



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

2023-2024

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Ref;- ASC/IQAC/MM001/2023-2024

Dated ; 12-05-2023

MINUTES OF IQAC MEETING

May 2023

Time: 13.30pm

Venue : Conference Hall

The following members attended the IQAC meeting held on May 12th 2023:

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 previous meeting.
2. Re-arrange the existing composition of IQAC Team as per the UGC regulations.
3. Review the completion of department NAAC files.
4. Planning of preparation to timetable and departmental action plan and action plan for various clubs and cells.
5. Effective implementation of mentor mentee system.
6. Requirements for IT-enabled classrooms.
7. Collection of suggestions for campus beautification.
8. Urgent requirements of stationary items for NAAC work.
9. Urgent requirements of sufficient number of computer systems for the departments for smooth functioning of NAAC activities.

Discussions and Resolutions:-

1. Principal Prof.Mohammed Koya M.N extended the warm welcome to the members and addressed on the significance of the meeting.
2. IQAC coordinator Dr. Baiju MK briefly explained the agenda of the meeting.
3. The meeting resolved to rearrange the IQAC team.
4. Collected NAAC work progress report from various department coordinators and presented the report in front of the meeting. The meeting also resolved to schedule 27-05-2023 Saturday for the visit of Dr. Rajesh sir (Principal MES Key Vee, Yem College Valanchery) for the verification of department files of NAAC.
5. College council and IQAC will closely collaborate with the departments to prepare the master timetable and action plan for departments and action plan for various clubs and cells.
6. The meeting resolved to implement the mentor-mentee system under the monitoring of the psychology department.
7. Meeting resolved to recommend the management for installing IT-enabled classrooms for each department.
8. All the members actively participated the discussions regarding the campus beautification, and resolved to set up a committee for an action plan for campus beautification
9. The meeting resolved to direct the HODs to submit the list of stationary requirements to the office.
10. The meeting was resolved to submit the request to management to purchase laptops or computers in various departments.
11. The meeting ended with the vote of thanks by Safira EM (NAAC Joint Coordinator)

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Ref:- ASC/IQAC/MM002/2023-2024

Dated ; 09-06-2023

MINUTES OF IQAC MEETING

June 2023

Time: 2.30 pm

Venue : Conference Hall

The following members attended the IQAC meeting held on June 09th 2023:

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
	Mr.Abdul Rahman P	Assistant Professor, Department of English
External member	Prof. Mohammed Unni Alias Baby	Former Principal, MES Ponnani College, Ponnani
	Mr. Aslam Manthadam	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	Ms. Nusaiba Nadhran ON	Second Year Student

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Approval of new IQAC Team.
3. Discussion regarding the effective use of class diaries, department diaries, and Teachers' diaries.
4. Discussion regarding the Add on courses.
5. Discussions regarding the action plan for department extension programs.
6. Discussion for conducting the seminars (specially for IPR, Research methodology) and workshops.
7. Discussion for conducting the bridge courses for first year students.
8. Class room arrangements
9. MoUs for this academic year.
10. Review of Semester results.
11. Honouring the best-performed teachers.

Discussions and Resolutions:-

1. Principal Prof. Mohamed Koya MN started the meeting by extending a warm welcome to the members and gave a briefing on the significance of above mentioned agenda.
2. IQAC coordinator Mr. Baiju MK acknowledged the importance of various activities which was monitored by IQAC.
3. The meeting approved all the decisions of the previous meeting which was held on 12-05-2023.
4. The meeting approved the new IQAC composition.
5. The meeting resolved to direct the HODs to proper verification of the class diaries, department diaries, and teacher's diaries for the improvement of teaching, teaching-learning process.
6. The meeting resolved to conduct the add-on courses for each department.
7. The meeting resolved to direct the HODs to prepare an action plan for the extension programmes.
8. The meeting resolved to direct the department heads to conduct the seminars and other programmes related to various day observations.
9. The meeting resolved to conduct the bridge courses for the first-year students under the monitoring of IQAC.
10. The meeting resolved to arrange the classrooms of the first-year students at the convenience of the concerned departments.
11. The meeting resolved to direct HODs to sign the required number of MoUs with other institutions.
12. IQAC evaluated the semester result and resolved to direct the HODs to take the necessary actions to improve the results.
13. The meeting resolved to request management to honor the teachers who performed well during the last academic year.
14. The meeting ended with the vote of thanks given by Mr Abdul Rahman P, Joint coordinator of IQAC.

