

Minutes and Action Taken Report 2019-20

Date: 18/06/2019

Agendas:

- ★ Preparation of previous year result analysis.
- ★ Preparation of list of files to be kept in each department
- ★ Implementation of Tutors' Book
- ★ Review on Certificate courses conducted by each department
- ★ MoU with Ansar Women's College Perumpilavu, St Mary's college and Ilahiya College.
- ★ Draft strategic plan 2020-25

Members present

Chairman: Prof. P Soopy (Principal)

Coordinator: Mrs Shabna Asmi (Asst. Professor Department of English)

Mr. Ramesh P (Head of the Department – Commerce)

Mr. Aysha Jamsheera (Head of the Department – computer Science)

Mr. Shabeer Ali P (Head of the Department- English)

Mrs. Jasminas Vengad (Head of the Department - Management)


Mrs. Prasanna KT (Head of the Department – Mathematics)

Mrs. Sreerekha P (Department of Commerce)

Mr. Abdul Basheer C (Department of Commerce)

Decisions:

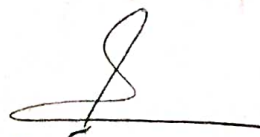
- ★ Decided to prepare previous year result analysis. Mr. Azhar Muhammed Basheer (Department of Computer Science) delegated to prepare the same.
- ★ The following files are decided to keep in all departments
 - Curriculum planning and implementation
 - Annual report
 - Tutors Hand Book Register
 - Program schedule and report
 - Split up of internal marks


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- Consolidated Grade cards
 - Details of alumni
 - Department staff profile
 - Details of MoUs
 - Details of project works done by the students
 - Details of certificate courses provide by the department
- ★ Decided give Tutors' Books to all department
 - ★ Decided to conduct a review on Certificate courses offered by each department by Mrs Shabna Asmi (IQAC Coordinator)
 - ★ Decided to prepare a Memorandum of Understanding (MoU) with Ansar Women's College Perumpilavu, St Mary's college and Ilahiya College.
 - ★ Prepare draft of strategic plan 2020-25

Action Taken;

- Mr. Azhar Muhammed Basheer (Department of Computer Science) prepared the analysis report for the previous year's result and submitted the report to the IQAC coordinator.
- All Departments started to keep necessary files.
- Provide Tutors hand books to each department and starts to keep data in Tutors hand book
- The whole teaching staff of the college were divided into seven different groups based on NAAC Criterias.
- Started Certificate courses for each Department
- Signed MoU with Ansar Women's College Perumpilavu on 25/09/2019 on behalf of sharing activities and information in teaching and research fields.
With St Marys college for academic interaction
With Ilahiya College for Faculty exchange.
- Submitted draft of strategic plan 2020-25 to Principal for scrutiny.



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