



Thunchan Memorial Govt. College, Tirur

Accredited by NAAC with CGPA 2.99 & B++ Grade

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Extended Profile

6.5.3

Minutes of IQAC Meetings



Minutes of the IQAC meeting held on
01- June - 2023 , 3:30 pm at IQAC Room.

Agenda

1. Review of ATR of previous meeting
2. Preparation of Annual plan for the year 2023-24
3. Preparation of Academic Calendar for 2023-24
4. Conducting workshop for faculty on filing SSR

Present:

1. Dr. Ajith MS (Principal)
2. Dr. Abdul Jaleel T (Coordinator)
3. Dr. Makash KG (NAAC Steering Committee Convener)
4. Badisha. V (Member)
5. Rekha AM (Member)
6. Soumya. C (Member)
7. Shafi T (Member)
8. Lisha E (Member)
9. Dr. Divya E (Member)

The following decisions were made in the meeting

1. Action Taken Report of previous meeting is approved
2. Conducted a workshop on Revised Manual of SSR, Revised SOP and New Bench Marks of Qmqs and Qmqs on 04 April 2023. Dr. Babu BK, Principal, Alshifa Arts and Science College, Perinthalmanna led the work shop.
3. IQAC Submitted on 15 May 2023 and accepted by NAAC on 30th May 2023.
4. Decided to prepare annual plan for the academic year 2023, and Mr. Badisha V is appointed as member incharge of annual plan.
5. Discussed about the programmes to be included in the academic Calendar for 2023-24.

6. Decided to extend the Validity of College wise Committees, Clubs and Cells until the Finalization of Transfer orders of teachers
7. Decided to conduct an orientation Programme on preparing Supporting documents for SSR
8. Decided to direct all departments to prepare time table, course allocation and department level academic Calendar.

The meeting was concluded at 5:00pm.

Dr. Abdul Jaleel T
Co-ordinator IQAC

Dr. Ajith MS
Chairman, IQAC

**ACTION TAKEN REPORT OF THE MEETING HELD ON
01/06/2023**

1. Reviewed the Action taken report of the previous meeting held on 4th April 2023.
2. An Annual plan for the year 2023 -24 in conformity with the academic calendar approved by the college council.
3. All faculty members were engaged in the final drafting of SSR due to the NACC Assessment during the month of June. So IQAC was unable to conduct Seminars or workshops for them.



**Coordinator
IQAC
T.M. Govt. College, TIRUR**

MINUTES OF THE IQAC meeting held on
15 June 2023 at 3:30 pm at IQAC Room.

Agenda.

1. Placement Proposals - Schedule the process.

Present.

1. Dr. Ajith MS
2. Dr. Abdul Jaleel T
3. Dr. Magesh KG
4. Badisha V
5. Rekha AM
6. Shafi T
7. Lisha E.

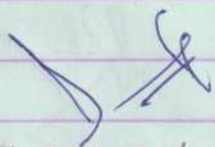
The following decisions were made in the meeting

1. As the Directorate of Collegiate Education called for the proposals for placement (all steps), it is decided to direct all faculty members who are eligible for submitting proposal as per the circular of the DCE on or before 05/07/2023.
2. It is ~~directed~~ decided to direct all departments to submit a list of experts for screening committee to forward the same to the University of Calicut, to get approved the list of subject experts by the Vice Chancellor.
3. Decided to conduct screening committee of the subjects of faculty members who submit the proposals on 10 & 11 July 2023 at Principal's Chamber.

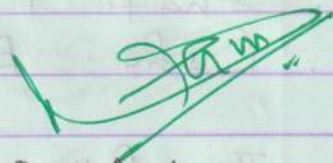
4. Decided to forward the Scanned copy and hand copies of the proposals for the placement as Associate professor to the DCE after verification of IQAC before 15/07/2023.

5. Decided to forward the Soft copies of the proposals for the placement as Assistant (Academic Level II & 12) to the DCE through DDFS after the Screening Committee.

The meeting was concluded at 04:00 PM.



