

KANNUR SALAFI B.ED. COLLEGE
IQAC Minutes (2021)

KANNUR SALAFI B.Ed. COLLEGE

① Minutes of Internal Quality Assurance Cell (IQAC) Meeting

Date & Time : 25.03.2021, 11.00 am

Venue : Principal's Office

Welcome : Ms Riji Vijayan
(IQAC Coordinator)

Chair : Dr Vijayan Chalode


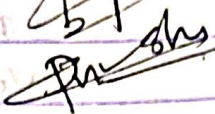

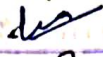
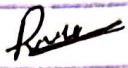
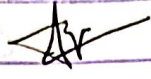
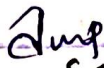
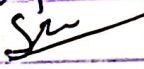
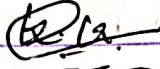

Agenda

1. Constitution of IQAC in the College
2. Quality initiatives to be taken by the IQAC for overall improvement of the institution
3. Planning: Orientation class for NAAC accreditation process of the college
4. Planning activities for the upcoming academic year 2021-2022

The meeting began at 11:00 am with the welcome address by the IQAC coordinator. Ms. Riji Vijayan introduced the agenda of the meeting to the participants and requested all faculty members to effectively participate in the discussion. Honorable Chair Dr Vijayan Chalode delivered the introductory speech. He explained the need and functions of IQAC in the institution. Effective discussions were held on the quality initiatives taken by the college for the improvement. The IQAC coordinator summarised the decisions and recommendations of the meeting. The meeting adjourned at 12:30 pm.

Members Present

1. Dr Vijayan Chalode {Signature}
2. Anitha P.C. {Signature}
3. Sneha.M {Signature}
4. Dhanya P.V. {Signature}
5. M.M. Harris {Signature}

- | | |
|----------------------|---|
| 6. Riji Vijayan |  |
| 7. P. Bellala T.P |  |
| 8. VijiSha C.P |  |
| 9. Leena PM |  |
| 10. Rahul CV |  |
| 11. Anusree AV |  |
| 12. Jansi Tharal |  |
| 13. AK Sasidharan |  |
| 14. Kashyap Krishnan |  |
| 15. K S Sajam |  |
- Resolutions of the meeting

1. The IQAC constituted in the College on 25.03.2024 with the following members.

1. Dr Vijayan Chalode (Chairperson)
2. Ms Riji Vijayan (Coordinator)
3. Ms Jansi Tharal (Member)
4. Mr MM Harris (Manager)
5. Mr Abdulla TP (Administrative Officer)
6. Mr K S Sajam (External expert)
7. Mr AK Sasidharan (Ward member)
8. Ms Anusree AV (Nominee from alumni)
9. Mr Kashyap Krishnan (Nominee from alumni)
10. Ms. Leena PM (Librarian)
11. Ms Gouri PK (Principal, Unity ITE, Mattanur)

2. Different projects have been planned to implement in the college from the academic year 2021-2022.
3. It is decided to conduct an orientation class ^{for} NAAC accreditation process in the month of May, 2021.
4. It is decided to constitute Curriculum Planning Committee (CPC), Examination and Evaluation Committee (EEC), ^{AQAC} and other important cells & committees needed for the smooth functioning of the college. All the curriculum related planning have been assigned to AQAC & CPC. All other evaluation processes that are doing for the students improvement have been assigned to EEC. Recommended to write course plan and daily plan of the course by the concerned teachers.
5. It is decided to conduct inhouse curriculum planning for the upcoming new batch.

Action taken Report

1. Ensured to implement different projects under AQAC for the quality improvement of the college.
2. Constituted Academic Quality Assurance Cell, Curriculum Planning Committee, Examination and Evaluation Committee.
3. Ensured to conduct orientation class on NAAC accreditation process.

KANNUR SALAFI B. Ed. COLLEGE

② Meeting of Internal Quality Assurance Cell - Minutes (Contnue)

Date & Time : 02.06.2021, 07:00 pm

Venue : ~~Principals Office~~


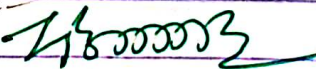


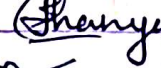



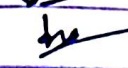

Welcome : Ms Riji Vijayan IQAC Coordinator

Chair : Dr Vijayan Chalode

Agenda

1. Planning of academic activities for the 2021-2022 academic year.
2. Inhouse curriculum planning for the Second Semester
3. Launching of Kannur Salafi Green Initiative Project under IQAC and formation of Harithamithra (creaming nature club as Harithamithra)
4. Launching of Kannur Salafi Academic Excellence Project (KSAE), Student diversity programme (Oppani), Teacher Professional Enrichment Programme (TPEP) & E-Content Innovators Programme (ECIP)
5. Discussion on community related programmes and outreach activities.
6. Deciding best practices.

