



Internal Quality Assurance Cell (IQAC)

Govt. College Malappuram

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Minutes of the IQAC meeting held on 9th December 2021 (Thursday),
2.30PM at Principal's Chamber

MEMBERS PRESENT

1. Dr. Damodaran kk, Principal and Chairperson
2. Dr. V. Sulaiman (Vice - Principal and Head, Dept. of Islamic History)
3. Dr. Muhamed VM (Head, Dept. of Arabic)
4. Ameer Babu (Dept. of Commerce)
5. Ashraf Panancheri (Head, Dept. of Economics)
6. Moideen Thottassery (Head, Dept. of History)
7. Salahudhin (Head in Charge, Dept. of Malayalam)
8. Dr. Prajit Chandran (Head, Dept of Physics)
9. Sajayan.T (Head, Dept. of Statistics)
10. Dr. Sageera M P (NAAC Coordinator)
11. Sabida Moozhikkal (NSS Programme Officer)
12. Senior Superintendent
13. Head Accountant
14. Dr. Shakkela (Alumni Coordinator and Head, Dept. of Urdu)
15. Sulaiman MK, IQAC Coordinator

MEMBERS ABSENT

1. Dr. Geetha Nambiar (Head, Dept. of Chemistry)
2. Dr Zainul Abid kotta (Head, Dept. of English)
3. Capt. Jahfarali. T.H (NCC Programme Officer)
4. Municipal chairperson
5. Union Chairman
6. Chairman, College Development Council
7. Mrs. Shanthi P (Managing Director, Deepa Garments and Export & I ITD, Thrissur)
8. Dr. Kunhimammed Puthalath, PTA Vice President

AGENDA

- 1) Review of Action Plan for 2021-22 and Presentation of Action Taken Report
- 2) Review of Golden Jubilee Programs
- 3) Submission of AQAR 2020-21
- 4) Preparation of SSR
- 5) Best Practises
- 6) Internal and External Academic Audits
- 7) Institution Development Plan (IDP)
- 8) Other matters

DECISIONS

IQAC Coordinator, Sulaiman MK welcomed the IQAC members and Principal, Dr. K. K Damodaran presided the meeting. Dr. Sageera M P, NAAC Coordinator recorded vote of thanks. The decisions taken on agendas are as follows

Agenda	Decisions
Review of Action Plan for 2021-22 and Presentation of Action Taken Report	<p>IQAC Coordinator presented the action taken report of the Action plan for 2021-22 and the members discussed the relevant items. The action taken report is attached with the minutes. The committee resolved the following after the detailed discussion</p> <ol style="list-style-type: none">1. College development seminar should be conducted the in resonance with the Institutional Development Plan requested by Directorate of Collegiate Education as soon as possible2. Various committees and cell are to be submit the action plan immediately3. IQAC entrusted the Librarian to submit the requirements and take immediate action for completion of Library Automation4. Biogas system needed to be reinstated and functioned soon and Dr. Unni Amapparakkal was entrusted for the necessary actions.5. IQAC recommended to update the academic calendar for 2020-21 and entrusted Lt. Jahfarali for this
Review of Golden Jubilee Programs	Members reviewed the activities and expressed satisfaction. The committee recommended to conduct the Golden Jubilee activities in tune with the NAAC accreditation process
Submission of AQAR 2020-21	IQAC Coordinator informed the meeting the date extension of AQAR period up to December 31 st and the committee resolved to conduct and begin maximum number of activities before December 31 st . IQAC recommended to sign MoUs with reputed nearby institutions for academic and resource exchange
Preparation of SSR	IQAC discussed the SSR submission and resolved the following. IQAC and NAAC teams should go through the SSR

