



"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 2019 - 2020

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 10/06/2019
Venue : Principal's Cabin
Time : 2.30 PM - 4.00 PM

The meeting minutes of the agenda given in the Circular reg. no. IQAC/2019/06/02

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 15/03/2019 and the members approved the same.

Agenda:

1. Student Induction Programme
2. Induction to new staff
3. Monitoring departmental activities.
4. Add on courses
5. Faculty development programmes.
6. Action plans for all departments and clubs
7. Workshops
8. Academic calendar
9. Appointment of NAAC criteria wise coordinators

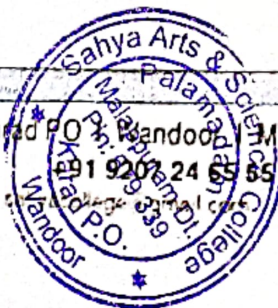
Participants:

- | | |
|------------------------|----------------------------------|
| 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. Hasna K P | Assistant Professor, PGDCMS |

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

91 9202 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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Decisions:

1. The induction programme for the 1st year students has decided to conduct on the opening day of their classes. The college committee and club conveners should brief their role to the students in the common programme. The ethics and values of the institute should be conveyed and the importance of the special student support systems like A
2. Anti-ragging cell, Grievance Cell, WDC, ED Club, NSS, SIP and Trauma Care should be given in detail to the students by the principal and other committee conveners. Amritha Kumaran N T has given the charge of induction programme.
3. Decided to provide induction to
4. Decided to monitoring departmental activities and instructed all HODs to give proper guidance.
5. IQAC suggested to conduct more Add on Courses and it should be extended to a maximum number of students. Instructed HODs to prepare syllabus for their concerned Add on courses and submit it to the IQAC. Mr. Mohammed Ibrahim K T has given the charge of Add on courses.
6. Decided to conduct 5days Faculty Development programme in the month of May 2020
7. All concerned departments and clubs were directed to submit the one year action plan to ensure the regular and systematic functioning of the activities in the college.
8. Decided to conduct workshop in the month of August 2019.
9. IQAC discussed the proposed academic calendar for this academic year.
10. IQAC decided to share the work among the faculty members based on the NAAC defined 7 criteria.
11. Selected faculty members were given charge as criteria leaders and a committee including members from both teaching and non-teaching departments was assigned under each leader and the duties were assigned accordingly.

Criteria 1 – Prasanth P V (HOD, Economics)

Criteria 2 – Sabitha K V (Assistant Professor, PGDCMS)

Criteria 3 – Amritha Kumaran N T (Assistant Professor, PGDCMS)

Criteria 4 – Saritha M (Assistant Professor, Mathematics)

Criteria 5 – Geetha P P (Assistant Professor, PGDCMS)

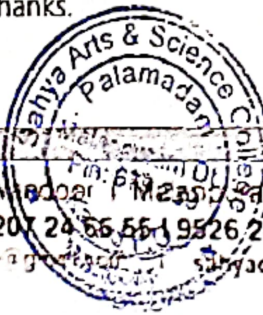
Criteria 6 – Arunima K V (Assistant Professor, Chemistry)

Criteria 7 – Hasna K P (Assistant Professor, PGDCMS)

The IQAC coordinator proposed the vote of thanks.



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+91 9207 24 55 55 | 9526 24 55 55
sahyacollege@gmail.com | sahyacollegepalamadam@gmail.com



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 28/10/2019
Venue : Principal's Cabin
Time : 3.00 PM - 4.30 PM

The meeting minutes of the agenda given in the Circular reg. no. IQAC/2019/010/03

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 10/06/2019 and the members approved the same.

Agenda:

1. Result Analysis
2. PTA meeting
3. MoUs and Linkages
4. Discipline
5. Department Programmes
6. Centralized Internal Examination

Participants:

- | | |
|------------------------|----------------------------------|
| 1. Prof. Thomas Mathew | Principal |
| 2. Dr. Sudhakaran A | Vice Principal |
| 3. Geetha P P | Assistant Professor, PGDCMS |
| 4. Amritha Kumaran NT | Assistant Professor, PGDCMS |
| 5. Safarudheen M | Assistant Professor, PGDCMS |
| 6. Sabitha K V | Assistant Professor, PGDCMS |
| 7. Arunima K V | Assistant Professor, Chemistry |
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sahtyacollege@gmail.com | sahyacollege.ac.in

Palamadam, Karad P.O. | Wandoor | Malappuram Dt. | Kerala | India - 679339
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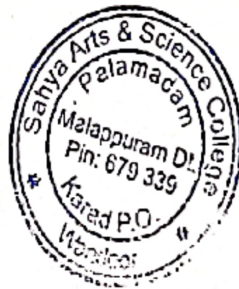
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Decisions:


- All HODs are informed to conduct a result analysis of their concerned departments and submit it to the IQAC for evaluation.
- Instructed to conduct PTA meeting of all semester students. Mr. Safarudheen was given the charge of PTA Meeting.
- IQAC recommended the departments to sign functional MoUs and collaborations with other institutions and to arrange various programs for the benefit of the students.
- Code of conduct of the students has been revised and strictly implemented to maintain the decorum of the campus. Mrs. Geetha P P entrusted to look into the matter.
- HODs are instructed to submit department programme files as per the action plan to the IQAC.
- As the necessity for the Centralized Internal Examination was pointed out, it was decided to form a committee for conducting Internal Examinations. Mrs. Saritha M Appointed as Internal Examination Controller. And also instructed IEC to form a committee for the smooth functioning of Internal examination.

IQAC coordinator proposed the vote of thanks.




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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 15/01/2020
Venue : Principal's Cabin
Time : 3.00 PM – 4.30 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2020/01/04

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 28/01/2019 and the members approved the same.

Agenda:

1. Review of department file.
2. Feed back system.
3. Faculty Development Programme
4. Add on courses
5. Strategies to enhance teaching – learning process.
6. Any other matter with the approval of the chair.

Participants:

- | | |
|------------------------|----------------------------------|
| 1. Prof. Thomas Mathew | Principal |
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Principal's Office, Sahya Arts & Science College, Palamadam, Malappuram District, Kerala



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Decisions :

1. As per the department visit report IQAC instructed faculty members to share work among department faculties and all department files should be made modification as per the report. IQAC appreciate Miss. Arunima K V for well arrangements of department files.
2. Decided to establish a feed back system to access the teaching – learning evaluation process and also for the NAAC purpose. Feed back will be collected from the students at the end of the even semesters.
3. IQAC decided to conduct a 5 days Faculty Development Programme on "Research Methodologies and Practices from 20/05/2020 to 24/05/2020.
4. The add-on courses should be extended to a maximum number of students.
5. All HODs discussed various strategic plans formulated to identify slow and advanced learners.
6. Principal suggested that the students who have innovative ideas should be encouraged and a platform to present their ideas should be provided by the ED Club.

IQAC coordinator proposed the vote of thanks.




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