Participants of the meeting

1. Abdulker P.P. 
2. Dr Vijayan Chalode 
3. Jansi Tharal 
4. Sudhe. M 
5. Dhanya P.V 
6. Anitha P.C 
7. Viji'sha. C.P 
8. Riji Vijayan 
9. Janya K 
10. Lecm Dm 

The meeting began at 07:00 pm with the welcome address by the IQAC coordinator. Ms Riji Vijayan introduced the agenda of the meeting to the participants and requested active involvement of the participants in the meeting. Honorable Chair Dr. Vijayan Chalode delivered the introductory speech. The IQAC coordinator summarised the decisions and recommendations of the meeting. The meeting adjourned at 08:30 pm.

Resolutions of the meeting

1. It is decided to launch Kannur Salafi Green Initiative Project on 05.06.2021 during the occasion of environment day celebration as online mode. It is also decided to rename the nature club as "Harithamithra".
2. It is decided to implement a fruit garden and a medicinal garden in the campus and a eco-friendly pedagogic park for the students.
3. It is decided to implement waste management cell and waste management practices and actions for plastic free campus
4. It is decided to keep a inhouse curriculum planning for the 2021-2023 batch at the proper time. Duty is given to AQAC & CPC.
5. It is decided to launch KSAE, 'Oppam', TPEP & ECIP project during the occasion of teachers day. The practices that are going to implement under these projects are also discussed.
6. It is decided to plan and implement community related programme and outreach activities at the proper time by considering the protocol of Covid-19.
7. It is decided to fix two best practices of the college. Green initiatives is selected as one best practice and the services that have been given to the ctt center is selected as the second best practice

Action taken report

1. ~~Dec~~ Ensured to launch all the projects under IQAC at the proposed date.
2. All other resolutions have been decided to implement at the proper time as per the decisions.

KANNUR SALAFI B.ED. COLLEGE

③ Minutes of IQAC Meeting (Outline)

Date & Time : 16.08.2021, 07.00 pm

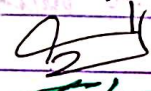

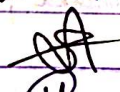
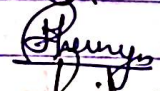
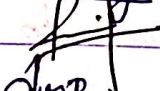
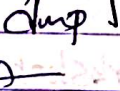
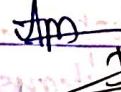
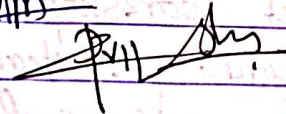
Welcome : Ms Riji Vijayan (IQAC Coordinator)

Chair : Dr Vijayan Chalode (Principal)

Agenda

1. Review of and evaluation of academic activities
2. Effectiveness of conducting activities as online mode
3. Planning workshop for stating PLO's & CLO's
4. Pre-internship programme & Conduction of internship
5. Providing internal marks
6. Inhouse planning of third semester

Participants of the meeting

1. Abdullah T.P 
2. Dr Vijayan Chalode 
3. Snelha M 
4. Dhanya P.V 
5. Riji Vijayan 
6. Jansi Thoral 
7. Anilka P.C 
8. Vijisha C.P 

The meeting began at 07:00 pm with the welcome address by the IQAC coordinator. Ms Riji Vijayan introduced the agenda of the meeting to the participants and requested active involvement of the participants. Honourable Chair Dr Vijayan Chalode delivered the introductory speech. The IQAC coordinator summarised the decisions and recommendations of the meeting. The meeting adjourned at 08:30 pm.

