



Internal Quality Assurance Cell (IQAC)

Govt. College Malappuram

Munduparamba P.O, 676509-PIN

Email: malappuramgc@gmail.com Website: www.gcmalappuram.ac.in

Minutes of the IQAC meeting held on 31st May 2022 (Tuesday), 10.30AM
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. Basheer P (Head, Dept. of Economics)
6. Abdul Gafoor (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. Shakkeela (Alumni Coordinator and Head, Dept. of Urdu)
15. Mammed K (Dept. of English)
16. Sulaiman MK, IQAC Coordinator

MEMBERS ABSENT

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

AGENDA

- 1) Action Taken Report of Action Plan for 2021-22
- 2) Drafting Action Plan for 2022-23
- 3) Presentation of SSR qualitative matrices
- 4) Quality Initiatives for 2022-23
- 5) Any 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
1) Action Taken Report of Action Plan for 2021-22	<p>IQAC Coordinator presented the action taken report of the Action plan for 2021-22 and the members commented different 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. All relevant items should be included in the action plan for 2022-232. Different subcommittees are to be formed for effective implementation of each plan3. Members recorded overall satisfaction on the implementation of action plan
2) Drafting Action Plan for 2022-23	<p>Members put forwarded different novel suggestions for including in action plan for 2022-23.</p> <ul style="list-style-type: none">• Department Level Best Practises• Common computer centre for e-learning and e-teaching• Paper presentation competitions at intra and intercollegiate level• Formation of Student IQAC• Promo video for the college and departments• Honouring session for excellent club activities• Include all possible items from action plan for 2021-22
3) Presentation of SSR qualitative matrices	<p>Qualitative matrices of SSR 2022 were discussed. Respective criteria heads of the SSR drafting team presented the same. Detailed discussions on different matrices and fruitful suggestions were noted.</p>
4) Quality Initiatives for 2022-23	<p>Newer quality initiatives for 2022-23 were suggested by various members. Few of them were included in draft action plan for 2022-23 (Please refer, agenda 2 above)</p>

5) Preparation of Academic Calendar cum Handbook	Members pointed the importance of time bound publication Academic Calendar cum Handbook. Principal assured the intervention in the matter and assured necessary steps
--	---

The meeting came to an end by 12.30PM.

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	Could not achieve the agenda, but discussions on the matter were conducted for preparing Master plan which were asked by Directorate of Collegiate Education.
6. Strengthen the Alumni using online membership campaign	Many alumni gatherings were conducted. WhatsApp and Telegram groups were formed for all alumni classes.
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. A draft plan were presented in front of the college council in May last week and few changes were suggested by various members.
8. Strengthen the Online feedback system and take necessary action improving the quality based on the feedback. Assign the feedback coordination to Grievance Cell	Feedback of the students, teachers, parents and alumni were collected online. The results and analysis were published on website. The results were discussed in various meetings of college council and whole staff meeting.

9. Transform all possible online classes to MOODLE platform	All faculties were trained with Moodle, but could not transfer all online classes into Moodle platform due to server problems. As a solution of the server issues, college were provided Moodle Platform hosted by digital university of Kerala as part of DIGICOL program
10. Conduct phase-3 Moodle training workshop for faculties, if required	Moodle training were conducted in Online 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	History and English departments newly commenced the NET coaching.
14. Explore the possibility of Campus Placement	Campus placement were conducted in association with G-TEC and thousands of candidates visited the employer.
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 credentials 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	Biogas system, which was in inactive state, were re-instated and is now utilizing by the college canteen for cooking
19. Academic and Administrative Audit (Internal and External)	Internal and External audits were conducted. Internal audit was conducted by IQAC
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	Waste Management training were given as part of Swatch Bharath Program. Students cleaned campus premises before college re-opening after the summer vacation
23. Training Session for INFLIBNET	INFLIBNET training sessions were conducted by librarian to PG students
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 to study the feasibility of Offering Certificate Courses by the college. Concerns regarding the validity for the same were raised
28. Updation website content	College website was updating continuously

29. NAAC funded seminar/workshop	Not yet completed
30. Preparation of Academic Calendar	Prepared and published
31. Teacher's Diary in Online Mode	Teacher's diary were collected in online mode and any can view the same on the college website



Sulaiman MK

IQAC Coordinator