



EMEA

COLLEGE OF ARTS AND SCIENCE, Kondotty
Aided by Govt. of Kerala, Affiliate to the University of Calicut
Re-accredited with "A" Grade by NAAC

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IQAC MINUTES 2023-24



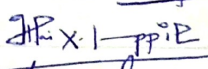
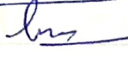




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Proceedings of the meeting of IQAC and Criteria
Co-ordinators held on 16/06/2023 at
IQAC room

Agenda.

1. Approval of AQAR 22-23
2. Discussion about the submission of AQAR 21-22
3. Selection of Joint Co-ordinator
4. Re-constitution of IQAC

Members

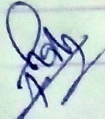
1. Lt. Abdul Rasheed P 
2. Abdurazzaque P.M. 
3. Dr. Abdul Munoor V 
3. M. Ibrahim Chakraborty 
4. Abdul Jaleel M 
5. K.T. Firoz 
6. Haulath K 
7. Absobacker Siddique K.C 

Decisions

1. Decided to appoint the following teachers
are the Criteria Co-ordinators.

Criteria 1 - Mrs. Balkees

Criteria 2 - Mr. Abdul Jaleel and
Mrs. Zaheera

 Criteria 3 - Dr. Rajashekaram and Dr. Mashboor

- Castor 14 = Mr. Shohab
- Castor 5 = Dr. Dehnavaloo
- Castor 6 = Mr. Abubacker Siddeeq
- Castor 7 = Mr. Rafique Ali Mandodam

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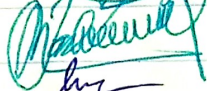
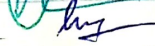
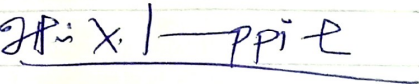

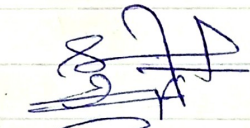
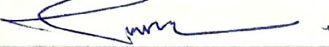







Director
 Federal Institute of Science and Technology
 Model College of Arts and Science
 Area 11, Rawalpindi Cantt. P.O.
 Islamabad - 46000, Pakistan

Proceedings of the Meeting of IQAC Members
held on 26-06-2023 at IQAC Rooms

Agenda

1. Assigning duties for External Co-ordinators.
2. Strengthen the advisory scheme
3. IQAC Handbook
4. Assigning key indicators to teachers.

Members.


1. LT Abdul Lohied P 
2. Ibrahim Chowdhury 
3. Dr. Abdul Muneer V 
4. Hanuath K 
5. Aboobacker Siddique K.C 
6. Dr. Ashraf V 
7. K.T. Anz 
8. Hussain V 
9. Rajanathan ICE 
10. Rafeeqe ali mandodan 
11. Balkees. K.S 
12. Al. K. Zahera Bani 
13. Dr. Mashhoor K 



Coordinator
Internal Quality Assurance Cell (IQAC)

Decisions.

1. Decided to assign one key indicator to each teacher of all centers.
2. Resolved to conduct a workshop to strengthen IQAC, dates are scheduled on 11th and 12th July 2023.
3. Criteria co-ordinators are assigned to deliver the key indicators to the specified teachers.
4. Decided to take policies to increase the result.
5. Decided to conduct the meeting with IQAC for result analysis in each semester.
6. All teachers are assigned to publish four research papers in the coming two years, and 10 book chapter for each faculty member.
7. Decided to conduct a workshop to all HOD's and IQAC co-ordinators.
8. Decided to reintroduce teachers diary.
9. Decided to take policies to strengthen the advisory scheme.


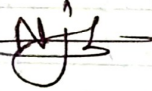







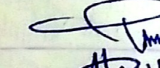


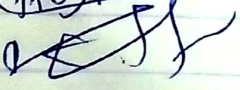

 Co-ordinator
 Internal Quality Assurance (IQAC)
 EMEA College of Arts and Science
 Kandoorai, Kuttanippuzha, PO
 Malappuram District, Kerala

Proceedings of meeting of IQAC with
HOD's held on 27/6/2023 at Seminar Hall

Agenda

1. ~~Pro~~ Student Satisfaction Survey (SSS)
2. Data Collection - Higher Studies and Placement-22-23
3. Academic year 23-24 programmes planning
 - * IPR, Research methodology.
 - * Crosscutting -
 - Environmental,
 - Human values
 - Professional Ethics
 - * Certificate Programme
 - * Bridge course
 - * Extension Pgm
4. Result Evaluation
5. Any of other.

