

Minutes of the meeting held on 12th June 2023, Monday.

Agenda of the meeting

- The meeting commenced in the presence of IQAC members and the Head of the departments.
- The meeting was chaired by the IQAC coordinator.
- The meeting discussed about the upcoming events in every departments.
- Another agenda of the meeting was a discussion on the orientation for the new batch of 2023-2024.

Attendance

1. Suhaina P S
2. Shemi - M - A
3. JISNI NIXON
4. Safua Md
5. ANEESA - K - B
6. Ashya - K - Salim
7. Deepa - VA
8. Maimoonath - M - M
9. Shreuthi Kumar

Decisions Taken

- Yoga club in association with IQAC decided to organize a yoga mahotsav 2023, on 21st June 2023 at 10.00AM.
- Department of Computer Science decided to conduct a seminar on Data Science AI and ML in association with IQAC on 07th July 2023 at 10.00AM.
- The inauguration of media club of KMM College of Arts and Science, Thrikkakara has been decided on 07th July 2023.
- A Batch Introduction and Orientation programme for the new batch students of 2023-2024 academic year has been decided to conduct on 10th July 2023. The programme got entitled as 'Ariva - 2k23'.



Suhaina P.S  
IQAC Coordinator  
12/06/23


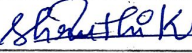

Minute - 12

Minutes of the meeting held on 12th July 2023, Wednesday.

Agenda of the meeting

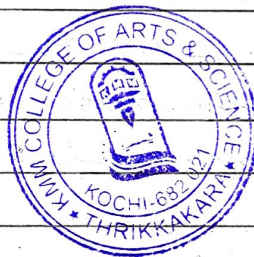
- The meeting was chaired by the IQAC coordinator and was commenced in the presence of IQAC members.
- The meeting was held to discuss about the outcome of the 'Aariva' Orientation programme.


Attendees:

Suhaina P S        
 Shreuthi Kumar        
 Anju Antony      

Decision Taken

- The outcome of the orientation programme was analysed.
- IQAC Joint coordinator Shreuthi Kumar got assigned with the duty of preparing the report of the orientation programme.
- The first year students were decided to ~~give~~ be provided with Bridge courses so that they may get familiarize with their respective courses.



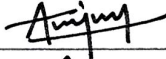

  
 27/7/23  
 Suhaina P.S.  
 IQAC Coordinator.

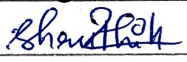
Minutes of the meeting held on 27th July 2023, Thursday.

Agenda of the meeting

- The meeting was chaired by the IQAC coordinator and commenced in the presence of IQAC members.
- The meeting was a discussion on the upcoming NAAC orientation programme to be held.

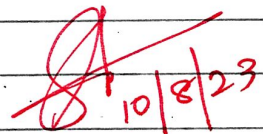
Attendance

Anju Antony   
Sahaina P S 

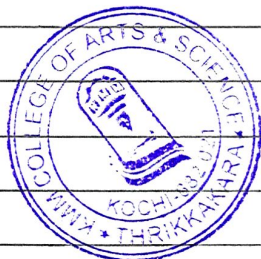
Shruthi Kumar 

Decisions Taken

- The Internal Quality Assurance Cell of KMM College of Arts and Science, Thrikkakara has decided to organise a NAAC orientation programme on August.
- After enquiring the availability of our Resource person Prof. Sajidam IQAC coordinator of Indira Gandhi College of Arts and Science, Kothamangalam, it was decided to be held on 19th August 2023.
- The orientation is decided to be like an open platform for discussion about all the queries and doubts of NAAC orientation.
- IQAC approved the conduct of an Interactive Script writing workshop organized by the Department of English and Media Club in association with IQAC on 17th August 2023.
- IQAC approved the conduct of an 'Abacus Competition' on the National Statistics Day by Mathematics Association 'Enigma'. The programme has been scheduled on 17th August 2023.

  
10/8/23

Sahaina P.S.  
IQAC Coordinator




Minute - 14


Minutes of the meeting held on 10th August 2023, Thursday


Agenda of the meeting:


- The meeting was chaired by the IQAC coordinator and commenced in the presence of IQAC members and Head of the Departments.
- The meeting was a discussion on the upcoming events of different departments.

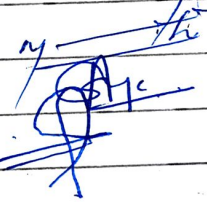
Attendance

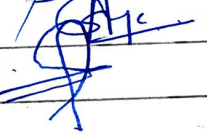
1. Suhaina P.S. 

