

Agenda and minutes of the IQAC meeting held on 10-06-2022 at 10:30 am at Principal's Chamber.

Agenda: 1. Future plans for quality enhancement for the academic year 2022-23.

2. Any other matter permitted by the chair.

Members Present:

1. Yohani Saleem

2. Dr. Vijayakumari. K

3. Dr. Chitra Paroogue. T.K.

4. Dr. Niranjana. K.P

5. Rishad .K.

6. Dr. Mumukshu N.S

7. Dr. Azeed Ashraf nashid

8. Mohammed Sufreef. K

9. P.M. RUBEENA.

10. Dr. Anees Mohammed C

omm

K

Rubeena

C

HK

HK

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Decisions taken:

1. It was decided to complete the AQAR for the year 2020-21 by ~~June~~ 17th June 2022.

2. Verify the AQAR 2020-21 before 15-06-2022.

Following teachers are assigned to verify the criteria

Criteria 1 - V.I.J,

Criteria 2 - M.Z, N.I.R

Criteria 3 - A.M.E

Criteria 4 - F.P

" 5 - M.S.K

" 6 - R.K

" 7 - A.W

3. Resolved to submit AQAR 20-21 on 20-6-2022.

4. Resolved to empower the college website.

5. Dr. Anees Mohammed is entrusted as criterion head for crit. 3 instead of H.K.

6. Resolved to implement ERP software.

7. A committee is to be formed for Academic and

- administrative auditing
- Future plans 2022-23
 1. Installation of MIS - DDFS
 2. Upgrade Psychology lab collaborating with Dept. of Psychology



Prof. (P.D.) T. Mohamed Saleem

Faculty of Education
 P.O. P.O. Kozhikode

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It was decided to complete the APAR for the year 2020-21 before 12-01-2022. Following members are assigned to verify the APAR.

- 1. Chairman - V.T.
- 2. Member - M.V.
- 3. Member - P.M.
- 4. Member - P.D.
- 5. Member - M.S.K.
- 6. Member - R.K.
- 7. Member - A.W.

The APAR for the year 2020-21 is being prepared by the APAR committee. The APAR committee is constituted by the members mentioned above. The APAR committee will submit the APAR to the APAR committee for approval.

Agenda and minutes of the IQAC meeting held on
29/07/2022 11 am at Principal's chamber

Agenda

1. AQAR (20-21) submission
2. Introduction of new add on Courses.
3. Any other matters permitted by the chair.

Members Present

1. Mohamed Sleem
2. Dr. Vijayakumar K. Dr.
3. Rishad K. R
4. Dr. Mumthas NS omm
5. Dr. Omer Farooque T.K. h/s
6. Dr. Niranjana K.P. NO
7. Dr. Azeel Abdul Wahid A
8. Mohammed Sreef U. at of
9. P.M. RUBEENA. Rubeena
10. Dr. Anees Mohammed C. A

Decisions taken.

It was resolved to review and modify AQAR (20-21) by IQAC members as the date of submission is extended.

It was decided to take necessary actions to complete the extra questions to be answered in AQAR (20-21).

The meeting entrusted Dr. Anees Mohammed C to update the information regarding introduction of new add on courses.

The meeting resolved to ~~contest~~ Dr. Reekha P to conduct an online orientation on APA style referencing for PG students and research scholars.

Action taken report

IOAC members were asked to review the criterion and extended profile as per the following Schedule

- MZ - Crit-1, NIR - Crit-2, AME - Crit-3,
- FR - Crit-4, Aseed - Crit-5, RK - Crit-6, Sharif: Crit-7

AME submitted an action plan for the add-on course for the academic year 2022-23.

Dr. Rekha arranged the lecture on APA style of referencing for M.Ed and research students on 8/8/2022, the resource person being

Dr. K. Thiyaagu, Asst. Professor, School of Education, Central University of Kerala, Kasaragod.




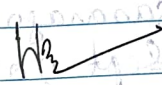


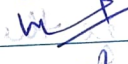
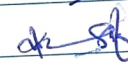


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 Prof. (Dr.) M. Farooq Saleem
 Principal
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 P.O. Farook College, Kozhikode

Agenda and minutes of the IQAC meeting held on 01-09-2022 at 2.30 pm at Principal's Chamber.