Members

1. Lt. Abdul Latheef P 
2. Mohammed Najeeb, PM 
3. Haulath. K 
4. Kamalam Edathil 
5. Dr. Ramsuya M 
6. Dr. Mashhoor K 
7. Dr. T. Karshnekumar 
8. Dr. Shyji Thomas 
9. Asif W 
10. Husain W 
11. Firoz KIT 
12. Athol. PIC 
13. Dr. Dhyaan. A. M 



Coordinator
IQAC

Decisions

1. Decided to circulate sss google forms to concerned classes.
2. Decided to collect the data of Higher Studies and placement of 23 passport-students.
3. Concluded with vote of thanks



Inter Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEIA College of Arts and Science
Kondotti, Kumminiparamba PO
Malappuram Dt. 673 638

Proceedings of meeting of IQAC with
criteria Co-ordinators and DQAC held on
7/7/23 at IQAC Room

Agenda:

1. Handbook for Department
2. IQAC workshop on 15/7/23

Members:

1. Dr. Abdul Muneer V 7/7/23
2. Lt. Abdul Rasheed P 7/7/23
3. Hanuath K 7/7/23
4. Dr. Ashraf Valar 7/7/23
5. Rajasekharam ICE 7/7/23
6. Dr. Sishabudheen Raikomathodi 7/7/23
7. A.K. Zahera Bannu 7/7/23
8. Ashtheek 7/7/23
9. Abubaker Siddique K.C. 7/7/23
10. Dr. Meshwar K 7/7/23
11. Rafeeqe ali mandodan 7/7/23

Decisions

1. Decided to conduct workshop on 15/7/23
at seminar hall
2. Decided to release the handbook for the
Academic year 23-24
3. meeting concluded with vote of thanks

[Signature]

Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEAC
Kottayam
7/7/23


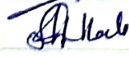


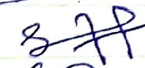


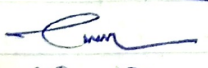



Proceedings of meeting of IOAC with
exileon co-ordinators held on 1/8/23
at IOAC Room

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Agenda

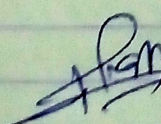
1. AQAR Data Collection 2022-23
2. Work flow and follow-up.
3. ~~Memorandum~~ format discussion for documentation.

Members.

1. Haulath. K 
2. Ashithak 
3. A.K. Zahera Bann 
4. Balkes. K.S 
5. Aboobacker Siddique. K.C 
6. R. Jasekharan K.E 
7. Abdul Jaleel. M 
8. Firoz. K.T 
9. Dr. Ashraf Valoor 
10. Dr. Mashhour K 
11. Rafeeqe ali mandodan 

Decision.

1. Decided to assign one key indicator to each teacher for data collection AQAR 22-23
2. IOAC ~~will~~ Core team will be occasionally monitoring the progress of data collection.
3. ~~The monitoring will be done twice in~~ a month.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA Cell
Faculty of Education and Science
University of Kerala
Kollam

Proceeding of meeting of IQAC Core team
held on 7/08/23

Agenda

1. Composition of IQAC
2. Assign metrics to staff in the constitution
3. Tentative date of programme
4. General Education Programs
5. Bridge course
6. Consideration of IQAC
7. Functioning of clubs and Association
for the academic year 23-24
8. Finearts committee formation
9. A.O.B

Members


1. Dr. Abdul Mugees. V HP: 2.1-11E
2. Haulath. K HP: 2.1-11E
3. Firoz. K HP: 2.1-11E
4. Dr. Ashwini. J HP: 2.1-11E
5. Rajasekharan. J HP: 2.1-11E
6. Dr. Mashkeer. K HP: 2.1-11E
7. Abdul Jalul. M HP: 2.1-11E
8. Ashitha. K HP: 2.1-11E

Decisions

1. The meeting commenced with a discussion on the composition of IQAC
2. It is decided to assign the metrics to each teachers
3. The tentative date for the events was discussed and shared

4. Plan for the upcoming General Business Programme was reviewed. The event is scheduled on 21/8/22 and the Julek will lead the organizing committee

5. The function & class and discussion was debated now emphasizing the need for clear structure and form. Additionally the fire risk class committee was discussed.