Resolutions of the meeting

1. Reviewed and evaluated the academic activities till date. It is resolved to take effective measures to make the class more effective in online mode.
2. Resolved to conduct a two-day workshop for stating PLO's & CLO's, in the month of August
3. It is resolved to conduct pre-internship programme without compromising the quality in online mode.
4. It is resolved to conduct internship as per the decision of the University. It is also resolved to give flexibility in selecting school due to Covid restrictions.
5. It is resolved to provide internal mark based on the model exam and submitted task & assignment and also resolved to make rubrics for the internal mark.
6. It is resolved to conduct a inhouse planning of 3rd sem with the assistance of experts as online mode

Action taken report

1. Ensured effective measure to make online class more perfect
2. Decided to conduct workshop on August 26th & 28th, 2021
3. It is decided to conduct pre-internship programme as per the decisions of Curriculum Planning Committee
4. It is decided to conduct internship as per University decision
5. It is decided to provide internal mark by taking more careful measures.
6. It is decided to conduct inhouse curriculum planning for third semester. and it is assigned to AQAC & CPA

KANNUR SALAFI B.ED. COLLEGE

④ Minutes of IQAC Meeting

Date & Time : 15.10.2021, 11:00 am

Venue : Principals Room

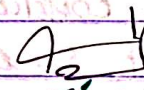
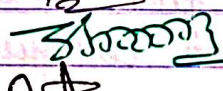
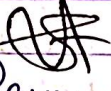
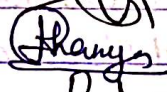
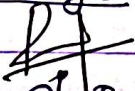

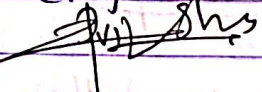
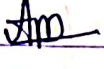
Welcome : Ms Riji Vijayan (IQAC Coordinator)

Chair : Dr Vijayan Chalode

Agenda

1. Admission process of new batch
2. Induction Programme & Bridge Course for new batch
3. Value added Course and MAO self learning Courses
4. Mentor-mentee System
5. Mid Internship Evaluation
6. Inhouse curriculum planning of first Semester
7. Academic Audit

Participants of the meeting

1. Abdulla T. P. 
2. Dr. Vijayan Chalode 
3. Sudhe. M. 
4. Dhanya. P. V. 
5. Riji Vijayan 
6. Jansi Tharal 
7. Vijisha. C. P. 
8. Anilka P. C. 

The meeting began at 11:00 am at Principal's Room with the welcome address by the IQAC coordinator. Ms Riji Vijayan introduced the agenda of the meeting to the participants and requested active involvement of the participants. Honorable Chair Dr Vijayan Chalode delivered the introductory speech. The IQAC coordinator summarised the decisions and recommendations of the meeting. The meeting adjourned at 12:45 pm.

Resolutions of the meeting

1. It is resolved to constitute an admission committee for the admission process. It is resolved to make a reservation list from the ^{rank} list given by the University.
2. It is resolved to conduct induction programme and bridge course for the new batch. The duty is assigned to academic coordinators to submit the proposal for the SIP.
3. It is resolved to continue the current value added course 'wisdom waves' and to provide orientation for the same.
4. It is resolved to provide MOOC course for the new batch. The decision is for providing Mooc course is given to AQAC.
5. It is resolved to ~~pro~~ conduct mid-internship programme at the convenient date.
6. It is resolved to conduct inhouse curriculum planning for the first semester at the convenient date.
7. It is resolved to continue the mentor-mentee programme by incorporating the new students.
8. It is resolved to conduct academic audit on 23.10.2021

Action taken report

1. ~~It~~ An admission committee has been constituted.
2. It is decided to conduct SIP on the first week of beginning of new batch. A PTA meeting also been decided.
3. It is decided to conduct inhouse curriculum planning on 20.10.2021
4. It is decided to conduct academic audit on 23.10.2021

KANNUR SALAFI B.Ed. COLLEGE

⑤ Minutes of the meeting of IQAC

Date & Time : 04.01.2022, 11:30 am

Venue : Principal's Room

Welcome : Ms Riji Vijayan (IQAC Coordinator)

Chair : Dr Vijayan Chalode

Agenda

- ① Conduction of third Semester practical examination
2. Internal mark for third semester students
3. Review of academic activities of first semester

Participants of the meeting

- | | | |
|---|--------------------|--|
| 1 | Abdulla T. P | |
| 2 | Dr Vijayan Chalode | |
| 3 | Vijisha. C.P | |
| 4 | Shudhe - M | |
| 5 | Anitha P C | |
| 6 | Dhanya P.V. | |
| 7 | Jansi Thaval | |
| 8 | Riji Vijayan | |

The meeting began at 11:30 am. at Principal's Room with the welcome address by the IQAC coordinator. Ms Riji Vijayan introduced the agenda of the meeting to the participants and requested active involvement of the participants. Honourable chair Dr Vijayan Chalode delivered the introductory speech. The IQAC coordinator summarised the decisions and recommendations of the meeting. The meeting adjourned at 01:00 pm

Resolutions of the meeting

1. It is resolved to conduct practical examination by taking necessary arrangements. The charge is given to the practical exam coordinator.