Dr. Abdul Jaleel T
Coordinator, IQAC



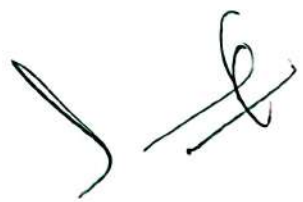
Dr. Ajith MS
Chairman, IQAC

ACTION TAKEN REPORT OF THE MEETING HELD ON 15/06/2023

1. IQAC Monitored the process of submitting proposals for placements of the following faculty members during July session and forwarded the same to DCE after verification. The details are under.

SL NO	DEPARTMENT	NAME	PROPOSED STAGE	Remarks
1	Arabic	Sri. Salahudhin K	11	Approved on 10/07/2023
2	Arabic	Sri. Shafi T	11	Approved on 10/07/2023
3	Malayalam	Dr. Divya V	11	Approved on
4	Commerce	Sri. Badisha V	12	Approved on 10/07/2023
5	Commerce	Dr. Vineesh Ottuparammal	13 A	Approved on 07/07/2023
6	Arabic	Dr. Abdul Jallel T	13 A	Approved on 07/07/2023
7	Physics	Dr. Aboothahir Afzal	12	Approved on 10/07/2023
8	Physics	Smt. Soumya C	11	Approved on 10/07/2023
9	Commerce	Dr. Makesh K.G	12	Approved on 10/07/2023
10	Mathematics	Dr. Jalsiya M.P	12	Approved on 11/07/2023
11	Arabic	Dr. Jabir KT	12	Approved on 10/07/2023
12	Physical Edn.	Capt. Shukkoor Illath	12	Returned
13	Arabic	Dr. Mohammed A	13 A	Approved on 15/07/23
14	Malayalam	Dayanandan	12	Approved on 11/07/2023
15	Malayalam	Muthu. K	11	Approved on 11/07/2023




Coordinator
IQAC
T.M. Govt. College, TIRUR

Minutes of the IQAC meeting held on 13-
July 2023 at 01:30 pm at IQAC Room.

Agenda

1. Final Submission of SSR and Payment of SSR fees
2. Orientation for Students on SSR.

Present:

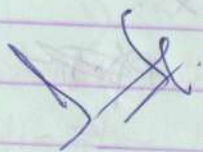
1. Dr. Ajith M (Principal)
2. Dr. Abdul Jaleel T (Coordinator)
3. Badisha V (Member)
4. Dr. Divya V (Member)
5. Shafi T (Member)
6. Lisha E (Member)
7. Rekha AM (Member)
8. Soumya C (Member)

The following Decisions were made in the meeting

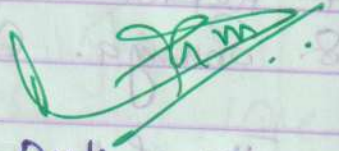
1. Discussed the content of SSR in detail and found some short comings in the supporting documents and some spelling mistakes in the content.
2. Decided to pay the first phase payment of SSR fee on 13/07/2023.
3. Decided to submit the SSR after completing the supporting documents and correcting the spelling mistakes.
4. It is Resolved to conduct a department level visit to evaluate the progress of preparation of supporting documents.

5. Decided to conduct orientation classes for students on Students' Satisfaction Survey to ensure the participation and response of them to ssr questions. Mrs. Kavitha, Assistant Professor of Commerce is appointed as the convener of orientation classes for students.
6. To prepare online questionnaire for getting feedback on Teaching learning and evaluation.

The meeting was concluded at 02:30pm.



Dr. Abdul Taleel T
Co-ordinator, IQAE

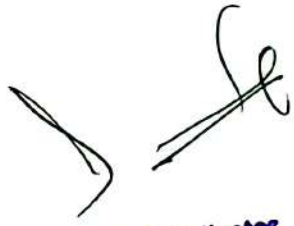


Dr. Ajith M
Chairman, IQAE

**ACTION TAKEN REPORT OF THE MEETING HELD ON
13/07/2023**

1. Discussed the S.S.R. in detail and recommended to fetch some necessary supporting documents and checked the content and suggested some changes.
2. Paid the first phase payment of S.S.R. on 13/07/2023.
3. Conducted a department wise visit and evaluated the supporting documents.
4. Conducted orientation classes for students regarding NAAC assessment. Mrs. Kavitha, Assistant professor of Commerce monitored the sessions.
5. Distributed online Feedback Questionnaire upon teaching, learning and evaluation.



