. The IQAC coordinator gave a detailed overview of the current status of NAAC work and IQAC activities.
6. Ensured the importance of timely completion of final year classes and project work of the students.
7. Meeting ended with the vote of thanks by Mr. Shahid Ibrahim Joint coordinator of IQAC

IQAC

Principal

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Ref;- ASC/IQAC/MM004/2022-2023

Dated ; 28-03-2023

MINUTES OF IQAC MEETING

March 2022

Time: 11.00 am

Venue : Principal's cabin

IQAC Members:-

POSITION	NAME	DESIGNATION
Chairman	Prof.Mohammed Koya M.N	Principal
Co-Ordinator	Dr. Baiju.MK	Vice Principal, NAAC Coordinator
Joint – Co-Ordinators	Mrs. Safira.EM	Head, Department of Computer Science and Application
	Mr. Shahid Ibrahim	Assistant Professor, Department of Physics
External member	Prof. Mohammed Unni Alias Baby	Former Principal, MES Ponnani College, Ponnani
	Prof. VK Aboobakar	Former Principal, Assabah Arts and Science College.
	Mr. Kamarudheen	PTA Vice President
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	Ms. Vibitha VM	Head, Department of Geology
	Ms. Rose Ann Paulson	Head, Department of Psychology
Alumni Representative	Mr. Rashid Mon KV	Alumni Association Secretary

Industry Representative	Mr. Tharik Hassan	Industrialist.
Student Representative	Mr. Mohammed Shibil MJ	College Union, General Secretary

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Review of NAAC Work and preparation of the schedule of NAAC work for April and May Months.
3. Feedback from student and teachers.
4. Submit a proposal to management for conducting an orientation program for higher secondary students and parents on various higher education opportunities
5. Arrangement of revision classes.

Discussions and Resolutions:-

1. IQAC coordinator Dr. Baiju MK opened the meeting by extending a warm welcome to the members.
2. Principal Prof. Mohammed Koya MN gave a briefing on the significance of above mentioned agenda.
3. The IQAC coordinator gave a detailed overview of the current status of NAAC work and IQAC activities. The meeting resolved to continue the NAAC work for the coming April and May also.
6. A structured feedback system was implemented to collect the opinions from students and teachers.
7. The meeting was resolved to conduct the orientation programme for higher secondary students and parents on various higher education opportunities in the coming month with the association of the career counselling cell.
8. The meeting proposed to conduct the revision classes as a measure to improve the students' performance.
9. Meeting ended with the vote of thanks by Mr. Harikrishnan K, Head, PG department of English.