2. It is resolved to distribute practical examination mark based on the criteria
3. Reviewed the academic activities of the first semester and found satisfactory.

Action taken Report

1. Decided to make necessary arrangements for the practical examination and distribute mark based on the proper criteria through discussion

KANNUR SALAFI B.ED. COLLEGE

⑥ Minutes of the meeting of IQAC

Date & Time : 18.03.2022 , 11.00 am

Venue : Principal's Room

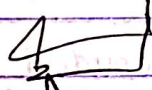

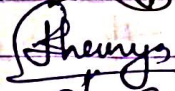
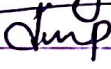

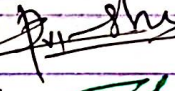
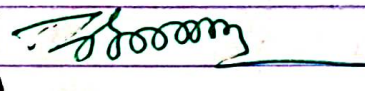

Welcome : Ms Riji Vijayan

Chair : Dr Vijayan Chalode

Agenda

1. Review of fourth Semester & inhouse planning of ^{Second} ~~fourth~~ Semester
2. Online Class during Summer vacation
3. Other matters permitted by the chair
4. Future plans

Participants of the meeting

1. Abdulla J.P. 
2. Sudhe. M. 
3. Dhanya P.V. 
4. Jansi Tharal 
5. Anitha P.C. 
6. Vijisha C.P. 
7. Dr Vijayan Chalode 
8. Riji Vijayan 

The meeting began at 11:00 am at Principal's Room with the welcome address by the IQAC Coordinator. Ms Riji Vijayan introduced the agenda for the meeting and requested all participants active involvement. Honourable Chair Dr Vijayan Chalode delivered the introductory speech. The IQAC coordinator summarised the decisions and recommendations of the meeting. The meeting adjourned at 12:30 pm

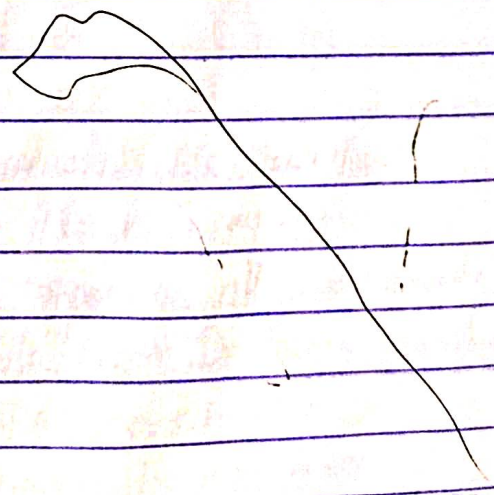
Resolutions of the meeting

1. Reviewed the fourth semester activities and found satisfactory
2. It is resolved to conduct inhouse curriculum planning of Second Semester and the duty is assigned to AQAC & CPC
3. It is resolved to conduct online class during Summer vacation as per the instruction of the University
4. The meeting discussed the upcoming activities like workshop, internal work, study tour etc.
5. It is resolved to make necessary ^{Planning and suggestion} ~~acts~~ from the part of faculty members for SSR submission during the academic year 2023 or 2024

Action taken report

1. It is decided to conduct inhouse curriculum planning at the date convenient.
2. Decided to familiarise the manual of NAAC accreditation process.

IQAC Minutes 2022-2023



KANNUR SALAFI B-Ed. COLLEGE

① Minutes of the meeting of IQAC

Date & Time : 01-06-2022, 02:00pm

Venue : Principal's Room

Welcome : Ms Riji Vijayan

Chair : Dr Vijayan Chalodi

Agenda

1. Reconstitution of IQAC
2. Planning activities for the academic year
3. Planning teacher Orientation & FDP
4. Any other matter permitted by the Chair

Participants of the meeting

1. Abdullah P.P
2. Dr Vijayan Chalodi
3. Sneha. M
4. Jansi Tharal
5. Ansha P.C
6. Dhanya P.V
7. Viji'sha. C.P
8. Riji Vijayan
9. Rahul. C.V

The meeting began at 02:00 pm at Principal's office with the welcome address by the IQAC coordinator. Ms Riji Vijayan introduced the agenda for the meeting and requested all participants active involvement in the meeting. Honourable Chair Dr Vijayan Chalodi delivered the introductory speech. The IQAC coordinator summarised the decisions and recommendations. The meeting adjourned at 04:00 pm.