Agenda:

1. AQAR (20-21) review
2. Re constitution of IQAC
3. Preparation of SSR.
4. Any other permitted by chair.

Members Present:

1. Mohammed Saleem 
2. Dr. Vijayakumari K.
3. Dr. Amer Farooque T.K. 
4. Dr. Niranjana K.P. 
5. Dr. Azeel Abdul Wahid 
6. Rishad K. 
7. Mohammed Suroof U. 
8. Dr. Anees Mohammed C. 
9. P.M.RUBEENA. 

The meeting resolved to entrust the respective criterion heads to verify the submitted AQAR (20-21) as per the suggestions by NAAC.

Research scholar Zeenath P.Y is selected as the student representative of IQAC for the academic year 2022-23.

The first draft of the SSR to be prepared on 14th Sept. 2022 by organizing a work shop.

The committee for each criterion to prepare SSR is formed as below:

Criterion 1: FJ, ABD

Criterion 2: MZ, IRS.

Criterion 3: PQ, AMC

Criterion 4: MSK, JHR.

Criterion 5: A T, RAJ

Criterion 6: RK, AW

Criterion 7: NC, RP

VIJ, JM, NIR, FA are assigned for the preparation of extended profile.

An international level programme on Ethical meaning of Masters in Education with

as resource person, Workshop on research reporting with resource person as Dr. Thiyaagu, Asst. Professor CUK, Kasaragod are planned on 19th and 20th Sept 2022.

A training programme for NTS is also planned and ^{Junior hyperintendent} Rubena is entrusted to organize the programme.

Action taken

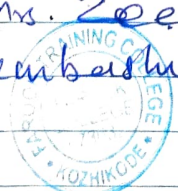
The corrections are made by the criterion heads and IQAE members in the AQAR 20-21 as per the suggestions/remarks of NAAC.

The faculty members are informed about the SSR workshop on 14th Sept. 2022 and the printed copy of SSR are distributed for criterion heads for reference.

AAW, RP, RK and FA have taken the initiative for the international and national colloquium/workshop.

Mrs. Rubena has taken initiative for training programme for NTS.

Mrs. Zeenath P.Y is informed about the membership in IQAE through phone.



Agenda and minutes of the IQAC meeting held on
03-10-2022 3:30 pm at Principal's Chamber

Agenda

AQAR 2021-22

SSR

Any other permitted by the Chair.

Members present.

1. Mohamed Saleem M.S.
2. Dr. Azeed Abdul Wahid A.W.
3. Dr. Umar Farooque P.T. U.F.
4. Dr. Mumthas NS M.N.S.
5. Dr. Nivangama K.P. N.K.P.
6. Dr. Anees Mohammed C A.M.C.
7. P.M. RUBEENA. Rubeena.
8. Dr. Vijayakumari K. V.K.
9. Zeenath P.Y. Z.P.Y.

The meeting discussed about the AQAR 2021-22 and resolved to complete the process at the earliest. A review of the workshop on preparation of SSR was done and expressed content on the progress.

It was decided to arrange the necessary supporting documents of AQAR 2021-22 criteria. The meeting resolved to involve research scholars in the preparation of SSR after giving an orientation.

Training programme for NTS is to be organized and Smt. P.M. Rubeena is entrusted to organise the programme.

Action taken :

- * IQAC co-ordinator gave an orientation on SSR to the research scholars.
- * Each criterion group (CAQR) initiated the process of selection and arrangement of supporting documents of completed items

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Agenda and minutes of the IQAC meeting held on
21-11-2022 3 pm at Principal's chamber

Agenda

AQAR 2021-22 session

SSR preparation-orientation

Any other permitted by the chair.

Members present -

1. Mohd. Sidiq
2. Dr. Vijayakumari.K. th
3. Dr. Niranjana.K.P. No
4. Dr. Anees Mohammed C. th
5. Dr. Azeem Abdul Wahid th
6. Dr. Omer Farooque.T.K. th
7. Dr. Munthasir S. GM
8. Zeenatti.P.Y. th

The meeting discussed the progress of preparation of AQAR for 2021-22 and analyzed the same criteria wise. Criterion heads are entrusted to complete the task.