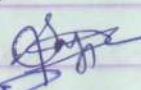
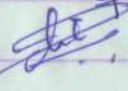

**Coordinator
IQAC
T.M. Govt. College, TIRUR**

Minutes of the IQAC meeting held on 27-July-2023 at 03:30 pm at IQAC Room.

Agenda

1. Preparation of a draft copy of Committees and Co ordinators for the academic year 2023-24.
2. Preparation of Proposals for Fund for the modernisation of IQAC Room.
3. Finalizing the proposals of departments, office and clubs.

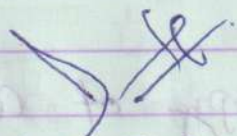
Present:

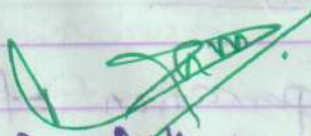
1. Dr. Ajith M (Principal) 
2. Dr. Abdul Jaleel T 
3. Badzha V 
4. Shafi T 
5. Soumya C 
6. Lisha E 
7. Rekha AM. 

The following decisions were made in the meeting

1. Discussed in detail about the coordinators and members of the College level Statutory bodies, Committees and clubs and finalized the draft to Submit the Same to the College Council for approval.
2. Finalize the Proposal for modernization of IQAC Room.
3. Discussed the proposals of departments, office and clubs and decided to forward the Same to the Purchase Committee for approval.

The meeting was concluded at 04:30pm

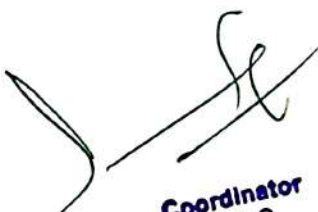

Dr. Abdul Faleel T.
Co-ordinator, IQAC


Dr. Githi M.
Chairman, IQAC

**ACTION TAKEN REPORT OF THE MEETING HELD ON
27/07/2023.**

1. Formed committees and appointed coordinators for the academic year 2023- 24.
2. Drafted the proposal to modernize the IQAC room.
3. Forwarded the proposals of departments, office and clubs to the purchase committee for approval.




**Coordinator
IQAC
T.M. Govt. College, TIRUR**

MINUTES OF THE IQAC MEETING HELD ON 10 AUG 23
AT 01:30 PM AT Principal's Chamber.

Agenda:

1. Dvv clarification
2. Preparation of essential supporting documents for Dvv

Present:

1. Dr. AJITH MS
2. Dr. ABDUL JALEEL T
3. LISHA E
4. BADISHA V
5. SHAFI T
6. REKHA AM
7. SOUMYA C

The following decisions were made in the meeting

1. Distributed the queries of Dvv for clarification among the criteria leaders to prepare the clarification notes and supporting documents.
2. Decided to prepare and submit the supporting documents before 20/08/2023 to upload the documents before 24/08/23.

The meeting was concluded at 2:30 pm.

Dr. Abdul Jaleel T
Co-ordinator, IQAC

Dr. Ajith MS
Chairman, IQAC

ACTION TAKEN REPORT OF THE MEETING HELD ON

10-08-2023

1. Collected the clarifications notes and supporting documents regarding NAAC from the criteria leaders.
2. Uploaded DVV and supporting documents on 24/08/2023.



Coordinator
IQAC
T.M. Govt. College, TIRUR

Minutes of the IQAC meeting held on 21 September 2023 at 01:30 PM at Principal's Chambers

Agenda

1. Pre-qualification of SSR
2. Decision on NAAC peer team visit.
3. Selection of Hotels for accommodation of NAAC peer team

Present:

1. Dr. Ajith MS
2. Dr. Abdul Taleel T
3. Rekha AM
4. Sonmya C
5. Lisha E
6. Badisha V
7. Shafi T

The following decisions were made in the meeting.

1. The Co-ordinator reported that the college has completed the pre qualification process for NAAC peer team, and suggested three dates for peer team visit.
2. Decided to submit the dates of visit as per the following preferences: 1: 03 & 04 Jan 2024, 2: 13th & 14th Dec - 2023, 3: 28 & 29 Nov - 2023
3. Decided to find out suitable hotels nearby the college for accommodation of the team

The meeting was concluded at 02:30 PM.

