



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

2020-2021

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Ref;- ASC/IQAC/MM001/2020-2021

Dated ; 16-08-2020

MINUTES OF IQAC MEETING

August 2020

Time: 7.30pm

Venue : Google meet

In the COVID 19 Pandemic situation the IQAC Meeting was conducted through online mode (Google Meet). The following members attended the IQAC meeting held on August 16, 2020:

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

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Approval of new IQAC Team.
3. Planning for schedule of online classes.
4. Conduct the online parents meeting for discussing the online class schedules.
1. Discussion for Successful implementation of New ERP system.
2. Promote Faculties for Participating and organising the webinars and online workshops.

Discussions and Resolutions:-

1. The IQAC Coordinator Mr. Baiju MK Welcomed the members and gave a briefing of the above mentioned agenda, and expressed the gratitude to all members of the committee for their active participation despite the challenging pandemic situation.
2. The Principal Prof. VK Aboobakar delivered a special talk on the current pandemic situation and also mentioned the importance of active participation of faculty members in the online teaching learning process.
3. The meeting approved the new IQAC team.
4. The meeting decided to direct all the department heads regarding the online class schedule which is to be arranged from 9.30 am to 12.30 pm every day including Saturday.
5. The Meeting resolved to direct all the class teachers to conduct the class parents' online meeting as soon as possible.
6. The meeting resolved to direct all the teachers to use the new ERP system (Embase) very effectively.
7. The members discussed very comprehensively the promotion of participation and organising various webinars, workshops and faculty development programs.
8. Meeting ended with the vote of thanks by Mrs. Safira EM

IQAC

Principal

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Ref;- ASC/IQAC/MM002/2020-2021

Dated ; 21-12-2020

IQAC MEETING MINUTES

August 2020

Time: 10am

Venue : Principal cabin

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
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	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

Agenda: -

1. Approval of meeting minutes of the previous year.
2. Discussion regarding preparation of offline classes schedule.
3. Discussion regarding university Examination preparation.
4. Suggestions for improving the NAAC Work

Decisions and Discussions:-

1. The Principal Prof. VK Aboobakar Welcome the members and gave a briefing of the above mentioned agenda.
2. The meeting approved all the decisions of previous meeting which was held on 16-08-2020
3. The meeting decided to conduct offline classes for final year students. First year and second-year students will continue by online mode.
4. The meeting decided to direct all the teachers should follow the examination-oriented classes for all the final year subjects.
5. The Meeting decided to constitute various clubs for improving the extracurricular activities of the students.

IQAC

Principal