

Minutes of the IQAC meeting conducted on 25.07.2019 at 2:00 pm in the IQAC Room.

Agenda:

1. Review of work done
2. Action plan towards the year 2019-20
3. Any other matter

Members present:

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|--------------------------|--------------------------------|
| 1. Dr. Ushakumari | Principal |
| 2. Dr. Prajit Chandran | Coordinator (2019-20) |
| 3. Dr. Unni Amapparakkal | HOD, Dept. of Malayalam |
| 4. Dr. Sainuddeen PT | HOD, Dept. of Arabic |
| 5. Sri. Rajish Kumar | HOD, Dept. of Mathematics |
| 6. Dr. Vijila V | HOD, Dept. of Commerce |
| 7. Sri. Sennichan | Office Superintendent |
| 8. Sri. Babu V P | Former Principal |
| 9. Sri. Mohammed Ikhbal | Former HOD of Dept. of English |


Decisions:

1. A meeting shall be held to include all teachers to assign charges towards AQAR for different years.
2. An action plan towards new construction and new courses shall be chalked out with the support of PTA/Alumni and all stakeholders. DCE shall be informed about the forthcoming NAAC visit and steps taken to expedite the process at the earliest.
3. The college website shall be made more comprehensive to include features such as feedback from stakeholders, progression of students etc.
4. A presentation shall be made to the Principal regarding the pending proposals and other college developmental issues such as the 8-crore KIFBI fund, library automation, Calicut university information centre etc.
5. A meet with MLA is proposed and Sri. V P Babu shall be a part of the team.
6. The internal audit and external audit shall be conducted this year.
7. An estimate of different proposals shall be made to fasten the various works related to the college development.
8. A meeting shall be arranged on 1st August to assign charges to different teachers regarding the above action plan.

The meeting ended at 4:30 pm.


IQAC Coordinator, 2020-21
Dr. Shikhi. M.




Principal
Principal,
T.M. GOVT COLLEGE
TIRUR

Minutes of the IQAC meeting conducted on 01.08.2019 at 3:15 pm in the Principal's Chamber, TMGC Tirur.

Agenda:

1. Delegation of duties to members/teachers for the year 2019-20.
2. Any other matter.

Members present:

1. Dr. Ushakumari	Principal
2. Dr. Prajit Chandran	Coordinator (2019-20)
3. Dr. Sainuddeen PT	HOD, Dept. of Arabic
4. Sri. Rajish Kumar	HOD, Dept. of Mathematics
5. Smt. Jincy V K	For HOD, Dept. of Commerce
6. Sri. Sennichan	Office Superintendent
7. Smt. Jini Mathew	Librarian(Special invitee)
8. Sri. Sajan M S	PTA Vice-President (Special invitee)


Decisions:

1. Resolved to conduct a visit to the MLA to apprise him of the KIFBI project and courses for the college in the light of the next NAAC visit. A team is constituted to meet the MLA as follows:
 - a) Prof. VP Babu (Former Principal)
 - b) Lt. Shukoor Illath (Assistant Professor, Physical education dept)
 - c) Dr. Jabir K T (Assistant Professor, Arabic Department)
 - d) Sri Rajan M S (PTA Vice-President)New constructions and vision plan shall also be appraised to MLA.
2. The existing website shall be made more comprehensive to include additional features such as feedback from various stake holders, tracking former students (alumni) and all aspects of a modern website. Sri Badisha V ((Assistant Professor, Department of Commerce) has been entrusted the responsibility to explore various possibilities and a report shall be submitted in this regard at the earliest.
3. The library issues related to automation and digitalisation shall be addressed. The above assignment shall be entrusted to the librarian Jini Mathew and Sri Rajish Kumar (Assistant Professor, Department of Mathematics).
4. Academic calendar for the year 19-20 shall be prepared by Dr Vinod Kumar (Assistant Professor, Department of Mathematics).
5. The campus beautification shall be addressed at the earliest. (Teacher In charge- Dr Vijila Assistant Professor, Department of Commerce).
6. The proposals and estimates for new constructions shall be addressed. The following teachers are entrusted the assignment
 - a) Lt. Shukoor Illath, Assistant Professor, Department of Physical Education
 - b) Dr. Jabir K T (Assistant Professor, Arabic Department)
 - c) Sri. Anil Kumar M P (Assistant Professor, Department of Mathematics).

7. The AQAR towards 17-18 and 18-19 shall be uploaded at the earliest. (Teacher in charge- Dr Prajit Chandran, IQAC Coordinator & Rekha A M, Assistant Professor, Department of Mathematics).
8. The data towards AQAR 19-20 shall be maintained at the respective departments. The required files, folders and other required stationaries shall be arranged for and provided at the earliest.
9. The internal academic audit shall be conducted this academic year. All department HOD's shall coordinate the audit as per the directions of IQAC.
10. The external academic audit shall be conducted this academic year.

The meeting ended at 4:30 pm.

Shilchi
IQAC Coordinator, (2020-21)
Dr. Shilchi - M.



[Signature]
Principal
Principal,
Y.M. GOVT COLLEGE
TIRUR