Dr. Abdul Taleel T

Dr. Ajith MS

**ACTION TAKEN REPORT OF THE MEETING HELD ON
21/09/2023.**

1. IQAC completed the process for Pre – qualification of S.S.R.
2. Submitted the Schedule for visits to NAAC office.
3. Booked room For NACC peer team at Hotel Rydges Inn,
Kottakkal.




Coordinator
IQAC
T.M. Govt. College, TIRUR

Meeting No. 11

Minutes of the IQAC meeting held on 11-10-2023
at 2:30 pm at IQAC Room

Agenda

1. Evaluation of progress of documentation works in the departments.
2. Discussion on the progression of college development and modernization works.
3. Principal promotion - Submission of proposals - verification

Present

1. Dr. Ajith MS
2. Dr. Abdul Jaleel
3. Rekha AM
4. Badisha V
5. Soumya C
6. Dr. Jalsiya MP.
7. Lisha E
8. Shafi T

The following decisions were made in the meeting.

1. Decided to visit the departments and clubs for the evaluation of the progress of documentation and to give assistance if needed.
2. Discussed the developments of modernization works.

The Principal reported that the Directorate of Collegiate Education has allocated funds for conducting workshops and seminars, and for the purchase of IT equipments and modernization works of the college buildings and premises.

3. Decided to direct the faculty members who are qualified for the promotion as the principal of Govt. Colleges to submit their proposal on or before 31/10/2023.

The meeting was concluded at 03:30 PM


Dr. Abdul Taleel T
Coordinator, IQAC


Dr. Ajith MS
Chairman, IQAC

**ACTION TAKEN REPORT OF THE MEETING HELD ON
11/10/2023.**

1. Visited the departments and clubs and evaluated the documentation process regarding NACC.
2. Gave suggestions of IQAC regarding modernization works.
3. utilized the funds allocated for conducting workshops, seminars, and the purchase of IT equipments and for modernization works.
4. The proposal of Dr. Anil Kumar M P, faculty member of the Department of Mathematics for the promotion as the Principal of Govt. college submitted.




Coordinator
IQAC
T.M. Govt. College, TIRUR

Minutes of the IQAC meeting held on ¹³ 14/11/23
at 10:30 AM at IQAC Room.

Agenda

① Schedule of NAAC Peer team visit -
possibilities ~~for~~ the postponement or face the visit.

Present:

- ① Dr. Ajith MS
- ② Dr. Abdul Jaleel T
- ③ Badish V ~~AM~~
- ④ Rekha AM ~~AM~~
- ⑤ Shafi T
- ⑥ Lisha E
- ⑦ Dr. Jalsiya MB
- ⑧ Soumya C

The following decisions were made in the meeting

1. As the NAAC authority informed the college that the peer team visit is scheduled to 13th & 14th December 2023, so it is decided to contact with NAAC authority and ^{submit a} request for the postponement of the visit schedule through the portal and Email.
2. It is also decided to prepare for ^{at the same time} facing NAAC peer team on the scheduled dates itself if the postponement will be impossible.
3. It is decided to speed up the modernization works and construction works which are under going in the campus, and to start the other works immediately.

The Meeting was concluded at 11:30 AM.

Dr. Abdul Jaleel T

Dr. Ajith MS

**ACTION TAKEN REPORT OF THE MEETING HELD ON
14/11/2023.**

1. Requested the Accreditation Authority to postpone the NAAC Peer Team Visit from 13th & 14th December 2023.
2. Took necessary measures to accelerate the construction and modernization works.




Coordinator
IQAC
T.M. Govt. College, TIRUR

Minutes of the IQAC meeting held on
13-12-2023 at 3:00 PM at ARABAT Room.

Agenda

1. Final review of NAAC Preparation works
2. Communicate to NAAC Coordinator for Scheduling new visit - Date.
3. Presentations of the departments.

Present :

- ① Dr. AJITH M.S.
- ② Dr. Abdul Jaleel T
- ③ Badusha V
- ④ Rekha A.M
- ⑤ Dr. VINOD KUMAR P
- ⑥ Dr. Jabiya M.P
- ⑦ Soumya C
- ⑧ Lisha E.
- ⑨ SHAFI T

10

The following decisions were made in the meeting

1. Review of the works related to the NAAC visit was done in the meeting.
2. As the college has not got the rescheduled date for the peer team visit, The IQAC Coordinator contacted with the NAAC office, Bengaluru by phone to know the actual date for the peer team visit. And they informed that the date of peer team visit is not confirmed yet.
3. It is decided to conduct department wise

presentations and discussions next week also

The meeting was concluded at 4.00 pm.

