

Minutes and Action Taken Report 2022-23

Date:

Agenda

- ❖ Restructuring of IQAC Committee
- ❖ NAAC Accredited College Visits
- ❖ Upgradation of office automation software to administration and Finance
- ❖ Library Automation
- ❖ Seminar on NAAC Manual
- ❖ IQAC Room Shifting
- ❖ Discussion on new MoUs

Members present

Chairman: Dr. P Zubair (Principal)	sd/-
Coordinator: Mrs Shabna Asmi (Asst. Professor Department of English)	sd/-
Mr. Abdul Basheer C (Member, IQAC Committee)	sd/-
Mr. Shabeer Ali P (Member, IQAC Committee)	sd/-
Mr. Ramesh P (Member, IQAC Committee)	sd/-
Mr. Shabeeb Ali CH (Head of the Department - Management)	sd/-
Mrs. Shahina Elachola (Head of the Department - Mathematics)	sd/-
Mrs. Sreerekha P (Head of the Department - Commerce)	sd/-
Mr. Azhar Muhammed Basheer (Head of the Department - Computer Science)	sd/-
Mrs. Adila (Head of the Department - Sociology)	sd/-

Decisions:

★ Restructured IQAC Committee

- Chairman: Dr. P Zubair (Principal)
- Coordinator: Mr. Abdul Basheer C (Asst. Professor Department of Commerce)
- Assist. Coordinator : Mr. Shafeeq T (Asst. Professor Department of Management)
- Mr. Ramesh P (Member, IQAC Committee)
- Mr. Shabeer Ali P (Member, IQAC Committee)
- Thaslim K (Member, IQAC Committee)
- Mr. Shabeeb Ali CH (Head of the Department - Management)




Dr. P. Zubair
Principal
Nasra College of Arts and Science

- Mrs. Shahina Elachola (Head of the Department – Mathematics)
 - Mrs. Sreerekha P (Head of the Department – Commerce)
 - Mr. Azhar Muhammed Basheer (Head of the Department – Computer Science)
 - Mrs. Adila (Head of the Department – Sociology)
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- ★ Decided to visit MAJLIS College of arts and Science, Puramannur, Sullamussalam Arabic College, Areacode and Malabar College of Advanced Studies, Vengara.
 - ★ Decided to conduct a meeting with Mr. Aslam, Director, Xanthron E Solutions to discuss the possibility of automation in finance and administration in available software.
 - ★ It was decided to request the management to introduce a system of automatic recording of entry and exit in library
 - ★ Decided to conduct three Different Programmes to understand, to analyze and to compare NAAC Manual with the present college situation.
 - ★ Decided to conduct a seminar on NAAC Manual Criteria 1,2 & 3 in the month of July 2023 in association with Sullamussalam Arabic college, Areacode.
 - ★ MOUs signing of different institutions.

Action Taken;

- ▢ Around 10 MOUs are signed, 5 MOUs are implemented this year.
- ▢ 4 years IQAC report are completed.
- ▢ Visit Malabar College, interact with college officials.
- ▢ One FDP conducted based on Research Publications.
- ▢ Annual Publication journal is on progress.
- ▢ Around 20 NAAC related meetings are down.
- ▢ Programme reports are properly filed.
- ▢ Expect to open NAAC Registration this year.


Dr. P. Zubair
Principal
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