2. Shemi.M.A. 


3. ANEESA.K.B. 

4. Safna wal. 

5. Maimoonah.M.M. 

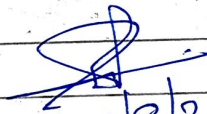
6. Ashya.K.Salim 

7. JISNI NIXON

8. Deepa.VA. 

Decisions Taken

- IQAC has approved for a session on 'The significance of English in Day to day life' with EZED platform. This programme was organized by the PG Department of English in association with IQAC on 18th August 2023.
- IQAC has approved for a KMM Mega Staff Onama Celebration for all the staff of KMM institutions has been decided to conduct on 25th August 2023 at KMM College of Arts and Science, Thrikkakara.
- The Awareness class and medical camp initiated by the BBA Department on 30th August 2023 got approved by the Internal Quality Assurance Cell.

  
22/8/23

Suhaina P.S.  
IQAC Coordinator

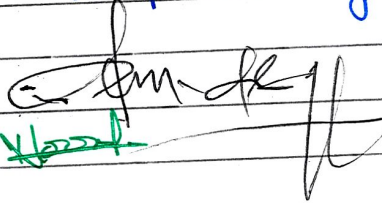







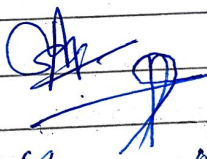

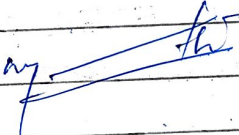



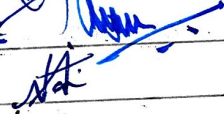


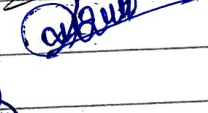



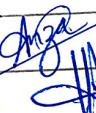
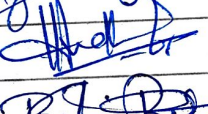
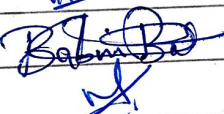

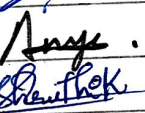



## Minutes of the meeting held on 22nd August 2023, Tuesday.

### Agenda of the Meeting

- Discussion on various requirements under seven criterias.
- Discussions were done on the needs that has to be fulfilled on our institutions.
- Criteria coordinators discussed their findings presented their findings and asked their queries regarding their respective criterias.

### Attendance

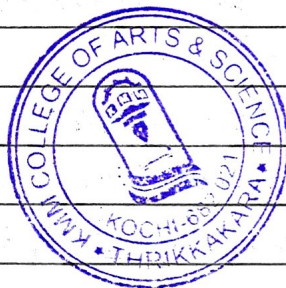
- 1 AM Aboobacker 
- 2 V U Noorudin 
- 3 Sabana 
4. Aneeb K Jore 
5. Nikhil 
6. ANEESA. K.B 
- 7 Shermi. m. A 
- 8 Deepa. V.A 
- 9 Ashya. K. Salim 
- 10 JISNI NIZOOS 
- 11 Maimoonath. m. y 
12. Safna Mol 
- 13 Usha Thomas 
- 14 Munas Naza 
15. K C Paulose 
- 16 Antony Nigin 
- 17 Naila Saleem 
- 18 Deepa Sunil 
19. Asra 
20. Prasanthi. P 
- 21 Rejesh K. K 
- 22 Anreza m. A 
23. Sidhu Shaji 
- 24 Babin Babin. 
- 25 Vidyalakshmi. S 
- 26 Anuja Othesh m. A 
- 27 Shreethi Kumar 

28 Anju Antony ~~Anju~~

29 Suhaina P S

### Decisions Taken

- Decision was taken to keep an organized and well recorded logbook.
- Decision to send the BSW students for fieldtrips on every Fridays.
- Decision was taken to install a campus radio and a speaker facility in our college campus.
- Every faculty was asked to attend a faculty development programme per year.
- All the learning management system platforms were decided to bring back into the academic interactions.
- It is decided to take teacher feedback from students and to take appropriate action against misfit teachers.
- Head of the Departments were assigned with a duty to assess the performance of the teachers in their respective departments.
- Decided to give a 5% increment to faculties with UGC NET qualification. And a 10% increment to faculties with a Phd.



~~Suhaina P S~~  
29/23  
Suhaina P S  
IQAC Coordinator






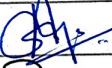

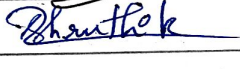
## Minute 16

Minutes of the meeting held on 08th September 2023, Friday.

Agenda of The Meeting

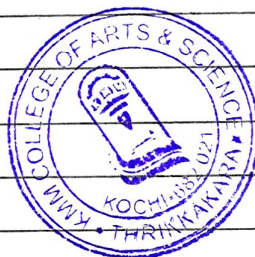
- The meeting was chaired by the IQAC coordinator and was commenced in the presence of Head of the departments and IQAC members.
- The meeting was discussed the upcoming events of different departments.
- IQAC was analysing and approving the various events.

