



"Empowering the youth for a brighter future"

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An under taking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

Academic Year 2018-2019

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 10/12/2018
Venue : Principal's Cabin
Time : 2.30 PM – 4.00 PM

Agenda:

1. Constitution of IQAC recommended by UGC.
2. Any other matters with the permission of the chair.

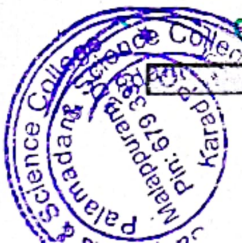
Participants:

- | | |
|-------------------------|----------------------------------|
| 1. Prof. Thomas Mathew | Principal |
| 2. Dr. Sudhakaran A | Vice Principal |
| 3. Geetha P P | Assistant Professor, PGDCMS |
| 4. Amritha Kumaran N T | Assistant Professor, PGDCMS |
| 5. Safarudheen M | Assistant Professor, PGDCMS |
| 6. Sabitha K V | Assistant Professor, PGDCMS |
| 7. Arunima K V | Assistant Professor, Chemistry |
| 8. Saritha M | Assistant Professor, Mathematics |
| 9. Prasanth P V | HOD, Economics |
| 10. Muhammed Shahin K C | Assistant Professor, English |
| 11. Jinsha C | Assistant Professor, Hindi |
| 12. Shareef Thurakkal | Secretary, SASC |
| 13. Abdul Salim K T | Director, SASC |
| 14. Suji Achama Mathew | Librarian |
| 15. Rajkumar | Superintendent |

The Principal Welcomed all the members to the meeting.

Decisions:


- The composition of the IQAC was finalized and duties were explained by the Principal.
- The appointment letter for the IQAC coordinators will be provided.
- The 1st meeting of the IQAC is to be scheduled to conduct on March 15th, 2018.



PALAMADAM, Karad P.O. Wandoor, Malappuram Dt. | Kerala | India - 679339

+91 9207 24 65 55 | 9526 24 65 55

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Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679 339



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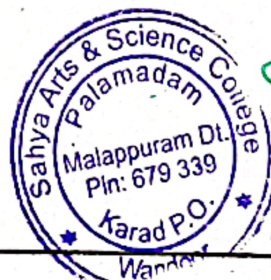
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IQAC Members :

Position	Name	Designation
Chairman	Prof. Thomas Mathew	Principal
IQAC	Nathaksha. N	Coordinator
	Safarudheen M	Assistant Coordinator
	Muhammed Shahin K C	Assistant Coordinator
Teachers Representatives	Dr. Sudhakaran A	Vice Principal
	Prasanth P V	HOD, Dept of Economics
	Amritha Kumaran N T	Assistant Professor, PGDCMS
	Sabiha K V	Assistant Professor, PGDCMS
	Arumina K V	Assistant Professor, Chemistry
	Saritha M	Assistant Professor, Mathematics
Library	Suji Achana Mathew	Librarian
Administrative Staff	Rajkumar	Office Superintendent
Student Representative	Muhammed Fazil T	Union Member
Members from Management	Shareef Thurakkal	Secretary, SASC
	Abdul salim K T	Director, SASC
Alumni	Sonu	Alumni, SASC



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 15/03/2018
Venue : Principal's Cabin
Time : 2.30 PM -

The Meeting minutes of the agenda given in the Circular reg. no. IQAC/2018/03/01

Participants :

- | | |
|-------------------------|----------------------------------|
| 1. Prof. Thomas Mathew | Principal |
| 2. Dr. Sudhakaran A | Vice Principal |
| 3. Geetha P P | Assistant Professor, PGDCMS |
| 4. Amritha Kumaran N T | Assistant Professor, PGDCMS |
| 5. Safarudheen M | Assistant Professor, PGDCMS |
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| 14. Suji Achama Mathew | Librarian |
| 15. Rajkumar | Superintendent |

Prof. Thomas Mathew (Chairman, IQAC) welcomed the IQAC members to the 1st official meeting. He readout the names of every IQAC members in the meeting. He gave an introduction on how the institute is going to prepare for the accreditation and what are the requirements of the institute to proceed towards the accreditation process. He also instructed the members to familiarize with the guidelines for the assessment and accreditation.

Agenda:

1. Faculty Development Programme :
2. Department visits.
3. Organize various programmes by clubs and departments.
4. Any other matters with the approval of the chair.

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Decisions:


- IQAC members unanimously agreed to proceed with the accreditation.
- As per the request of faculty members, IQAC decided to conduct a NAAC Awareness Session by Prof. Thomas Mathew (Chairman, IQAC)- Former NAAC coordinator of MES College Mampad in the month of May.
- Principal directed the IQAC team to take up on all the necessary steps to improve the quality of the institution and to sensitize all the faculties about the college initiative towards accreditation.
- Decided to conduct Faculty Development Programme in the month of May.
- From next academic year onwards IQC will conduct department visits to give proper guidance on accreditation at department level.
- IQAC instructed the following documents should be maintained in each department.

1. Tutorial book
2. Teachers' Lists
3. Year plan / Action Plan.
4. Minutes Books
5. University results.
6. Department programme files
7. Nominal roll
8. List of SC/ST/OBC students
9. Slow learners and advanced learners
10. APC
11. Internal Examination File
12. Previous year question papers
13. Time table
14. Syllabus
15. Academic calendar

The IQAC coordinator proposed the vote of thanks. The meeting comes to the end at 4.00 PM.




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