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Ref;- ASC/IQAC/MM003/2023-2024

Dated ; 06-10-2023

MINUTES OF IQAC MEETING October 2023

Time: 02.30 pm

Venue : Conference Hall

The following members attended the IQAC meeting held on October 06th 2023:

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
	Mr.Abdul Rahman P	Assistant Professor, Department of English
External member	Prof. Mohammed Unni Alias Baby	Former Principal, MES Ponnani College, Ponnani
	Mr. Aslam Manthadam	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	Ms. Nusaiba Nadhran ON	Second year student

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Review of NAAC Work.
3. Review of Mentor Mentee system.
4. Importance of department Alumni meetings.
5. Discussion for arranging class PTA meeting.
6. Discussion for OBE related workshop for teachers.
7. Discussion with LSGD member for implementing the “UNARVU” programme.
8. 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 09-06-2023.
4. IQAC coordinator gave a detailed overview of the current status of NAAC work and IQAC activities.
5. The Coordinator of Mentor Mentee system Mr. Muhammed Ajmal RS gave the details of the effective implementation of the mentor-mentee system.
6. The meeting resolved to conduct a department-wise Alumni meeting.
7. The meeting resolved to direct the department heads to conduct class PTA meetings to discuss the issues of attendance, semester results etc.,
8. The meeting resolved to conduct the workshop on OBE.
9. The Meeting resolved to conduct a meeting with LSGD members of Alankode Grama Panchayath on the very nearest day.
10. The Meeting ended with the vote of thanks by Mr. Shahid Ibrahim Joint coordinator of IQAC

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Ref:- ASC/IQAC/MM004/2023-2024

Dated ; 06-01-2024

MINUTES OF IQAC MEETING

January 2024

Time: 10.30 am

Venue : Conference Hall

The following members attended the IQAC meeting held on January 06th 2024:

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
	Mr.Abdul Rahman P	Assistant Professor, Department of English
External member	Prof. Mohammed Unni Alias Baby	Former Principal, MES Ponnani College, Ponnani
	Mr. Aslam Manthadam	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	Ms. Nusaiba Nadhran ON	College Union Chairperson

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Review of NAAC Work and selection of criteria heads.
3. Review of Certificate courses conducted by various departments.
4. Improving the library facilities.
5. Discussion regarding the portion completion.
6. Student's participation in NAAC 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 06-10-2023.
4. 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.
7. IQAC collected the details of certificate courses from department coordinators and verified the details.
8. The meeting was resolved to submit the request for the renovation of the library and the requirements for e-journals to the college management
9. The meeting resolved to direct the HODs to collect the report on completion of syllabus from the departments.
10. The meeting resolved to conduct the peer group meeting in the very nearest day.
11. The Meeting ended with the vote of thanks by Mrs. Safira EM Joint coordinator IQAC.

IQAC

Principal

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Ref:- ASC/IQAC/MM005/2023-2024

Dated ; 25-03-2024

MINUTES OF IQAC MEETING

March 2024

Time: 2.30 Pm

Venue : Conference Hall

The following members attended the IQAC meeting held on March 25th 2024:

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
	Mr.Abdul Rahman P	Assistant Professor, Department of English
External member	Prof. Mohammed Unni Alias Baby	Former Principal, MES Ponnani College, Ponnani
	Mr. Aslam Manthadam	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
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	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	Ms. Nusaiba Nadhran ON	College Union Chairperson

Agenda: -

1. Approval of the minutes of the previous meeting.
2. Review of NAAC Criteria wise.
3. Discussion regarding the April and May NAAC Work
4. Class arrangements of April and May
5. Closing of mentor mentee meetings.
6. Orientation programme on FYUGP for plus two completed students and parents.
7. Discussion for External audit of NAAC files
8. Discussion for Energy audit, green audit and gender audit.

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 06-01-2024.
4. The IQAC coordinator gave a detailed overview of the current status of NAAC work and IQAC activities.
5. The meeting resolved to schedule the NAAC work for the coming April and May.
6. The meeting resolved to arrange online classes in the months April and May and to arrange Special classes on Saturdays
7. IQAC and the Department of Psychology verified the mentor-mentee record books and rectified some mistakes that they made in the record book.
8. The Meeting resolved to conduct the orientation program on FYUGP for plus two completed students and their parents
9. The meeting resolved to conduct the external audit.
10. The meeting resolved to conduct the energy audit, green audit and gender audit.
11. The Meeting ended with the vote of thanks by Mrs. Safira EM Joint coordinator IQAC.

IQAC

Principal