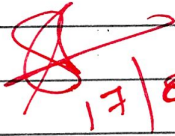
Attendance

1. Suhaina P.S. 
2. Jisni Nixon 
3. Shemi-M-A 
4. Safua Mol 
5. Deepa.V.A 
6. Ashya.K.Selim 
7. ANEESA.K.B 
8. Shruthi Kumar 

Decisions Taken

- BBA department in association with IQAC has initiated an 'Suchitna mission - Indian Swachhata mission' on 16th September 2023 at Aluva Bank Junction. This programme got approval from the Internal Quality Assurance Cell.
- BBA Department put forward an idea of a food fest and it was named 'Dotupura'. The event got approval and scheduled on 21st September 2023 at 11:45 AM.
- Media club in association with IQAC organized the Inauguration of KMM Radio Station on 21st September 2023. The decision on the chief guest was given to the media club itself.



  
17/9/23

Suhaina.P.S  
IQAC Coordinator

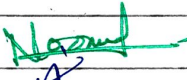




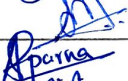


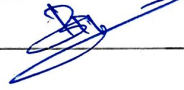
Minute 17

Minutes of the Criteria 7 meeting held on 17th September 2023.

Agenda of the Meeting.

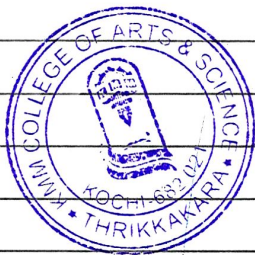
- The meeting was chaired by the Principal. And it commenced in the presence of IQAC members, Management representative and the Criteria 7 members.
- The meeting discussed on the needs and requirements of the Criteria 7.
- Also discussed the developments and findings of criteria 7 so far.

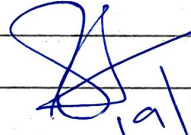
Attendance

1. V U Noondin 
- 2 Antony Nigen 
- 3 JISNI NISOS 
- 4 Sabaina P S 
- 5 Sandra Francis 
6. Sreelakshmi K S 
7. APARNA BABY 
- 8 Athsahisphan 
- 9 Byith. M. Shalva 

Decision Taken

- Duties were allocated and assigned to all the departmental representatives.
- The programme list and initiatives were divided and given to members for data collection.



  
19/9/23  
Sabaina P S  
IQAC Coordinator




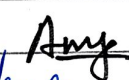
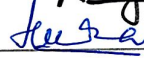


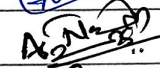



## Minutes on the Criteria 4 meeting on 19th September 2023.

### Agenda of the meeting

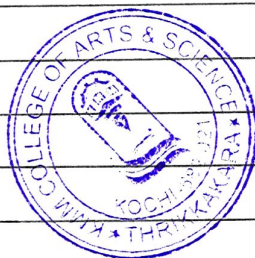
- The meeting was chaired by the Principal and it commenced in the presence of IQAC members and all the Criteria 4 members.
- The meeting was a discussion about the needs and requirements of criteria 4.
- The criteria head also discussed and presented the developments made by their group so far.

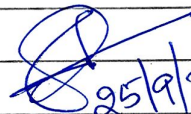
### Attendance

1. V V Noorudin 
2. Vinitha PV 
3. Rejeesh B.K 
4. Anuja Chhosh M.A 
4. Hula K Kaltha 
5. Reshma B 
6. Kamal 
8. Asna V.N 
9. Suhaina P.S 

### Decisions Taken

- It was decided to collect the details of books, journals and magazines from the library. This duty was allocated to Vinitha P.V.
- Decision has been taken and duty has allocated to Sidhin. for collecting the infrastructure details of every classrooms.
- The KOTHA software data collection was assigned to Alphonsa Miss.



  
25/9/23  
Suhaina P.S  
IQAC Coordinator

Minute 19

Minutes of the meeting held on 25th September 2023, Monday.

Agenda of the Meeting

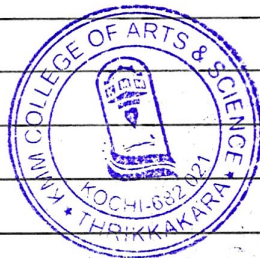
- The meeting of criteria 6 was chaired by the Principal Prof. V. Unboudin. The meeting commenced in the presence of criteria 6 members and the IQAC members.
- The meeting was a discussion about the needs and requirements of criteria 6.
- The Criteria head discussed and presented the developments and findings made by their group so far.

Attendance

1. V. U. Noorudin Noor
2. Sahaina P.S. S
3. Sindhu Shaji Sindhu
4. Praviitha P
5. Chithira P.V. Chithira
6. Aswathy S. Aswathy
7. Ashwani Ashwani
8. Lakshmi Priya R. Nair Lakshmi
9. Neethumol M.S. Neethumol

Decisions Taken

- The decision was taken to allocate the duties to each criteria 6 member.
- Department representatives were assigned the duty to collect the SOP's and policies of each clubs and committees.



S  
26/9/23  
Sahaina P.S.  
IQAC Coordinator.

Minute - 20

Minutes of the Criteria 5 meeting held on 26th September 2023.

