

Minutes of the IQAC Meeting held on 17<sup>th</sup> June 2019, Monday.

The first meeting of IQAC was held on 17-06-2019, Monday at College, at 2.00 PM for the academic year - 2019-20.

1. Dr. Rasheed ahammed
2. Abdul majeed . K.K.
3. Dr. Mahamed Arslan . NK
4. Mr. Mustaf . L
5. Abdul Razack . K.T
6. Sulhan I . E
7. Aboobacker . P.U
8. Muhammed
9. Ubaidu Rahman .
10. Saeeda . K.T
- 11.
- 12.

#### AGENDA :-


- > Discussion on Academic Calendar preparation.
- > Distribution of teacher's work diary.
- > Conducting professional development programmes.
- > Approval of the last meeting minutes.
- > Application for Certificate Courses.

#### Discussion :

- > The meeting approved the minutes of last meeting.
- > Committee decided to do the needful for the preparation of Academic Calendar. For this, the charge was given to Mr. Muhammed Musthafa . K
- > As per the feedback analysis on 2018-19, Committee forwarded

- recommendations to the concerned authority, for taking necessary actions.
- > Decided to submit the necessary suggestions to ~~be~~ the staff Council.
- > Assigned Aboobacker. P.U to distribute teacher's work diary.
- > Committee decided to visit all classes to hear their requirements.
- > Decided to Conduat Professional development programmes for teaching and non-teaching staff - For this the charge was given to Subail. E.
- > Committee decided to Conduat KTM Quality Time (KT@T) programme in the next month. and decided to invite A.P Anilkumar MLA, as the Resource person. The duty was assigned to Dr. Rasheed Ahammed. P.
- > IQAC decided to Conduat a student's skill enhancement programme "Under the Green wood tree" on the topic "Poetry and Spirituality" on-27<sup>th</sup> June 2019.
- > Committee decided to Continue with the same members.
- > Decided to invite applications for Add on Courses and Certificate Courses. Muhammed musthaja was given the charge of this.



  
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 K.T.M. COLLEGE OF ADVANCED STUDIES,  
 P.O. KARUVARAKUNDU, MALAPPURAM  
 Pin- 676 523



Minutes of the IQAC meeting held on 15<sup>th</sup> July 2019, Monday  
at principal's chamber's at 3:30 PM.

Attendees of the meeting :

1. Abdul Majeed.

2. Hussain M

3. Abdul Raheem. K.T

4. Dr Rashid Ahmad P

5. Mr. Mustafa M

6. Saeeda. K.T

7. Mohammed. Yaseen T.T

8. Ubaidullah Rahman.

9. Aboobacker. P.U

10.

11. ~~As~~

12.

AGENDA -

1. Approval of the minutes of last meeting.
2. Conducting classes for teachers.
3. Conducting shashakthikaran programme.
4. Organize Under the Green Wood Tree programme

Decisions :

- ① The minutes of the last meeting approved in the Committee meeting.
- ② As part of 'shashakthikaran' program, the directions were given to the Concerned to do the necessary things. Mr. Muhammed Mustafa was given the charge, as the Co-ordinator of the programme.

- ③ Assigned Ubaidurrahiman. M to take 'Under the Green wood tree' program - on 30<sup>th</sup> July 2019. on the topic "The fourth Industrial Revolution".
- ④ To encourage the teachers to use IT tools, the Committee meeting decided to organize an orientation class on - E-learning.
- ⑤ Muhammed Aslam. NK was given in charge to invite a resource person ~~in~~ for the class on 'E-learning'.
- ⑥ Committee decided to take Mohammed Yaseen. IT (Faculty In Commerce) as the new member on the IQAC instead of mohammed. A.M who leaved from the college ~~in~~ in the month of June.



  
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MINUTES of the IQAC meeting held on, 16<sup>th</sup> August 2019,  
Friday, in the principal's chamber at 3:30 PM.

\* Participants in the meeting;

1. Abdul Majeed. K.K
2. Hyssam M
3. Sulekha
4. Dr. Muhamed Aslam.NK
5. Mo. Mustafa
6. Abdul Rogoic. K.T
7. Aboobacker. P.V
8. Ushaidu Rahman.
9. Mohammed Yaseen R.T
10. Saeeda K.T
- 11
- 12

AGENDA —

- ① Approval of the minutes of last meeting.
- ② Conducting a class on Communicative Arabic
- ③ Conduct a Quality Time programme.
- ④ Conduct 'Under the Green woods tree' programme.

