

Mannaniya College of Arts & Science, Pangode

Dated 04-07-2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 08/07/2019. The agenda of the meeting will be the following

Agenda

- Status of SSR Preparation
- Updating the website
- IIQA Submission

Venue : Principal's Room

Time : 3.30 PM

All the IQAC members are requested to kindly attend the meeting

Dr.P. Ashok Nair

The coordinator (IQAC)

Mannaniya College of Arts & Science

Pangode

Copy to : All the IQAC members

MINUTES

The first meeting of the IQAC during the Academic Year 2018-19 was held on 19-06-2018 in the Principal's room at 3.30 pm.

Agenda

1. Status of SSR
2. Website updation
3. IIQA submission

The following members were present

1. Dr P Nazeer (Principal)
2. Mr Kabeerkutty (Manangement Nominee)
3. Dr. P Ashok Nair (IQAC Coordinator)
4. Dr Dilshad Bin Ashraf
5. Dr. Mercy Raj C
6. Dr Suma R
7. Mr. Abdul Hashim S
8. Dr Shiji Fazil
9. Dr Siyad
10. Dr. Shijina A S
11. Dr Abdul Khalam (Local Representative)
12. Mr M M Shafi (PTA Representative)
13. Mr. Anas (Alumni Representative)
14. Ms Aneesa Beevi (Student Representative)

Proceedings

The meeting was chaired by Dr P Nazeer, the chairman of IQAC. It discussed the status of SSR, updating of college website and submission of IIQA.

Resolution

The decisions taken were the following

1. Discussed the status of SSR
2. Website updating duty assigned to – Dr Dilshad Bin Ashraf, Dr Shijina A S and Dr Siyad.
3. It is decided to submit IIQA on 11/07/2019

Action Taken Report

1. All the Criteria heads submitted SSR files on 15th July 2019
2. Website updation completed on 30/07/2019.
3. IIQA Submitted on 11/07/2019

Dr.P.Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Mannaniya College of Arts & Science, Pangode

Dated 16-08-2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 22/08/2019. The agenda of the meeting will be the following

Agenda

- Submission of SSR

Venue : Principal's Room

Time : 3.30 PM

All the IQAC members are requested to kindly attend the meeting

Dr.P. Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Copy to : All the IQAC members

MINUTES

The meeting of IQAC was held on 22-08-2019 in the Principal's room at 3.30 pm.

Agenda

1. SSR Submission

The following members of IQAC attended the meeting

1. Dr P Nazeer (Principal)
2. Mr Kabeerkutty (Management Nominee)
3. Dr. P Ashok Nair (IQAC Coordinator)
4. Dr Dilshad Bin Ashraf
5. Dr. Mercy Raj C
6. Dr Suma R
7. Mr. Abdul Hashim S
8. Dr Shiji Fazil
9. Dr Siyad
10. Dr. Shijina A S
11. Dr Abdul Khalam (Local Representative)
12. Mr M M Shafi (PTA Representative)
13. Mr. Anas (Alumni Representative)
14. Ms Aneesa Beevi (Student Representative)

Proceedings

The meeting was chaired by Principal. It discussed the submission of SSR and Extension of the submission date.

Resolution

The decisions taken were the following

1. It is decided to submit a request to NAAC for extension of SSR submission date.

Action Taken Report

1. The request for extension of SSR submission date is sent to NAAC through proper channel. Accordingly the date is extended 15 days from 25/08/2019. The SSR submitted successfully as per the new schedule.

Dr.P.Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Mannaniya College of Arts & Science, Pangode

Dated 09-09-2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 16/09/2019. The agenda of the meeting will be the following

Agenda

- Submission of DVV
- Induction programme for first year UG and PG students
- Skill development programme for students

Venue : Principal's Room

Time : 3.30 PM

All the IQAC members are requested to kindly attend the meeting

Dr.P. Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Copy to : All the IQAC members

MINUTES

The meeting of the IQAC was held on 16-09-2019 in the Principal's room at 3.30 pm.

Agenda

1. Submission of DVV
2. Induction programme for first year UG and PG students
3. Skill development programme for students

The following members of IQAC attended the meeting

1. Dr P Nazeer (Principal)
2. Mr Kabeerkutty (Management Nominee)
3. Dr. P Ashok Nair (IQAC Coordinator)
4. Dr Dilshad Bin Ashraf
5. Dr. Mercy Raj C
6. Dr Suma R
7. Mr. Abdul Hashim S
8. Dr Shiji Fazil
9. Dr Siyad
10. Dr. Shijina A S
11. Dr Abdul Khalam (Local Representative)
12. Mr M M Shafi (PTA Representative)
13. Mr. Anas (Alumni Representative)
14. Ms Aneesa Beevi (Student Representative)

Proceedings

The meeting was chaired by Principal. It discussed all the matters mentioned in the agenda

Resolution

The decisions taken were the following

1. It is decided to submit DVV on or before 25/09/2019
2. Induction programme scheduled on 29/09/2019
3. Scheduled a programme on employability skills 25th September 2019.