### Agenda of the Meeting

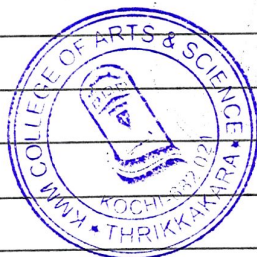
- The criteria 5 meeting was chaired by Principal Prof. VU Noorudin.
- The meeting was a discussion on the requirements and needs criteria 5 group required.
- The criteria head presented the findings they have made so far.


### Attendance

1. VU Noorudin 
2. Sethulakshmi M.K. 
3. Aneesa MA 
4. Mikheil 
5. Ashya K. Salim 
6. Shafana A-G 
7. Veni 
8. Suhaina P S 
9. Shruthi Kumar - 
10. Anju Antony 

### Decisions Taken

- All the departments were given direction to tabulate the skill development programmes they have done so far.
- Also each department is given advice to organize capacity building programmes in their respective departments.
- Head of the departments were given directive to distribute the duty of following up of passout students for their placement details.



  
27/9/23  
Suhaina P S  
IQAC Coordinator

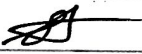

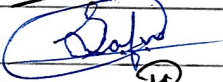





Minute - 21

Minutes of the meeting held on 27th September 2023.

### Agenda of the Meeting

- The meeting was chaired by the IQAC coordinator and commenced in the presence of all IQAC members and Heads of departments.
- The meeting was an apt discussion on the events upcoming in the college campus.

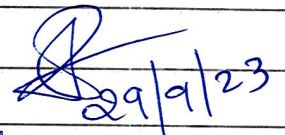
### Attendance

- 1 Subaina P S 
- 2 Shemi - m - A 
- 3 Safna Mol 
4. ANEESA K.B 
5. JISNI Nixon 
- 6 Shanthi Kumar 
- 7 Deepa V.A 
- 8 Usha Thomas 

### Decisions Taken

- The convener of the Women Cell has presented their plan on conducting a campaign on Gender, Justice and Equality Awareness class and a Self Defence Training Programme. The programme scheduled on 03rd October 2023 at 11:00AM.



 29/9/23

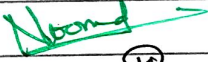






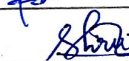

Subaina P.S  
IQAC Coordinator

## Minutes of the Criteria 3 meeting held on 29th September 2023.

### Agenda of The Meeting

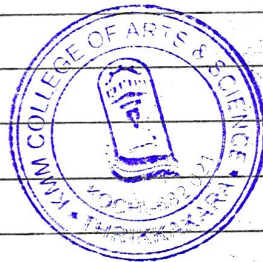
- The meeting was chaired by the Principal Prof. V U Noorudhin.
- The meeting discussed the various findings and developments made by criteria 3 group so far.
- The group leader has presented their needs and requirements for their criteria group.

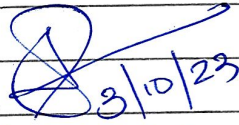
### Attendance

1. V. U. Noorudin 
2. ANEESA K-B 
3. RAKHI K. KUMAR 
4. Divya M Uair 
5. Sohaina P S 
6. Nisha M/P K 
7. RISVI P A 
8. Prasanthi P 
9. Shreuthi Kumar 

### Decisions Taken

- It was decided to collect the data of outreach programmes from each departments and file the hardcopies for verification.
- Decision has taken that the data of extension activities shall be collected from each departments.



  
3/10/23  
Sohaina P.S  
IQAC Coordinator


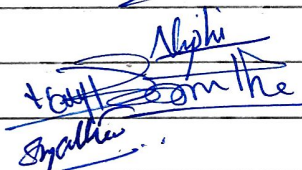
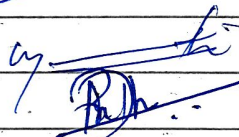

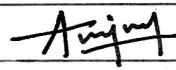
Minute - 23

Minutes of the Criteria 2 meeting held on 03rd October 2023.

Agenda of the Meeting

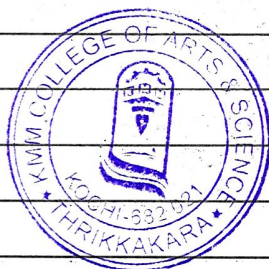
- The meeting was commenced in the presence of IQAC members, and all the Criteria 2 members.
- The meeting discussed the various findings and developments made by Criteria 2 so far.
- They also listed out and presented the needs and requirements of their Criteria.

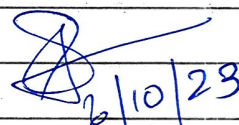
Attendance

1. Vidyalakshmi S 
2. Niphi V. X
3. Amrutha Ouseph 
4. Susan Mathew
5. Sai moonath. N. M 
6. Prasanthi P
7. Subaina P S 
8. Anju Antony 

Decisions Taken

- It was decided to initiate the peer teaching sessions in curriculum.
- The details of every permanent faculty (including qualification) is decided to be collected.
- Decision was taken to begin the student mentorship programme this academic year itself.