	points and requirements thoroughly, and SSR preparation should start as early as possible with participation of all staff in the college
Best Practises	Different novel best practices were discussed in the meeting. Finally, the best practise of 'Hunger Free Campus' with the support of staff and students were chosen for the implementation. The committee entrusted NSS as the nodal agency for the implementation and requested Staff Club and Canteen Committee to prepare the implementation plan immediately.
Internal and External Audit	<p>IQAC resolved to conduct the internal and external audit for the year 2020-21 seriously. To prepare the check list for the internal audit, the following members were entrusted</p> <ol style="list-style-type: none"> 1. IQAC Coordinator 2. NAAC Coordinator 3. NIRF Coordinator 4. Sajayan T, Head Dept. of Economics <p>Committee also recommended to act all teaching IQAC members as the internal audit team and visit three members team each department</p>
Institutional Development Plan	As part of Academic and Administrative Master Plan preparation and visionary development in Govt. Colleges, Govt. of Kerala sought Institutional Development Plan based on the model given. The committee the discussed the matter and entrusted infrastructural development committee to prepare the draft. IQAC also recommended to include the suggestions in college development seminar, which is to be conducted soon.
NIRF Ranking	NIRF coordinator attended the meeting and presented the status of NIRF ranking process.
Website Updation	The committee recommended the website admin to take special attention to complete and update all relevant information on the website
Administrative Reforms	<p>Various suggestions were presented regarding the administrative reforms and an Administrative Reforms Committee were formed</p> <ol style="list-style-type: none"> 1. Dr. Kadeeja P 2. Dr. Prajit Chandran 3. Ashraf Panancheri 4. Dr. Unni Amapparakkal 5. Mujeebu Rahman Chozhimangalath, Office 6. Ashraf K, Librarian

The meeting came to an end by 4.30PM.

Action Taken Report of Action Plan 2021-22

ACTION PLAN	ACTION TAKEN REPORT
1. To conduct two additional programs by each department (One webinar and One skill development program) of at least one day through online mode for 2020-21, as two more months are expected for completion of first year UG and PG students. If already conducted, it is enough and upload data on the link provided at the website. Plan it urgently and conduct in June or July itself	Many programs were conducted by various departments during this period
2. Strengthen the time bound submission of statistical and academic data of various activities, funds and departments, and assign the duty to one coordinator (who is already assigned the duty of related club or cell).	AISHE coordinator, Mr. Jaleel (Dept. of mathematics) were appointed as the statistical coordinator and the data are collecting and publishing on the website
3. Modify the duties of various coordinators/convenors and publish it	Committees reconstituted
4. Observe the week of Academic Seminars in November/December with special mention to Golden Jubilee	Calendar of academic events were published
5. Conduct College Development seminar using Skilled Persons and Various Stake Holders	Yet on the planning stage
6. Strengthen the Alumni using online membership campaign	Alumni campaign is progressing as part of Golden Jubilee Celebration
7. Prepare the Academic and Infrastructural master plan for the college envisaging at least 20 years	ULCCS was entrusted for the preparation of Master plan
8. Strengthen the Online feedback system and take necessary action improving the quality based on the feedback. Assign the feedback coordination to Grievance Cell	Online feedback system is going on. IQAC assistant Coordinator is collecting the data through the website.
9. Transform all possible online classes to MOODLE platform	All faculties were trained with Moodle, but could not transfer all online classes in to Moodle platform due to Server problems. Now the efforts are taken to make available good server with enough capacity
10. Conduct phase-3 Moodle training workshop for faculties, if required	Moodle training were conducted in Onlinle mode.
11. To conduct at least one certificate course by each UG department and two certificate courses by PG departments on next academic	Could not achieve the plan
12. Conduct induction programme for first year UG and PG students	induction programme for UG students were conducted in 3 days
13. Enhance the coaching for NET/GATE/PSC/Competitive Exams	Many departments started coching for NET/Competitive exam
14. Explore the possibility of Campus Placement	Discussion for Campus placement is going on
15. Administrative reforms like bringing similar works (Plan Fund, UGC, RUSA, MLA/MP Fund etc.) under same head	Office re-arrangements were done.
16. Activation of INFLIBNET by UG Final and PG Students	INFLIBNET login credintials can be created using the online link provided at the college website

17. Explore the possibility of MoUs with reputed colleges and seek possibility of Department-to-Department MoU	Two MoUs were already signed
18. Re-instate the biogas system, waste management system and Thumboor muzhi project	Not yet completed
19. Academic and Administrative Audit (Internal and External)	Not yet completed
20. Psychological counselling programme for the students	Jeevani counsellor is readily available for the counselling in all working days
21. Career guidance seminar/programmes under Career Guidance Club	On the progress
22. Training programme for Waste Management	Not yet completed
23. Training Session for INFLIBNET	On the progress
24. Skill Enhancement Programme for Non-Teaching Staff	Not yet completed
25. Completion of Library Automation	On the progress. All the data related to library are published on the website
26. Upgradation of Library Staff Pattern	Not yet completed
27. Formation of Certificate Course Task Force	Certificate Task Force formed
28. Updation website content	On the progress
29. NAAC funded seminar/workshop	Not yet completed
30. Preparation of Academic Calendar	Prepared and published
31. Teacher's Diary in Online Mode	On the progress



Sulaiman MK

IQAC Coordinator