As the previous workshop on SSR preparation was based on the earlier version of SSR, an orientation for the same is scheduled in the month of December 2022.

The committee discussed on the recent request of Program co-ordinator, Focus group of Curriculum Revision Committee, SCERT, Kerala to organize a workshop to finalize the report in the college and resolved to permit the same.

Workshop for SAG (State Achievement Survey) also was discussed and resolved to conduct the workshop of Achievement Survey.

Action Taken:

1. Workshop on Curriculum Revision
- Focus group 3 - 3 days residential workshop on vision paper editing cum translation work organized at FTC from 28/11/22 to 30/11/2022.
2. Completed the draft copy of AQAR 2021-22.

3.



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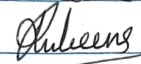




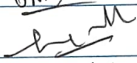
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P.O. Farook College, Kozhikode

Agenda and minutes of IQAC meeting held on 23-12-2022
11:30 am at Principal's Chamber

Agenda

1. AQAR 2021-22 Approval
2. SSR preparation.
3. Any other permitted by the chair.

Members present:

1. Mohd. Sulim 
2. Dr. Vijayakumari K 
3. Dr. Anees Mohammed C 
4. P. M. RUBEENA. 
5. Dr. Umer Farooque. T.K. 
6. Dr. Azeel Abdul Wahid 
7. Dr. Nivanjama. K.P 
8. Dr. Munthas N S 
9. Zeenath. P.Y 

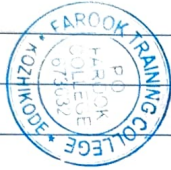
1. Draft Copy of the AQAR 2021-22 was analysed in the meeting and was approved for submission. The meeting resolved to initiate the work for preparation of SSR immediately. The ~~first~~^{orientation} workshop for the same ~~was~~ is scheduled on 29/12/2022 involving all the faculty members.

A certificate Course ~~was~~ 'Data Analysis: A Basic Course' is proposed by Dr. Muneer V is approved by the cell.

Action taken:

1. AQAR 2021-22 was re-checked and submitted on 03/01/2023.
2. Criterion wise meeting was conducted to discuss the merits and demerits in each criteria

3. An orientation programme was conducted on SSR preparation for all staff by Principal on 29/12/2022 in online mode.
4. The progress of preparation of SSR was discussed with each criterion heads.



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P.O. Farook College Kozhikode

Agenda and minutes of IQAC meeting held on
05-01-2023 3.30pm at Principal's Chamber.

Agenda.

1. IQA submission.
2. SSR
3. Any other permitted by the chair.

Members Present .

Dr. Mohamed Sajeem	<u>h</u>
Dr. Meenakshi A. S. P.	<u>mm</u>
Dr. Fathima Faseena	<u>A</u>
Rajitha. K. V	<u>mm</u>
Dr. Azeed Abdul Wahid	<u>K</u>
Dr. Umer Farooque. P.K.	<u>W</u> 05/01/2023
Dr. Jouhar Munavvit	<u>Jouhar</u>
Dr. Rekha. P	<u>R</u>
Rishad. Koolothumthuzeli	<u>W</u>
Zeenalli. P.Y	<u>hi</u>
Dr. Nivanjama. K.P	<u>Ne</u>

The meeting discussed on the progress of preparation of SSR. Principal discussed with IQAC members on the completion of IQA and to collect the necessary documents.

Strength and weakness of the college based on each criteria was discussed. Need for SSR correction works to be made fast was discussed in the meeting.

Action taken:

- Each criterion was analyzed in depth by the committee members, research scholars and IQAC members.
- Corrections in SSR are incorporated as per the suggestions of the special groups after analysis.

MS



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- Prepare ramb / lift to library
- Organise FDP for teachers
- Training programmes for NTS,

Action taken.

1. An on line meeting was conducted and assessed the progress of preparation.
2. University orders on approval of courses in the college was collected.
3. Each criterion is analysed question wise by the special team.
4. Documents for SSR are collected and arranged by each criterion group.
5. Entrusted Dr. Aseel Abdulwahid to conduct Faculty Development programme and conducted a 7 day program on Concerns of Academic research in Social Sciences from 10 to 16 May 2023 in collaboration with ISS college of Teacher Education Perinthalmanna & Khaja Banda Nawas University, Karnataka.




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