

## Minutes of the meeting of IQAC meeting held on 20/12/17 (11AM)

### Agenda

1. Welcome : Dr.Zacaria T.V(Co-Ordinator)
2. Presidential address: Dr. Abdulla M.P (Principal &Chairperson of IQAC)
3. Report on 'quality measures'
4. Discussions
5. Decisions
6. Conclusion

### Members Present

1. Dr.Abdulla.M.P
2. Dr.Zacaria T.V
3. Dr.Ibrahim CHolakkal
4. Muthukoya Thangal .P
5. Roy P.P
6. Abdul Latheef K M
7. Dr.Mashoor.K
8. Dr.Shiji Thomas
9. Riyad A.M
10. Askarali.A
11. Jafhar Odakkal
12. Firoz K.T

### The meeting resolved

1. To convene a joint meeting of IQAC and management committee to discuss new quality improvement initiatives
2. To distribute the port folios among IQAC members as per the schedule given below
3. To authorize IQAC co ordinator for preparing the guidelines for each portfolios separately and will circulate the same, before the colleges closes for Xmas vacation

SI No	Portfolio	IQAC Member(s) in Charge
1.	Total Automation Project and Website Renovation	1. Riyad A.M(Convener) 2. Muthukoya Thangal .K.P 3. Dr.Mashoor K 4. Firoz K.T
2.	AQAR	1. Ibrahim Cholakkal(Convener) 2. Rafeeqe Ali M
3.	CAS	1. Abdul Muneer V
4.	Seminar, Workshops Research Activities	1. Dr.Shiji Thomas 2. Dr.Mashoor.K(Convener)
5.	Clubs and Associations	1. Firoz K.T
6.	Library and Information System	1. Dr.Muhammed Haneefa.P
7.	Fine Arts	1. Kamalam Edathil
8.	Coaching Centers	1. Jafhar Odakkal
9.	Staff training	1. Roy P.P
10.	Sports and Games	1. Abdul Latheef K.M 2. Askaralai A(Convener)

Meeting concluded at 12.30 (PM)