



"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 2021-2022
Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 25/05/2021
Venue : IT Lab
Time : 10.30 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2021/05/08

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 06/01/2020 and it was approved by the members.

Agenda :

1. Action Plan for all departments, clubs and forums.
2. Academic Calendar
3. Seminar/ Workshop
4. Extension Activities
5. Add on courses
6. Induction Programmes for First year Students
7. Faculty Development Programmes
8. Any other matters with the permission of the chair.
9. Megha Alumni meet

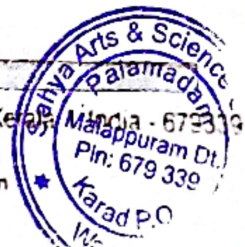
Participants :

- | | |
|------------------------|--|
| 1. Prof. Thomas Mathew | Chairman |
| 2. Dr. Sudhakaran A | Vice Principal |
| 3. Nathaksha. N | IQAC Coordinator |
| 4. Safarudheen M | Assistant Coordinator |
| 5. Muhammed Shahin K C | Assistant Coordinator |
| 6. Amritha Kumaran N T | Assistant Professor, PGDCMS |
| 7. Irshad Ameen | Assistant Professor, PGDCMS |
| 8. Noushad M | Assistant Professor, PGDCMS |
| 9. Hasna K P | Assistant Professor, PGDCMS |
| 10. Saritha M | Assistant Professor, Mathematics |
| 11. Arunima K | Assistant Professor, Chemistry |
| 12. Prasanth P V | Assistant Professor and HOD, Economics |
| 13. Sabitha K V | Assistant Professor, PGDCMS |
| 14. Geetha PP | Assistant Professor, PGDCMS |

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Principal
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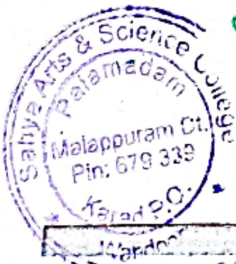
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Decisions :

- All concerned departments, clubs, and forums were directed to submit the one-year action plan to ensure the regular and systematic functioning of the activities in the college. The principal directed all HODs and coordinators to submit the final plan to IQAC.
- Constituted a committee for the preparation of detailed Academic Calendar for the Academic Year 2021-2022.
- Instructed all HODs to conduct more seminars/workshops for the Academic Year 2021-2022.
- Instructed the departments to conduct extension programmes to nearby societies.
- The add-on courses that, the departments intended to provide should be submitted by 2 weeks and should ensure maximum participation of students.
- The induction programme for the first-year students has decided to conduct on the opening day of their classes. The college committees and club conveners should be conveyed and the importance of the special student support system like the 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.
- FDP will be provided in the month of July.
- Decided to conduct Mega Alumni Meet in this Academic Year.

IQAC coordinator proposed the Vote of Thanks.




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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 07/06/2021
Venue : IT Lab
Time : 10.30 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2021/06/09

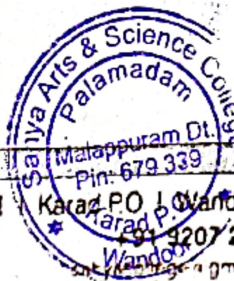
The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 25/05/2021 and it was approved by the members.

Agenda:

1. Accreditation Process
2. Faculty Development Programme
3. Online workshop
4. Any other Matter with the permission of the chair

Participants :

- | | |
|------------------------|--|
| 1. Prof. Thomas Mathew | Chairman |
| 2. Dr. Sudhakaran A | Vice Principal |
| 3. Nathaksha. N | IQAC Coordinator |
| 4. Safarudheen M | Assistant Coordinator |
| 5. Muhammed Shahin K C | Assistant Coordinator |
| 6. Amritha Kumaran NT | Assistant Professor, PGDCMS |
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| 11. Arunima K | Assistant Professor, Chemistry |
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Decisions:

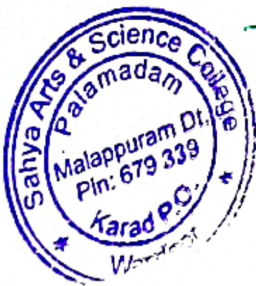
1. Principal suggested the need for the institute to get ISO certification which will be a step further to achieve the goal towards the participation in NAAC accreditation process.
2. Instructed criteria coordinators to update their current status of the Criteria work.
3. 5days online FDP on "An Overview of NAAC Accreditation" will be conducted in the month of July ..

Day 1- Prospecting NAAC
Day 2 - Assessment and Evaluation
Day 3 - Quality Assurance
Day 4 - Auditing of Data
Day 5 - Beyond Criteria

4. Decided to conduct an online Workshop in the Month of October

Mr.Safarudheen.M . Assistant Coordinator, IQAC proposed the Vote of Thanks.

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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 01/12/2021
Venue : IT Lab
Time : 2.00 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2021/12/10

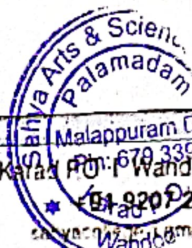
The meeting was called to order by the New Principal Dr. Sudhakaran A . The IQAC coordinator readout the minutes of the meeting held on 07/06/2021 and it was approved by the members.