Dr Abdul Jaleel
Co-ordinator, IQAC

Dr Ajith M,
Chairman, IQAC

- Present :
1. Dr. A. J. M.
 2. Dr. Abdul Jaleel
 3. Dr. A. M.
 4. Dr. V. K. M.
 5. Dr. Jaleel M. P.
 6. Dr. A. M.
 7. Dr. A. M.
 8. Dr. A. M.
 9. Dr. A. M.
 10. Dr. A. M.

The following decisions were made in the meeting

1. Review of the work started in the visit was done in the meeting.
2. As the college has not got the presidential date for the four term visit, the IQAC coordinator contacted with the IQAC office Bangalore for advice to know the correct date for the four term visit.
3. It is decided to conduct departmental visit. And they informed that the date of four term visit is not confirmed yet.

**ACTION TAKEN REPORT OF THE MEETING HELD ON
13/12/2023.**

1. Prepared Department wise Discussions and Presentations.
2. Contacted NAAC office Bangalore regarding the rescheduling of the Dates of NAAC Peer team Visit.
3. IQAC Monitored A final review of NACC Preparation works.




**Coordinator
IQAC
T.M. Govt. College, TIRUPUR**

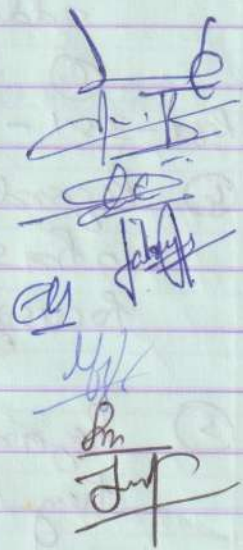
Minutes of IQAE Members, Criterion Leaders and DVV Re-DVV Criteria Leaders, held on 19/02/2024 at 02:15 pm at IQAE Room.

Agenda:-

1. Submission of Appeal on NAAC Grade and Grade point.
2. Reporting the work progress of DVV document preparation.
3. Preparation of KIRF reports and supporting documents and Submission.

Present

1. Dr. Abdul Jalil T
2. Rehana A-M
3. Lisha E
4. Dr. Jalsiya M-P
5. Bondish M-V
6. Dr. Aboothakim Afzal
7. Shafi T
8. Teena M-P
9. Dnyan V



The following decisions were made in the meeting

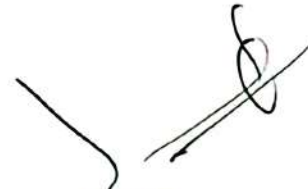
1. Decided to Submit an appeal on NAAC Grade and Grade point.
2. Decided to Submit an application for Re-DVV to NAAC in 3, 4 & 5 Criteria.
- ③ ~~To prepare~~ Regarding the Criteria 3, decided to focus on the Key indicators 3.4.3 & 3.5.1.
 Regd. 3.4.3 : @ to write the scheme as per sop
 (b) To modify the excel data by adding options and descriptions.
 (c) To attach the Geo-tagged photograph
 Regd-3.5.1 - To prepare list of programmes under focus
- ④ Regarding the C4, (4.4.1) Infrastructure maintenance is the focusing point in Re DVV.
- ⑤ Regarding the C5, Focus on the key indicators ~~5.3~~ 5.1.2, 5.3.1 and 5.3.2 for Re-DVV.
- ⑥ Decided to Submit the KIRF ^{Report} ~~Application~~ on 10-March-2024.

The meeting is concluded on 4.00 pm.

**ACTION TAKEN REPORT OF THE MEETING HELD ON
19/02/2024.**

1. Submitted an appeal on NAAC Grade and Grade Point.
2. Applied for Re- DVV to NAAC in 3,4 & Criteria.
3. Focused more on the Key indicators (3.4.3, 3.5.1 ,4.4.1, 5.1.2, 5.3.2)




**Coordinator
IQAC
T.M. Govt. College, TIRUR**