 Co-ordinator
 Internal Quality Assurance (IQA)
 EMEA College of Arts and Science
 Keston, Leamington Spa
 Warwickshire CV35 9EF

Meeting of the Committee to Conduct General Induction 2023-24

Agenda:

1. Induction programme for 1st year UG

Decisions Taken:

Participants:

- | | |
|-----------------------|--|
| 1) Dr. Abdul Muneer V | |
| 2) Hanuath B | |
| 3) Athya JIC | |
| 4) Dr. NISAR. O. | |
| 5) Muhammed Faisal T | |
| 6) Firoz K S | |
| 7) Dr. Somsoman | |
| 8) Ashritha K | |
| 9) Dr. Ashraf P | |
| 10) Abdul Jaleel M | |

Decisions

1) It is decided to conduct the induction programme for the first year UG students on 21 & 22 August 2023.

2) General Induction schedule is as follows:

- | | |
|--------------------|-----------------------------------|
| Day I, Session I | - BA Classes - 9:45 - 11:30 |
| Day I, Session II | - Bcom & BBA classes 11:40 - 1:00 |
| Day II, Session I | - BSc classes - 9:45 - 11:30 |
| Day II, Session II | - BVoc - 11:40 - 1:30 |

3) Department level induction schedule:

- | | | |
|-----------------------|--------------------------------|---------|
| BA | - 11:40 - 1:00 PM - Classrooms | } Day I |
| Bcom ^{Inter} | - 1:00 - 2:00 PM - AIT | |
| BBA ^{Koi} | - 1:40 - 11:15 - BBA Classroom | |

BSc classes - 11:40 - 1:00 - Classrooms
 BUoc - 11:40 - 1:00 - AVT } Day II.

4) The in charge of AVT are as follows:

Day I, Session I - Abdul Jaleel.M
 Dr. Nisar.V

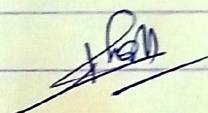
Day I, Session II - Hussain.V
 - Faisal.T

Day II, session I - Feroz.KT
 - Athaf.TK

Day II, Session II - Dr. Ashraf Valuval
 Abdul Jaleel.M

5) NCC cadets are to be made use of
 for assistance.

6) FTA, department level, register should be
 kept in the department level induction.

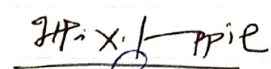

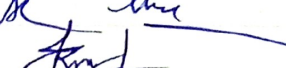


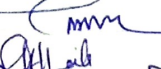







 Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science
 Kondotti, Kummiparamba PO
 Malappuram Dt. 675 633

Proceedings of Meeting of IQAC held
158 on 28/11/23 at IQAC Room

Agenda.

1. Approval of IQAC action plan for upcoming two years.
2. Approval of action plan for departments, clubs, associations and cells.
3. Scheduling meetings for departments, Statutory Committees, clubs and associations.
4. Scheduling meetings for TS and NIS from perspective of IQAC
5. Any other matter

Members

1. Dr. Abdul Muneer. V 
2. Shukath. K 
3. Dr. Ibrahim Chohan 
4. Dr. Mashhour K 
5. Abdurazaque. P. M. 
6. Dr. Riyad. A. M. 
7. K. S. Amir. 
8. Ashitha. K. 
9. Abdul Jaleel. M. 
10. Kamalam Edathil 
11. Dr. Ashraf. Y. 
12. Dr. Afsal. P. C. 

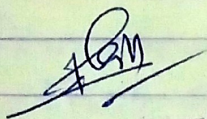
Decisions

1. The IQAC action plans for the upcoming two academic years were unanimously approved.



Internal Quality Assurance
EMEA
Approved by
Coordinator

2. The action plan for departments, clubs, association and cells were reviewed and approved.
3. A schedule of meetings for departments, statutory committees, clubs and association was approved. The schedule will ensure that all units have the opportunity to meet regularly and share their plans and progress with IQAC.
4. A schedule of meeting for PS and NTS was approved.
5. It is decided to conduct an FDP for NTS on December 15 to 19, 2023. on Sunday will be on online mode.
6. It is decided to conduct an FDP for Teaching staff on January 8 - 10 + 12, 2023.



Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kummiparamba PO
Malappuram Dt. 673 638

Proceedings of Meeting of IQAC held on
16/29/11/23 at visitors Room

Agenda :

1. Assignment of Key indicators
2. Data collection for AQAR 2022-23
3. Evaluate criteria wise progress
4. Any other business.

Members :

- 1.
2. Hanu, K. K
3. Askarali, A
4. Rajasekharam, I. E
5. Raj, P. P
6. Dr. Shamsudeen, E
7. Aboobacker Siddeeq, K. C
8. Mohamed Jamshad, I. C
9. Dr. Mashhoor, K
10. Dr. Ashraf, P
11. Dr. P. K. K. K. K. K.
12. Tisha, P. J
13. Balkees, K. S
14. Dr. Shyji Thomas
15. K. T. P. P. P.
16. Dr. Afzal, P. C

Decisions

1. Criterion Co-ordinators are requested to the collection of AQAR Data 2022-23 on or before last week of December.
2. Also they are requested to evaluate the activities of 23-24.