Action Taken Report

1. DVV successfully submitted on 25/09/2019
2. The induction programme for first year UG and PG students is conducted on 29th September 2019 from 10 am to 4 pm.
3. A workshop on employability skills was conducted on 25th September 2019. Mr Nitheesh (Subdivision Coordinator, Additional Skill Acquisition Programme, Govt of Kerala) was the resource person.

Dr.P.Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Mannaniya College of Arts & Science, Pangode

Dated 28-10-2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 30/10/2019. The agenda of the meeting will be the following

Agenda

- Peer team visit date

Venue : Principal's Room

Time : 3.30 PM

All the IQAC members are requested to kindly attend the meeting

Dr.P. Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Copy to : All the IQAC members

MINUTES

The meeting of the IQAC was held on 30-10-2019 in the Principal's room at 3.30 pm.

Agenda

1. Peer team visit date

The following members of IQAC attended the meeting

1. Dr P Nazeer (Principal)
2. Mr Kabeerkutty (Management Nominee)
3. Dr. P Ashok Nair (IQAC Coordinator)
4. Dr Dilshad Bin Ashraf
5. Dr. Mercy Raj C
6. Dr Suma R
7. Mr. Abdul Hashim S
8. Dr Shiji Fazil
9. Dr Siyad
10. Dr. Shijina A S
11. Dr Abdul Khalam (Local Representative)
12. Mr M M Shafi (PTA Representative)
13. Mr. Anas (Alumni Representative)
14. Ms Aneesa Beevi (Student Representative)

Proceedings

The meeting was chaired by Principal. It discussed choosing the appropriate date for peer team visit

Resolution

The decisions taken were the following

1. Suggested three dates for peer team visit such as 2nd and 3rd Dec 2019, 18th and 19th Dec 2019 and 30th and 31st Dec 2019.

Action Taken Report

1. NAAC visit Fee (Logistics and assessment) remitted and three dates are given (2nd and 3rd Dec 2019, 18th and 19th Dec 2019 and 30th and 31st Dec 2019)

Dr.P.Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Mannaniya College of Arts & Science, Pangode

Dated 08-11-2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 11/11/2019. The agenda of the meeting will be the following

Agenda

- Change of NAAC peer team visit date

Venue : Principal's Room

Time : 3.30 PM

All the IQAC members are requested to kindly attend the meeting

Dr.P. Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Copy to : All the IQAC members

MINUTES

The meeting of the IQAC was held on 11-11-2019 in the Principal's room at 3.30 pm.

Agenda

1. Change of Peer team visit date

The following members of IQAC attended the meeting

1. Dr P Nazeer (Principal)
2. Mr Kabeerkutty (Management Nominee)
3. Dr. P Ashok Nair (IQAC Coordinator)
4. Dr Dilshad Bin Ashraf
5. Dr. Mercy Raj C
6. Dr Suma R
7. Mr. Abdul Hashim S
8. Dr Shiji Fazil
9. Dr Siyad
10. Dr. Shijina A S
11. Dr Abdul Khalam (Local Representative)
12. Mr M M Shafi (PTA Representative)
13. Mr. Anas (Alumni Representative)
14. Ms Aneesa Beevi (Student Representative)

Proceedings

The meeting was chaired by Principal. It discussed changing the peer team visit date

Resolution

The decisions taken were the following

1. Meeting decided to give a request to change the NAAC peer team visit date from 18th and 19th Dec 2019 to 30th and 31st Dec 2019 due to possible transport strike on 18th Dec 2019.

Action Taken Report

1. A request was communicated to NAAC regarding change of peer team visit date, and it is approved by NAAC .
2. Mock visit conducted on 3rd Dec 2019 by Dr Mohammed Basheer (Former Registrar, Calicut University) and Dr Usman (Former Principal, Amal College, Nilambur)
3. Successfully completed NAAC visit on 30th and 31st December 2019 and awarded B+ Grade with CGPA (2.73)

Dr.P.Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Mannaniya College of Arts & Science, Pangode

Dated 06-01-2020

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 09/01/2020. The agenda of the meeting will be the following

Agenda

- Evaluation of NAAC assessment report
- Appointment of new IQAC coordinator
- Skill development programmes for students and staff
- Introduce certificate programmes

Venue : IQAC Room

Time : 3.30 PM

All the IQAC members are requested to kindly attend the meeting

Dr.P. Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Copy to : All the IQAC members

No. IQAC/2019-20/006

Mannaniya College of Arts & Science, Pangode

Dated 09/01/2020

MINUTES

The meeting of the IQAC was held on 09-01-2020 in IQAC room at 3.30 pm.