  
2/10/23  
Subaina P.S  
IQAC Coordinator

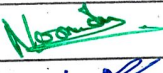
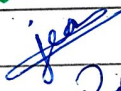
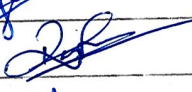



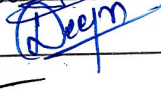


## Minute 24

Minutes of the Criteria Meeting held on 06th October 2023.

Agenda of the Meeting

- The meeting was chaired by The Principal Prof. V U Noorudin. Meeting started in the presence of IQAC members and Criteria 1 members.
- The Criteria 1 head presented their findings and explained about their requirements for the further developments.


Attendance

1. P V Noorudin 
2. Jean Patric 
3. Reshma T.R. 
4. Mauzami P.M. 
5. Reshma C Ratheesh 
6. Viji Viswan 
7. Deepa V.A 
8. Suhaina P S 
9. Shreethi Kumar 

Decisions Taken

- Each department representative has given the duty to collect the A form and B forms from their respective departments.
- It was also decided to give a deadline submission date for the concept plan for all subjects of all semesters from every department.



  
13/10/23

Suhaina P.S  
IQAC Coordinator


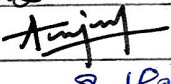

Minute - 25

Minutes of the meeting held on 13th October 2023.

### Agenda of The Meeting

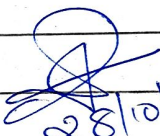
- The meeting was chaired by The IQAC coordinators and commenced in the presence of IQAC members.
- The meeting was a discussion on the upcoming criteria 1 and 2 data collection procedure.
- Meeting focussed at discussing on organizing an orientation meeting with Prof. Sajid Sir for a discussion.

### Attendance

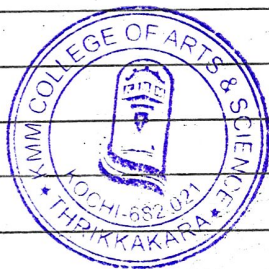
Subaina P.S.   
 Anju Antony   
 Shruthi Kumar 

### Decision Taken

- It was decided to check the availability of our resource person and to confirm the date of meeting.
- Instruction was given to the members of each criterion to check and keep the hardcopies of all the data collected.
- Criteria Heads were given duty to prepare and keep a Self Study Report of their respective criterias.

  
 28/10/23

Subaina P.S.  
 IQAC Coordinator





## Minutes of the Meeting held on 28th October 2023.

### Agenda of the Meeting

- The meeting was held for the IQAC members.
- The meeting served as a discussion for the upcoming NAAC trial verification departmental visit by our NAAC guidance person Prof. Sajid Sir.
- Members focused on discussing what all aspects should be verified and checked while doing the visit.
- The meeting concentrated on criteria 1 and 2 respectively.

### Attendance

Suhaina P S

Shruthi Kumar

Anju Antony

### Decisions Taken

- IQAC coordinator has called and checked the availability of the resource person to fix the date for departmental visit.
- The date was scheduled as 03rd November 2023.
- Our resource person Prof. Sajid Sir will be visiting each department along with IQAC members and verifying all the supporting documents of criteria 1 and criteria 2.
- Joint coordinator Anju Antony was assigned charge of noting down the requirements while visiting each departments and Joint Coordinator Shruthi Kumar was assigned with the duty of taking down details for report making.



10/11/23

Suhaina P S  
IQAC Coordinator



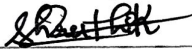
Minute - 27

Minutes of the meeting held on 10th November 2023.

### Agenda of the Meeting.

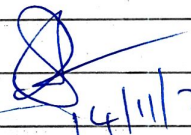
- The meeting was held in the presence of IQAC members to discuss about the upcoming criteria meeting.
- The discussion was about dividing the faculties into two groups as criteria 1 and criteria 2.

### Attendance

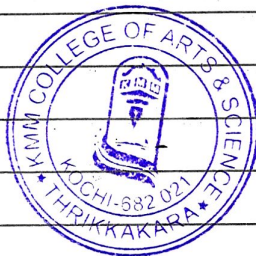
- Suhaina P S 
- Anju Antony 
- Shruthi Kumar 

### Decisions Taken

- It was decided by the IQAC to divide the whole faculty of our college into two groups of criteria 1 and 2, by keeping the permanent members of the land 2 criteria intact.
- The joint coordinators were assigned the task of tabulating the faculties accordingly.
- It is also decided to make the criteria members aware of the current data template should be used.

  
14/11/23

Suhaina P.S  
IQAC Coordinator



Minutes of the meeting held on 14th November, 2023.

Agenda of the Meeting

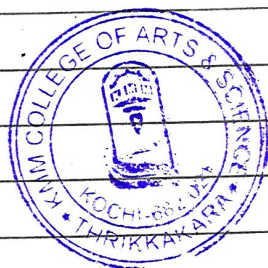
- The meeting commenced in the presence of IQAC members.
- The meeting focussed at discussing the preparations for the Student Mentorship Programme Orientation organizing by IQAC.