MINUTES —

- ① The Committee approved the minutes of last meeting organized.
- ② Committee decided to organize a programme on, Communicative Arabic for beginners, - on 20<sup>th</sup> August 2019.

- ④ Committee decided to invite Prof: Abdussalam - as the Resource person, Abdul Razak was given the charge to ~~invite~~ contract the resource person.
- ⑤ Decided to organize a class on Formal and Informal Interaction, in the next month. Committee decided the Prof: Abdul Raheem as the Resource person, Muhammed Musthafa given the charge to contact the guest.
- ⑥ Decided to Conduct Under the Green wood trees programme "On Ethics In Research" on 31st August 2019, . The charge was given to Mr. Muhammed Aslam E.K.



  
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MINUTES of the meeting held on, 16<sup>th</sup> September 2019.  
Monday, at principal's chamber, at 2.00 PM

Attendees of the meeting;

- 1 Abdul Majeed. K.K.
- 2 Ubaidur Rahman.
- 3 Dr Rasheed ahammul
- 4 Dr. Muhammed Aslam. NK
5. Suhail E
6. Muhammed Muthu
- 7 Abdul Razaq.
- 8 Saeed A.K
- 9 Aboobacker. P.U
- 10
- 11
12. Mohammed Yaseen TT

Agenda -

- ① Reconstitution of the Committee (IQAC)
- ② Conduct a workshop on Dictionary App.
- ③ Organize a Career development class
- ④ Conduct a KTAT Programme
- ⑤ Conduct an 'Under the <sup>green</sup> wood tree' Program
- ⑥ Conduct a Research class.

Decisions;

- ① The IQAC reconstituted in the meeting and the following members were elected;

Chairman : Abdul Majeed. K.K

Co-ordinator : Muhammed Aslam. NK

Assistant Coordinators: Ubaidurrahman. M & Muhammed Aslam E.K

Members : Dr. Rasheed Ahammed. P

Mubammed Musthafa. K.

Aboobacker. P.U

Saeeda. KT

Mohammed Yaseen. TT

Ajswah. K

Hussainar. M

Razak. KT

Subash. E

Mohammed Shammis.

Shreeja (President, Kalikavu Block)

Dr. Abdurrahman MK (Alumni).

Moosa master (Alumni)

Suljeekar Ali (Employee)

- ② Decided to Conduict a Career development programme on 'Career Options In Abroad' - on 2<sup>nd</sup> october 2020. and decided to invite 'Manoj Mathew' as the Resource person.
- ③ Decided to Conduict a KT@T programme by inviting Adv. M. Umex MCA as the Resource person.
- ④ Decided to organize a research class on "E-module preparation, next month.
- ⑤ Decided to Conduict a workshop on "Curriculum App dictionary development" - named KTXICON. on 20<sup>th</sup> and 21<sup>st</sup> September 2019.
- ⑥ Decided to Conduict "Under the Green wood trees" programme, on "Privacy and Cyber Spice" - Ubaidurrahman, was given in charge to take the classes.



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MINUTES of the meeting held on 15<sup>th</sup> October 2019, Tuesday.  
at Principal's chamber at 3.00 pm.

Participants of the meeting:

1. Abdul Majeed. KK
2. Hyssainur - M.
3. D K Rasheed anamul D
4. Abdul Rajack. K.T
5. Dr. Muhammed Aslam. NK
6. Suhail - E
7. Mr. Muthu.
8. Mahamed Aslam EK
9. Aboobacker. P.V
10. Mohammed Yaseen. T.T
11. Saeeda. K.T
12. Mohammed Shammus. M
13. Ubaido Rahmen.

AGENDA -


- ① Committee minutes approval of the last meeting.
- ② Organize a workshop on Creative skills.
- ③ Conduct KT@T programme.
- ④ Conduct 'Under the Green woods trees' program.
- ⑤ Syllabus Completion Report Submission.

MINUTES - Decisions:

- ① Committee approved the minutes of last meeting.
- ② Requested to submit Syllabus Completion reports.
- ③ Concluded

- ③ Decided to Conduict a workshop on 'Creative writing in malayalam,, and entrusted Ubaidurabman. m. to Contact the resource person 'Hamza Sahib' on the day
- ④ Committee. decided to Conduict a KT@T programme by Enviting CP Sardakur - Journalist.
- ⑤ Decided to Conduict an 'Under the Green wood tree programme' on the topic ' Students and Social Commitment ' by Ubaidurahiman. m.
- ⑥. Committee decided to Conduict professional development programmes for teaching and non-teaching staffs of the College.