Agenda

- Evaluation of NAAC assessment report
- Appointment of new IQAC coordinator, Joint coordinator and NAAC coordinator
- Skill development programmes for students and staff
- Introduce certificate programmes

The following members of IQAC attended the meeting

1. Dr P Nazeer (Principal)
2. Mr Kabeerkutty (Management Nominee)
3. Dr. P Ashok Nair (IQAC Coordinator)
4. Dr Dilshad Bin Ashraf
5. Dr. Mercy Raj C
6. Dr Suma R
7. Dr Shiji Fazil
8. Dr Siyad
9. Dr. Shijina A S
10. Dr Abdul Khalam (Local Representative)
11. Mr M M Shafi (PTA Representative)
12. Ms Aneesa Beevi (Student Representative)

Proceedings

The meeting was chaired by Principal. It discussed the matters mentioned in the agenda.

Resolution

The decisions taken were the following

1. Dr Dilshad Bin Ashraf appointed as IQAC Coordinator
2. Dr Shijina S appointed as IQAC Joint coordinator
3. Dr Siyad S appointed as NAAC coordinator
4. Done detailed evaluation of assessment report and instructed to the new team of IQAC to give stress to weaker areas.
5. Decided to conduct skill development programmes for staff and students.
6. Decided to start three certificate programmes for the students viz income tax law and practice (in association with dept of commerce), peer counselling (in association with dept of psychology) and Let's Talk – spoken English programme (in association with English dept)
7. Decided to start NTA - NET Coaching centre under dept of commerce
8. Conduct community extension programme

Action Taken Report

1. Organised one day skill development workshop (Revival) for teaching and non teaching staff on 6th January 2020.
2. Mock interview session was conducted for final year students on 25th February 2020.
3. A talent pool (a team of creative students who have proficiency in singing, dancing, drawing, painting , musical instruments etc) was formed on 16th January 2020.
4. Formed a book lovers club “ Readers Arena”
5. Hiliet Parco – IT start up of Mannaniya College recruited trainees who have interest and proficiency in graphic designing, coding, programming etc.
6. Successfully conducted three certificate programmes for the students viz income tax law and practice (in association with dept of commerce), peer counselling (in association with dept of psychology) and Let's Talk – spoken English programme (in association with English dept)
7. Formed a 4 O Clock club named “Eve of Meraki” for creative discussion and debates.
8. Started NTA NET Coaching Centre for M.Com Students , coordinator by Mr. Valeed (Asst professor, Dept of Commerce)
9. Formed Film and Drama Club and conducted one day theatre workshop on 30th January 2020.
10. Orphanage support programme conducted on 15th January and 16th February 2019.

Dr.P.Ashok Nair
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Mannaniya College of Arts & Science, Pangode

Dated 27-03-2020

NOTICE

An online meeting of Internal Quality Assurance Cell (IQAC) will be held on 30/03/2020.

Agenda

- Effective implementation of online classes
- Online skill development programmes
- Strategies for familiarising online platforms for teachers
- Academic and Administrative Audit

Platform : Google meet

Time : 7.30 PM

All the IQAC members are requested to kindly attend the meeting

Dr.Dilshad Bin Ashraf
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode

Copy to : All the IQAC members

No. IQAC/2019-20/007

Mannaniya College of Arts & Science, Pangode

Dated 30/03/2020

MINUTES

The online meeting of the IQAC was held on 30-03-2020 in Google meet at 3.30 pm.

Agenda

- Effective implementation of online classes
- Online skill development programmes
- Strategies for familiarising online platforms for teachers
- Academic and Administrative Audit

The following members of IQAC attended the meeting

1. Dr P Nazeer (Principal)
2. Mr Kabeerkutty (Management Nominee)
3. Dr Dilshad Bin Ashraf (IQAC Coordinator)
4. Dr Suma R
5. Dr Shiji Fazil (IQAC Joint Coordinator)
6. Dr Siyad (NAAC Coordinator)
7. Dr. Shijina A S
8. Dr Abdul Khalam (Local Representative)
9. Ms Aneesa Beevi (Student Representative)

Proceedings

The meeting was chaired by Principal. It discussed the matters mentioned in the agenda.

Resolution

The decisions taken were the following

1. Instruct teachers to attend workshops and FDPs related to E Learning and content development.
2. Conduct FDP on the topic E Learning
3. Conduct online programmes for students
4. Programmes related to Covid Pandemic

5. Decided to conduct Academic and Administrative Audit after the end of the academic session 2019-20

Action Taken Report

1. All teachers attended online programmes and workshops on E Learning .
2. Conducted one week FDP by IQAC on the topic “ E-Learning and Content Development”
3. Conducted four episodes of Interface (an online expert interaction programme)
4. Conducted 10 episodes of Success diaries (online seminar presentation of successful personalities)
5. Conducted pencil drawing competition and e book release related to covid pandemic
6. Sanitizer and Mask manufactured and distributed freely to public .
7. An internal Academic and Administrative Audit (AAA) conducted on 16th June 2020.

Dr.Dilshad Bin Ashraf
The coordinator (IQAC)
Mannaniya College of Arts & Science
Pangode