



"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 2022-2023 Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date : 25/05/2022  
Venue : IT Lab  
Time : 10.30 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2022/05/12

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 10/02/2022 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.

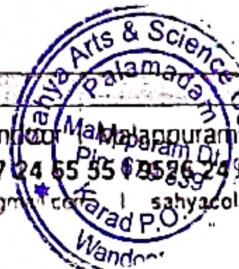
#### Participants:

- |                                |                                     |
|--------------------------------|-------------------------------------|
| 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: -

- 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 2022-2023
- Instructed all HODs to conduct more seminars/workshops for the Academic Year 2022-2023.
- 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. Muhammed Ibrahim K.T. HOD - Economics entrusted to coordinate the add on courses of all department.
- 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. Mr. Prasanth P V is entrusted to coordinate the Induction Programme.
- FDP will be provided in the month of May.
- Decided to conduct 3days workshop in the month of July.
- Decided to apply for 2f in this Academic Year.
- New discipline committee constituted.  
Discipline Committee:
  1. Prasanth PV
  2. Habeeb Rahman
  3. Arun Babu
  4. Shafathali CK
  5. Geetha P P
- Various duties assigned to the faculties.

IQAC Coordinator proposed the Vote of Thanks.



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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date : 07/06/2022  
Venue : IT Lab  
Time : 10.30 PM

The meeting minutes of the agenda given in the Circular reg. no. IQAC/2021/06/13

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. 2f
2. ISO
3. Alumni Registration
4. MOU
5. Department level accreditation preparation
6. Mentoring team
7. Extension Activities

#### 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. IQAC decided to apply for Dr. Mrs. Nathaksha, N, Mr. Safarudheen M and Mr. Muhammed Shahin. K.C entrusted the responsibility.
2. Principal suggested the need and importance of getting ISO certification. It has decided to apply for ISO certification.
3. Decided to register Sahya Alumni Association in this year.
4. All departments should be asked to explore possibilities for collaboration with other institutions which should begin at the earliest.
5. IQAC received the files received from the departments and suggested certain corrections for improvements.
6. Instructed all departments to conduct extension programmes to the nearby society.
7. As per the recommendation of IQAC and all other faculty members it will be decided to fix a mentoring team from a NAAC accredited college.

IQAC Coordinator proposed the Vote of Thanks.



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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date : 13/10/2022  
Venue : Zoom Meeting  
Meeting ID : 89036407022  
Time : 9.00 PM

The meeting minutes of the agenda given in the Circular reg. no. IQAC/2022/10/1-4  
The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 07/06/2021 and it was approved by the members.

#### Agenda:

- Matters in relation with NAAC Accreditation

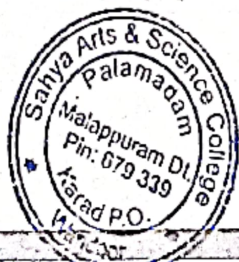
#### Participants:


- |                        |                      |
|------------------------|----------------------|
| 1. Dr.Sudhakaran A     | Chairman             |
| 2. Nathaksha. N        | IQAC Coordinator     |
| 3. Safarudheen M       | NAAC Coordinator     |
| 4. Muhammed Shahin K C | IQAC Coordinator     |
| 5. KTA Muneer          | Vice President, SASC |
| 6. Shareef Thurakkal   | Secretary, SASC      |

#### Decisions: -

1. As per the recommendation of IQAC and faculty Members , it will be decided to fix Dr. Abdulla Najeeb M and team from Sullamussalam College, Areacode as our mentoring team.
2. Decided to include all the faculties in the NAAC Accreditation process.
3. It will be decided to arrange a meeting with mentoring team on 18<sup>th</sup> October , 2022.
4. Mrs. Nathaksha N entrusted to make arrangements for this meeting.

Muhammed Shahin K C ,Assistant Coordinator of IQAC proposed the Vote of Thanks.



  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date : 18/10/2022  
Venue : Auditorium  
Time : 2.30 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2022/10/15

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 13/10/2022 and it was approved by the members.

#### Agenda:

1. Introducing Mentors
2. Review of existing work
3. Orientation regarding NAAC Accreditation
4. Any other matters with the permission of the chair.

#### Participants:

1. Dr. Sudhakaran A
2. Prasanth P V
3. Jouhar M K
4. Anoop Krishnan K
5. Praveen K
6. Amal Abraham
7. Arun Babu K
8. Dinoop K
9. Arshak P K
10. Afeef V
11. Muhammed Fazil T
12. Dilna N K
13. Aswathi K V
14. Shabanam
15. Salmah M
16. Shamna Nazreen
17. Shahna Kallayi
18. Sabna P K
19. Shiji Mol P
20. Afrahath PK

- Chairman  
Vice Principal  
Assistant Professor- PGDCMS  
IIOD- English  
Assistant Professor- PGDCMS  
Assistant Professor- PGDCMS  
Assistant Professor-  
Assistant Professor - PGDCMS  
Assistant Professor - Psychology  
Assistant Professor - Arabic  
Assistant Professor - PGDCMS  
Assistant Professor - PGDCMS  
Assistant Professor - PGDCMS  
Assistant Professor - Chemistry  
Assistant Professor - English  
Assistant Professor - English  
Assistant Professor - Chemistry  
Assistant Professor - Mathematics  
Assistant Professor - Economics  
Assistant Professor - English