  
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minutes of the IQAC meeting held on 18<sup>th</sup> November 2019,  
monday at Principal's chamber, at 2.00 pm.

- |    |                        |  |
|----|------------------------|--|
| 1  | Abdul Majeed. K.K.     |  |
| 2  | Hussain M.             |  |
| 3  | Dr. Muhammed Aslam. NK |  |
| 4  | Suhail. E              |  |
| 5  | Mr. Mustafa. L         |  |
| 6  | Saeeda. K.T            |  |
| 7  | Muhammed Aslam. ZK     |  |
| 8  | Aboobacker. P.O        |  |
| 9  | Abdul Razack. K.T      |  |
| 10 | Mohammed Shammus. M    |  |
| 11 |                        |  |
| 12 | Mohammed Yaseen. TI    |  |

### Agenda :

- > Collection of feedbacks from students & teachers.
- > Conduct SIP Awareness program.
- > Organize an 'Under Green wood tree' program.

### Decisions :

- > Committee decided to take feedback from students and teachers.
- > For providing feedback form to students and teachers, Aboobacker. P.O was given in charge.
- > Decided to conduct SIP awareness program on 20<sup>th</sup> November 2019.

As part of this, the directions were given to the concerned to do the necessary things, Mr. Muhammed Musthafa was given the charge. - Prof. Mujeebu Rahiman was entrusted to take the class.

- > Committee decided to Conduict an Under the Green wood trees' program on the topic, "Politics on Campus" - Mr. Ubaidurrahiman. M was given the charge to take the class.


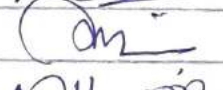
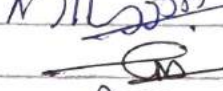
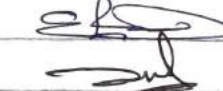
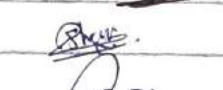

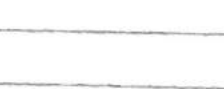

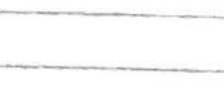
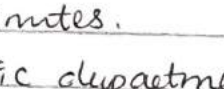


  
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MINUTES OF THE IQAC MEETING HELD ON 16<sup>th</sup>  
December 2019, MONDAY.

\* Participants of the meetings were;

- |                             |  |
|-----------------------------|--|
| 1. Abdul Majeed. K.K.       |    |
| 2. Abdul Rajack. K.T        |    |
| 3. Dr. Rashid Ahmad D       |    |
| 4. Hysam M.                 |    |
| 5. Dr. Muhammed Aslam. N.K. |    |
| 6. Suhail-E                 |   |
| 7. Mahamed Aslam etc        |  |
| 8. Mohammed Shammes M       |  |
| 9. Ubaidul Rahman.          |  |
| 10. Mohammed Yaseen T.T     |  |

Agenda -

- > Approve the last meeting minutes.
- > Conducit a workshop by Arabic department.
- > Organizing Inteenational Seminars.
- > Collection of Feedback from Alumni & Employees.
- > Conducit Under the Green wood tree program.
- > Appreiation to Research Scholars.
- > Conducit two day National Seminae on Arabic.

Decisions :-

- Committee approved the minutes of last meeting.
- Decided to Conducit an Inteenational Seminae on Arabic Language, and loterature. - on 1<sup>st</sup> and 2<sup>nd</sup> January 2020.

- Decided to Conduict two day national Seminars on "Arabic Language, Prospects and possibilities" on 20 & 21 December 2019.
- As a part of national Seminars, the directions were given to the Concerned to do the necessary things  
Mr: Aboobacker. PU given the charge.
- Decided to Conduict a workshop on "Upskilling Arabic Language, Teaching and Research practices" - on 30 & 31 - December 2019.  
The charge was given to Mr: Muhammed Aslam EK and Dr: Muhammed Aslam. NK
- Committee decided to Conduict an 'Under the Green ewood tree' program on Eco tourism on 31<sup>st</sup> December 2019. The charge was given to Dr: Rashed Ahammed. P (Syndicate member).
- Decided to take feedback from Alumni and Employers, - and the charge for preparing feedback Appraisal form was given to Mohammed Yaseen. T.T.
- Committee appreciated Dr: Muhammed Aslam. NK (For publishing three books), Mr: Muhammed Musthafa. K (Book published - Anthology of Arabic prose) and Saeeda. KT (paper presentation in national Seminars) and Muhammed Aslam. EK (presented an International Seminars at Qatar) in the meeting.