Attendance

- Suhaina P S
- Anju Antony
- Shruthi Kumar

Decisions Taken

- The meeting was a discussion of the IQAC members on the upcoming mentorship orientation to be held in the college for the teaching staff.
- Student Mentorship Programme has been decided to start in our college from this academic year (2023-2024). As everybody is new to this venture, IQAC has decided to give an orientation for the session.
- Anju Antony got assigned with the duty of making the brochure for the programme.
- Shruthi Kumar got the charge of preparing the request and notice for the programme.
- The orientation got scheduled on 17th November 2023.
- The resource person for the session is Dr. Muhammed Sajjad, Academic Director of MBA-MCA, KMM college of Arts and Science Thrikkakara.



22/11/23


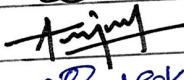
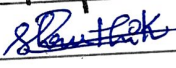
Suhaina P.S  
IQAC Coordinator

Minute - 29

Minutes of the Meeting held on 22nd November 2023.Agenda of the Meeting

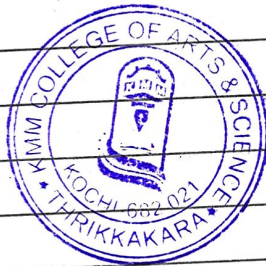
- The meeting commenced in the presence of IQAC members.
- The meeting was a discussion about the criteria 1 and 2 meeting to be held eventually.


Attendance

Sahaina P.S.   
 Anju Antony   
 Shruthi Kumar 

Decisions Taken

- The meeting was a discussion about the preparations to be done for the upcoming criteria meeting under the supervision and guidance of Prof. Sajid Sir.
- Shruthi Kumar has assigned the duty to prepare the attendance sheet and checklist for the session.
- The meeting got scheduled on the 30th November 2023.
- The target participants for the meeting are criteria 1 and 2 permanent members, Head of the Departments, management representative and IQAC members.



  
 11/12/23  
 Sahaina P.S.  
 IQAC Coordinator.

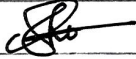
## Minute - 30

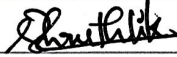
Minutes of the meeting held on 01st December 2023.


Agenda of the Meeting

- The meeting commenced in the presence of IQAC members.
- The main agenda of the meeting was the verification of mentor-mentee allocation of all the departments and to check and approve the workload of each faculty.

Attendance

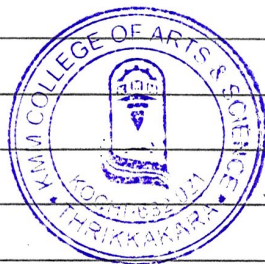
Suhaina P.S. 


Shruthi Kumar 

Anju Antony 

Decisions Taken

- The excel sheet link has been already circulated to different departments through the respective heads.
- Each faculty from each department has been verified and confirmed.
- Computer Science department has allocated with three additional faculty from English department as their individual workload seemed high comparing to other departments.
- 4 language teachers, 6 English teachers and 5 maths teachers were allocated as mentors in Commerce department as the student strength is high at this department. It was made sure that each teacher had a minimum of 18 mentees under their guidance.
- The student profile format has been finalised and decided to circulate among the teachers for data collection.



 3/12/24.

Suhaina P.S.  
IQAC Coordinator

Minute - 31

Minutes of the meeting held on 03rd January 2024.

### Agenda of the Meeting

- The meeting commenced in the presence of IQAC members.
- The main agenda of the meeting was the discussion about upcoming 5 day faculty Development Programme.

### Attendance

1. Shanthi Kumar

*Shanthi Kumar*

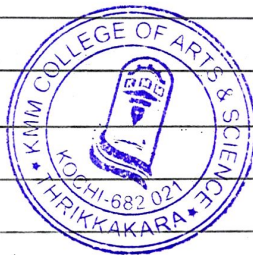
2. Subaina PS

*Subaina PS*

3. Anju Antony

### Decisions Taken

- The poster for the programme has been arranged and the making of the poster duty has been assigned to Anju Antony.
- The matter of the poster has been read and proof read by the IQAC members.
- Academic Audit has been assigned to criteria 6 members.
- The FDP has been scheduled to January 15th 2023.



*Subaina PS*


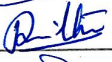

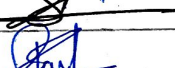





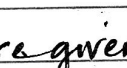
Subaina P-S  
IQAC Coordinator

Minutes of the Meeting held on 19th January, 2024.

### Agenda of the Meeting

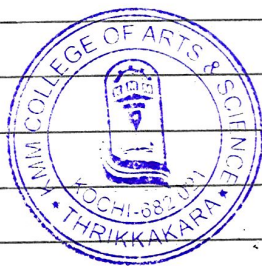
- The meeting commenced in the presence of Principal, IQAC members and the criteria 6 members.
- The main agenda of the meeting was the analysis and verification of the data collected by criteria 6 members so far.