Proceedings of Meeting of IOAC with club
co-ordinators
teachers in single departments held on 13/12/23
at visitors room. 9:30 AM
16

Agenda

1. Review of club activities
2. Assessment of progress and achievements
3. Identification of challenges and proposed solutions.
4. Planning for future initiatives.
5. Any of other Business.

Members:

1. Dr. Abdul Muneer V Off. Secy
2. Hanuath K. Off. Secy
3. A. S. G. M. A. Off. Secy
4. Dr. Afzal PC Off. Secy
5. Abdul Jalil M. Off. Secy
6. Rajasekharan K. Off. Secy
7. Mohamed Sadiq PA Off. Secy
8. Sibi Nijas IP Off. Secy
9. Ummer Thattodi Off. Secy
10. Archana T. Off. Secy
11. Renjitha O.K. Off. Secy
12. Fairouz Jabes Hobhan Off. Secy
13. Dr. Ashraf P Off. Secy
14. Ashitha K Off. Secy

Decisions -

1. Each club co-ordinators are presented a summary of the activities conducted by their respective activities. Discussions were held regarding the participation level, challenges faced and outcome achieved.
2. IOAC co-ordinator provided feed backs on the overall progress of club activities based on the set of objective.
3. planning future initiatives.

161 Proceedings of Meeting of B&AC with
club and Association at on 13/12/2023 at
2.30 PM
Seminar Hall







Agenda :

1. Review of club and Association initiatives
2. Assessment of progress and achievement
3. Identification of challenges and proposed solutions
4. Planning of future initiatives
5. Any other Business.

Members :

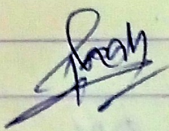
- 1.
2. Askar ali - A.
3. Abidha K P
4. Faseeha PA
5. Hanna K P
6. Sajera Cholakkal
7. Jalla P. I
8. N.K. Zahara Bannu
9. Tisha P. J
10. Dufaida K.M.
11. Anesathim
12. Kamalane Edathil
13. Ray P P
14. Dr. Shamsudeen - e
15. Dr. Anjath O.M
16. Mohamud Al-Saif
17. Rafasekharan ICE
18. MSBR C
19. Muhammed Shafi T.
20. Rafeeq alimundadan
21. Shijil.c
22. Memath Jasim
23. Sibi d. J. 10

161

24. Mohamed Sadiq PA 
25. Yoonus P 
26. Bresting 
27. Hussain V 
28. Dr. Afzal PC 
29. Hanifa K 

Decisions / Actions:

1. Each Club coordinators presented a summary of activities conducted by their respective Club activities.
2. Open discussions centered on challenges faced by clubs and the association with collaborative solutions proposed and agreed upon.
3. Co-ordinators and the association representatives aligned upcoming initiative with the Academic calendar, sharing ideas for collaborative events and projects.



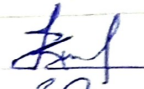




Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kuttanadu
Malappuram D. 673 638

Proceedings of meeting of IQAC with criticism co-ordinators on 17/1/24 at IQAC Room

Agenda

1. Monitoring of department activities for 2023-24
2. Pending data collection for AQAR 2023-24
3. Formation of committees
4. SSR for the period 2021-25
5. IKS

Members

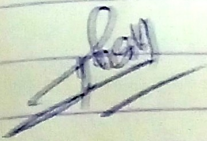
1. Hanu K. K
2. Dr. Mashhour K 
3. Rajashekar K E 
4. Dr. Ajal. JC 
5. Balkees. KS 
6. K. S. Kumar 

Decisions

1. It is decided to monitor the department activity by IQAC teams on 19/1/2024 onwards based on the schedule given below

Time	3 PM to 4 PM
19/01/24	Buoc
22/01/24	Computer Science and DM
23/01/24	Biochemistry
24/01/24	Microbiology
25/01/24	Biotechnology
29/01/24	English
30/01/24	Commerce and Management
31/01/24	Economics and Arts

2. All criterion co-ordinators are requested to create a whatsapp group including their members to the committee
3. The Agenda included deliberation on the preparation of SSR



Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEVA College of Arts and Science
Kandotti, Kuzhithoor, Arumbur PO
Malappuram Dt. 673 638