  
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MINUTES of the Committee (IQAC) meeting held on 16/01/2020  
(Thursday) at Principal's chamber at 4.00 pm.

\* The participants of the meeting are;

1. Abdul Majeed. IS-IC
2. Dr. Muhammed Aslam. NK
3. Dr. Rasheed ahamed P
4. Abdul Razaq. IS-T
5. H. S. S. a. M.
6. Suhail-E
7. Mr. Mustafa
8. Mahamed Aslam. EK
9. Shamma M
10. Mohammed Yasir TS
11. Aboobacker. P.U
12. Saeeda IS-T
13. Ubaidur Rahman.

#### AGENDA -

- ① Approval of the minutes of the last meeting.
- ② Conduct an IT skills enhancement program.
- ③ Conduct a KT&T program-
- ④ Conduct a Career guidance Cell-program.
- ⑤ Presentation of
- ⑥ workshop conducted by SYNQ-MES - presenting in the Staff Council.

#### Decisions -

- ① The minutes of the last IQAC meeting approved by the Committee.

- ② Decided to Conduct a Career guidance program on 29<sup>th</sup> January 2020. - and decided invite Dr. Abdul Raheem as the Resource person.
- ③ Decided to Conduct an Under the Green wood tree program on 31<sup>st</sup> January 2020 - on the topic - The Growing Global power that china is... - the charge was given to mr. Ubaidurrahman.
- ④ Decided to Conduct An "MS word & Excel training for final year students" on 20<sup>th</sup> January 2020.  
The decisions in connection with the program were provided to the Concerned authority, to take necessary arrangements for the programme.
- ⑤ Presented Decided to be a part in the workshop - to be Conducted by SYNA-MES on February month.  
Committee decided to ~~be~~ present the same in the meeting of staff Council.



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minutes of the Committee meeting held on 17/02/2020,  
MONDAY, at principal's chamber at 3.00 pm.

\* Participants of the meeting are;

1. Abdul Majeed.
2. Dr Rasheed Akmal P
3. Hysam M
4. Dr. Mohamed Aslam. NK
5. Mr. Mubin
6. Abdul Razak. KT
7. Suhail-E
8. Mohammed Yasen TT
9. Mohamed Aslam. EK
9. Aboobacker. P.U
10. Saecela. KT
11. Ubaidul Rahmann.

Agenda :-

- > Approval of the minutes of last meeting.
- > Conducit a Career class.
- > Conducit an 'Under the Green wood trees' program.
- > Conducit a Cancer awareness program.

Decisions :-

- > Committee approved the minutes of last meeting.
- > Decided to Conducit an awareness program on Cancer, on 29<sup>th</sup> February 2020.
- > Decided to Conducit a Career development class on the 'Scope of Career in Accounting in association with IPA - Institute, and Decided to Contact 'Mr. Ramakrishna' as the Resource person.

As part of it, Muhammed Yaseen IT was given in charge to do the necessary arrangements for the programme.

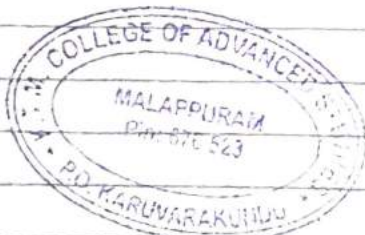
> Committee entrusted Ms: Saeeda KT to take the charge of Cancer awareness program to be held on 29/2/2020.

> Committee decided to conduct a Career development program on "Career options in Accounting and taxation in Collaboration with Accounting Solutions - Perintalmanna. - on 26<sup>th</sup> Feb 2020.

The charge was given to Muhammed Nisar (Faculty of Commerce).

> Committee decided to conduct an 'Under the Green wood tree program on 'The potential Socio-political Impacts of Corona disease. Mr: Rasheed Ahamed P was given in charge to co-ordinate the program.

> Decided to do the needful for SYNA-MOU. and all matters related to this delegated to the Coordinator.



  
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