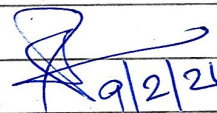
### Attendance

1. Ashwani. O. A. 
2. Pravitha. K Mohanan 
3. Sridhy Shaji 
4. Subaina P S 
5. Ramla K J 
6. Remya Elias 
7. Elsa. P. Mathew 
8. Neethamol. M. S 
9. SUDHA EK 
10. Raheena Salihin 

### Decisions Taken

- The criteria members were given direction to collect the needful supporting documents and to arrange it accordingly.
- The errors found in the strategic plan were found and told to rectify as soon as possible.
- Direction was given to introduce more long term innovative plans into the curriculum.



 19/2/24.

Subaina. P. S  
IQAC Coordinator





Minute-33.

Minutes of the Meeting held on 09th February 2024.

Agenda of the Meeting

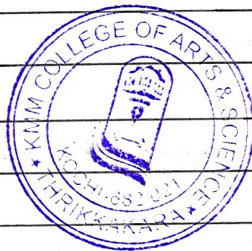
- The meeting commenced in the presence of Principal, IQAC members and the IQAC coordinator.
- The main agenda of the meeting was to organize a one-day faculty development programme on Four Year Under Graduate Programme.


Attendance

1. Sabana Barber 
2. Subaina P.S. 
3. Shanthi Kumar E.K. 
4. Alphansa M.V. 

Decisions Taken

- IQAC coordinator summed up and presented the findings and status of each criteria groups to principal.
- A faculty development programme on FYUGP is organized on March 2023.
- The inauguration of Research Cell got scheduled to March 2023.



  
16/2/24  
Subaina P.S.  
IQAC Coordinator


















Minute - 34

Minutes of the NAAC orientation meeting held on 16th February 2024.

### Agenda of the Meeting

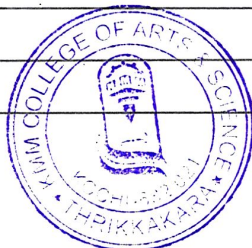
- The meeting commenced in the presence of NAAC orientation resource person Prof. Sajid A.M, IQAC members and the criteria 6 members.
- The main agenda of the meeting was the verification of data collected by criteria 6 members so far.

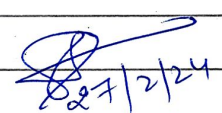
### Attendane:

- |                          |   |
|--------------------------|---|
| 1. Lakshmi Priya R Nair  |    |
| 2. Ramla K.J             |    |
| 3. Ashwani. o.A.         |    |
| 4. Reshma Tybe           |    |
| 5. Sindhu Shaje          |    |
| 6. Rameya Elvise         |    |
| 7. Aswathy S             |   |
| 8. Chithira P.V          |   |
| 9. Hazeena. E.H          |  |
| 10 Neethumol M-S         |  |
| 10 Sudha. E.K            |  |
| 12. Pravitha. K. Mohanan |  |
| 13 Raheena Salihin       |  |
| 14. Sabana Becker        |  |
| 15. Sheethi Kumar        |  |

### Decisions Taken

- The criteria members were given direction to collect department wise mission and vision.
- Mentor advised the criteria members to formulate NEP oriented strategic policies.
- Given direction to prepare college council minutes on the implementation of new UG and PG courses.
- Mentor gave advice on preparing audits of the institution.




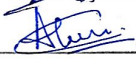
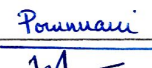






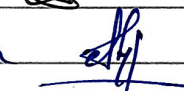
  
27/2/24  
Suhaima. P.S  
IQAC Coordinator

MPnote-35

Minutes of the NAAC orientation meeting held on 16th February.Agenda of the meeting

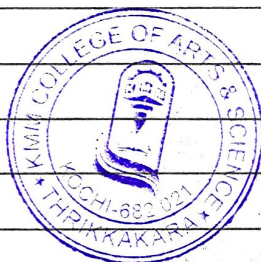
- The meeting commenced in the presence of NAAC mentor Prof. Sajid A.M, IQAC members and the criteria 7 members.
- The main agenda of the meeting was the verification of supporting data collected by criteria 6 members so far.


Attendance

1. Sreelamal K.S. 
2. Aleesa Treca 
3. Pournami Davy 
4. Athiabanshan G. 
5. APARNA BABY 
6. Rajib M Bhalaw 
7. Sandra Francis 
8. Shanthi Kumar 
9. Suhaina P.S 
10. Sabana Becker 

Decisions Taken

- NAAC mentor Prof. Sajid AM gave directions to collect MOU from different platforms.
- The members were advised to contact Harithakarma Sewa, plastic crushing unit and cloth waste units for a proper waste disposal.
- While discussing about the best practises of our institution, KMM care and Digital literacy were decided as the best initiative from our institution.
- Given direction to display the line diagram of water supply services of the institution.