Agenda:

1. Reconstitution of IQAC
2. Review of Department Activities
3. Discipline
4. Annual Report
5. University Exam Controller
6. Any other matters with the approval of the chair.

Participants :

- | | |
|--------------------------------|-------------------------------------|
| 1. Dr. Sudhakaran A | Chairman |
| 2. Dr. Prasanth P V | Vice Principal |
| 3. Nathaksha. N | IQAC Coordinator |
| 4. Safarudheen M | NAAC Coordinator |
| 5. Muhammed Shahin K C | Assistant coordinator |
| 6. Habeeb Rahman | Assistant Professor, Malayalam |
| 7. Jouhar M K | Assistant professor, PGDCMS |
| 8. Noushad M | Assistant Professor and HOD, PGDCMS |
| 9. Dr. Soumya Thankam Varghese | HOD, Psychology |
| 10. Afeef V | Assistant Professor, Arabic |
| 11. Muhammed Fazil T | Assistant Professor, PGDCMS |
| 12. Indu K P | Assistant Professor, PGDCMS |
| 13. Muhammed Ibrahim K T | HOD, Economics |
| 14. Anoop Krishnan k | HOD, English |
| 15. Arunima K V | HOD, Chemistry |
| 16. Geetha PP | Assistant Professor, PGDCMS |
| 17. Saritha M | Assistant Professor, Mathematics |



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Decisions: -

1. Decided to restructure IQAC Core Committee.

Position	Name	Designation
Chairman	Dr. Sudhakaran A	Principal
IQAC	Nathaksha. N	IQAC Coordinator
	Muhammed Shahin K C	IQAC - Assistant Professor
	Safarudheen M	NAAC Cordinator
Members from Management	Shareef Thurakkal	Secretary, SASC
	Abdul Saim K T	Director, SASC
Members from Teachers	Noushad. M	HOD, PGDCMS
	Saritha M	Assistant Professor, Mathematics
	Geetha PP	Assistant Professor, PGDCMS
	Anoop Krishnan K	Assistant Professor, English
	Jouhar M K	Assistant Professor, PGDCMS
	Dr. Soumya Thankam Varghese	HOD, Psychology
	Muhammed Fazil T	Assistant Professor, PGDCMS
	Habeeb Rahman	Assistant Professor, Malayalam
Afeef V	Assistant Professor, Arabic	
PTA	Noushad	PTA Vice President
Office Administration	Rajkumar	Superintendent
Library	Safvanulsalam	Librarian
Alumni	Sonu	Alumni, SASC

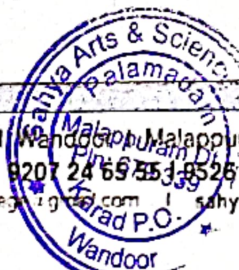
2. Principal restructure the Criteria Coordinators.

- Criteria 1 - Noushad M
- Criteria 2 - Fazil T
- Criteria 3 - Dr. Soumya Thankam Varghees
- Criteria 4 - Saritha M
- Criteria 5 - Geetha P P
- Criteria 6 - Arunima K V
- Criteria 7 - Jouhar M K

3. IQAC Members suggested for a Mentoring Team to support NAAC Work.
4. Principal instructed to form a new discipline committee. Prasanth P V entrusted to look into the matter.

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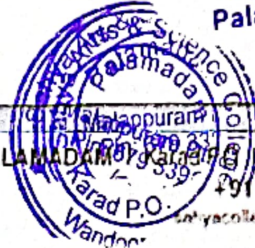
5. IQAC instructed all HODs to prepare annual report after the action plan and submit it to the IQAC on February for analysis.
6. Mr. Shafathali C K appointed as the Senior Assistant Superintendent.

IQAC Coordinator proposed the Vote of Thanks.



A
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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 10/02/2022
Venue : IT Lab
Time : 2.00 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2022/02/11

The meeting was called to order by the principal. The IQAC coordinator readout the minutes of the meeting held on 01/12/2021 and it was approved by the members.

Agenda:

1. Result Analysis
2. Portion Completion
3. Review of Department File
4. Feedback
5. Any other matter with the permission of the chair.
6. Mega Alumni Meet

Participants:

- | | |
|--------------------------------|-------------------------------------|
| 1. Dr. Sudhakaran A | Chairman |
| 2. Dr. Prasanth P V | Vice Principal |
| 3. Nathaksha. N | IQAC Coordinator |
| 4. Safarudheen M | NAAC Coordinator |
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Decisions:

1. A brief discussion on result analysis was done by the members.
2. Instructed all HODs to ensure all faculties are completed their portions as per the semester plan and also suggested to collect feedback from students.
3. HODs are instructed to present the current status of department files. IQAC suggested HODs to submit all department files to IQAC for verification in the month of March.
4. Discussed about the Megha Alumni Meet. It will be conducted in the month of May

IQAC Coordinator proposed the Vote of Thanks.

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