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21. Raji
22. Arunima K V
23. Athira P R
24. Sree Kavya M
25. Kadheeja Nourin E M
26. Dr. Soumay Thankam Vargheese
27. Dr. Vineetha K J
28. Saritha M
29. Indu K P
30. Neethu C
31. Geetha P P
32. Rubeena M
33. Safarudheen M
34. Nathaksha. N
35. Muhammed Shahin K C
36. Jaseena V
37. Greeshma KP

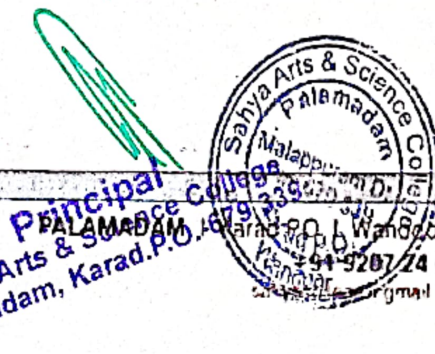
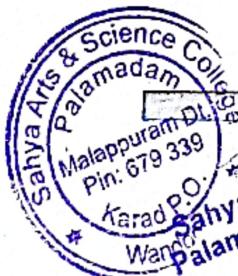
- Assistant Professor- Hindi  
Assistant Professor - Chemistry  
Assistant Professor - Psychology  
Assistant Professor - Psychology  
Assistant Professor - Psychology  
IIOB - Psychology  
IIOB - Psychology  
Assistant Professor - Mathematics  
Assistant Professor - PGDCMS  
Assistant Professor - PGDCMS  
Assistant Professor - PGDCMS  
Nodel Officer  
NAAC Coordinator  
IQAC Coordinator  
Assistant Coordinator - IQAC  
Assistant Professor - English  
Assistant Professor - English


### Decisions:

- Dr. Sudhakaran A Welcome the gathering.
- Mr.Shareef Thurakkal, Secretary, SASC introduced the Mentors to the faculties.
- IQAC coordinator presented the current status of the NAAC work.
- Dr. Abdulla Najeeb gave an orientation session about the NAAC Accreditation Process. Also familiarize with the 7 Criteria.
- It will be decided to go with criteria wise.
- The mentoring team will be assigned the weekly assignments to the IQAC. IQAC delegate this to the coordinators. Coordinators should complete this assigned work within 10 days.
- Dr. Abdulla Najeeb will verify the works,

- Criteria 1 Noushad M  
Criteria 2 Fazil T  
Criteria 3 Praveen K  
Criteria 4 Saritha M  
Criteria 5 Geetha P P  
Criteria 6 Arunima K V  
Criteria 7 Jouhar MK

Safarudheen. M Proposed the Vote of Thanks.



  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date : 8/01/2023  
Venue : Auditorium  
Time : 2.30 PM

The meeting minutes of the agenda given in the Circular reg. no. IQAC/2023/01/16

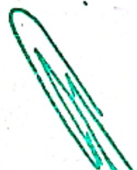
The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 18/10/2022 and it was approved by the members.

#### Agenda :

1. Review of Criteria Work
2. IQA Submission
3. Updation of College Website
4. Mega Alumni Meet
5. Feed back
6. Faculty Development Programme

#### Participants:

- |                        |                                   |
|------------------------|-----------------------------------|
| 1. Dr. Sudhakaran A    | Chairman                          |
| 2. Prasanth P V        | Vice Principal                    |
| 3. Nathakasha.N        | IQAC Coordinator                  |
| 4. Safarudheen M       | NAAC Coordinator                  |
| 5. Muhammed Shalin K C | Assistant Coordinator             |
| 6. Ansab C             | Assistant Professor, PGDCMS       |
| 7. Geetha PP           | Assistant Professor, PGDCMS       |
| 8. Saritha M           | Assistant Professor, PGDCMS       |
| 9. Afrathath P K       | Assistant Professor, English      |
| 10. Jaseena V          | Assistant Professor, English      |
| 11. Sree Kavya         | Assistant Professor, Psychology   |
| 12. Riffin T Sajeev    | Assistant Professor- HOD- Geology |
| 13. Muhammed Fazil T   | Assistant Professor, PGDCMS       |



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## Decisions:

1. IQAC presented the completion and status of criteria work
2. It will be decided to apply IQA in the next academic year.
3. It will be decided to conduct 5days Faculty development programmes in the month of May 22<sup>nd</sup> to May 26<sup>th</sup>.
4. IQAC suggested to update Website as per the NAAC Requirements. Mr.Makbool is entrusted to look into the matter.
5. Mega Alumni Meet "Ee nalla neram" will be conducted in the month of May 28<sup>th</sup>.

Mr. Safarudheen M . NAAC Coordinator Proposed the Vote of Thanks.

  
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