 27/2/24  
Suhaina P.S  
IQAC Coordinator







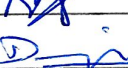

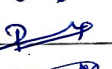

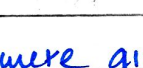
## Minute - 36

Minutes of the NAAC orientation meeting held on 27th February.

Agenda of the Meeting.

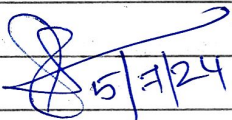
- The meeting commenced in the presence of NAAC mentor Prof. Sajid AM, IQAC members and the criteria 3 members.
- The main agenda of the meeting is the verification of data collected by criteria 3 members so far.

Attendance

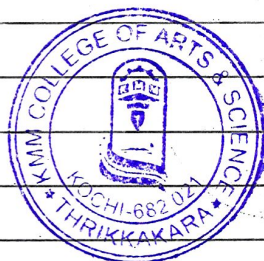
- |                       |   |
|-----------------------|---|
| 1. Sajid A-M          |    |
| 2. Suhaina P S        |    |
| 3. ANEESA K.B         |    |
| 4. Sangeetha T.G      |    |
| 5. Nisha Mel P.R      |    |
| 6. Sheeba             |    |
| 7. Sagar Sunny        |   |
| 8. DIVYA M NAIR       |  |
| 9. RAKHI K. KUMAR     |  |
| 10. RISVI P.A         |  |
| 11. Krishna Priya K J |  |

Decisions Taken

- The criteria members were given direction to document the supporting files in an appropriate way.
- Extension activities were advised to be categorized in different heads.
- Direction was given to provide links for the supporting documents for NSS and NCC activities.

  
5/7/24

Suhaina P.S  
IQAC Coordinator



Minute-37

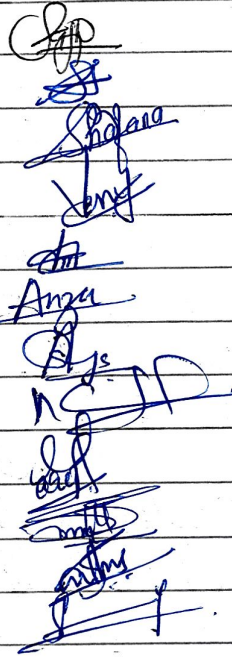
Minutes of the NAAC orientation meeting held on 27th February 24.

Agenda of the meeting

- The meeting commenced in the presence of NAAC members, IQAC members and the criteria 5 members.
- The main agenda of the meeting is the verification and analysis of data collected by criteria 5 members so far.

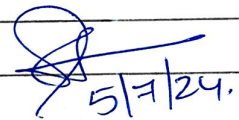
Attendance:

1. Sajid A.M.
2. Suhaina P.S
3. Shafana A.G
4. VENI. M.V
5. ASINI K.K
6. Aneza M.A
7. Ashya K.Salim
8. Nikhil.K.
9. Maniya T.S
10. Susya.S
11. Saritha.S
12. Sethulakshmi.M.K.

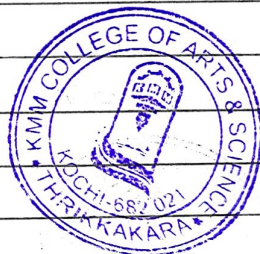


Decisions Taken

- The criteria members were given direction to arrange the supporting documents properly.
- Criteria members were given advice to collect the profile of resource persons of every activities held in the college.
- All the collected documents were told to get sealed and signed.
- All the supporting documents were told to be kept in letter heads.



Suhaina P.S  
IQAC Coordinator






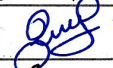

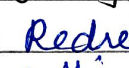





Minutes of the IQAC meeting held on 5<sup>th</sup> July 2024

### Agenda of the Meeting

- Discussion on conducting an Orientation class on Statutory Bodies for first years (2024 Admission)
- planning and Execution of the orientation class.
- Suggestions from the convenors of each Statutory body.
- Discussion on the significance of understanding statutory bodies in the context of higher education
- Allocation of responsibilities.

### Attendance

1. Suhaina.P.S (IQAC) 
2. Mausami.P.M (Minority cell) 
3. Hazeena.N.A. (Minority cell) 
4. Shermi.M.A (OBC cell) 
5. Mirasid V.S 
6. Sandra Francis (SC/ST cell) 
7. Sethulakshmi.M.k (ICC) 
8. Deepa.V.A (Grievances Redressal cell) - Deepa 
9. Niphi V.X (ICC cell) 
10. Asma V.N (Anti Ragging cell committee) 
11. Praseetha Paul (Anti Ragging committee) 

### Decisions Taken

- Decided to conduct the orientation class on 9<sup>th</sup> July 2024.
- Identified individuals who would conduct sessions during the orientation program
- A timeline and logistics Plan for conducting the orientation program were discussed, including scheduling, venue arrangements, and material preparation.
- The meeting concluded with a summary of key decisions and action points.