Resolutions of the meeting

1. The IQAC reconstituted for the academic year 2022-2023 with the following members.
 1. Dr Vijayan Chalode (Chairperson)
 2. Ms Riji Vijayan (Coordinator)
 3. Ms Anitha PC (Member)
 4. Mr MM Haris (Manager)
 5. Mr Abdulla TP (Administrative Officer)
 6. Mr Ashraf TP (External expert)
 7. Mr A K Sasidharan (Nara member)
 8. Ms Rashida AP (Nominee from alumni)
 9. Ms Dilna MT (")
 10. Ms Leena PM (Librarian)
 11. Mr KP Copinathan (Principal Unity TTI, Industry expert)
2. It is resolved to conduct ^{more} teacher orientation programme and faculty development programme than the last academic year for the quality enhancement of the teachers.
3. It is resolved to increase the quality initiative programme conducted by IQAC
4. Reviewed the ongoing second semester activities and discussed the upcoming academic and non-academic activities of the Second Semester and ^{suggested for AQAL & CPC} ~~planned to~~ ^{conducting request}
5. Resolved to conduct environment day, international yoga day, reading day and the charges are given to ^{the} teachers.
6. Resolved to conduct first semester model exam as planned earlier and also resolved to take necessary arrangements for the second semester university examination. Resolved to provide academic advise by the mentors.
7. Resolved to conduct academic audit

Action taken report

1. It is decided to conduct teacher orientation and faculty development programme. Charted the dates for these programmes
2. The faculty members discussed the quality initiative programmes to be done for the current academic year.
3. Constituted different committees for the celebration of environment day, reading day and international yoga day.
4. Decided to conduct academic audit on September 7th.

KANNUR SALAFI B.ED. COLLEGE

② Minutes of the meeting of IQAC

Date & Time : 08.08.2022, 11:00am

Venue : Principal's Room

Welcome : Ms. Riji Vijayan

Chair : Dr Vijayan Chalode

Agenda

1. University exam for second semester
2. Admission process of new batch
3. Pre-internship & internship
4. Other activities during third semester
5. Inhouse curriculum planning of first semester
6. Academic audit

Participants of the meeting

1. Abdulla T.P
2. Dr Vijayan Chalode
3. Riji Vijayan
4. Sudeha M
5. Dhanya P.V
6. Anitha P.C
7. Jansi Tharal
8. Vijisha C.P
9. Leena P.N

Resolutions of the meeting

1. Reviewed the results of second semester model examination and the interventions of mentors for the proper preparation for the exam.
2. Resolved to constitute a admission committee and a nodal officer for the admission process.
3. Resolved to conduct various pre-internship programmes

- for the students and also resolved to begin the internship programme according to the decision of the university.
4. Resolved to provide academic counselling needed for the internship by the mentors.
 5. It is resolved to conduct an inhouse curriculum planning for the upcoming first Semester by inviting the experts. Further decisions regarding this is assigned to AQAC & CPC.
 6. It is resolved to conduct academic audit

Action taken report

1. An admission committee is constituted for the proper conduction of the admission process.
2. Various pre-internship programmes have been charted and granted by the principal.
3. ~~Academic~~ Ensured to provide academic counselling before internship.
4. It is decided to conduct inhouse curriculum planning in the first weeks of September as per the convenience of experts.

KANNUR SALAFI B.ED. COLLEGE

③ Minutes of the meeting of IQAC

Date & time: 16.10.2022, 11.00 am

Venue: Principal's office

Welcome: Ms Riji Vijayan

Chair: Dr Vijayan Chakode

Agenda

1. Review of activities of first semester and the needed corrections
2. Debate on NEP 2020.
3. Teacher Professional Enrichment Programmes
4. Review of activities of different projects under IQAC
5. Mid internship evaluation
6. Any other matter permitted by the Chair.

Participants of the meeting

1. Abdulla . T . P

2. Dr Vijayan Chakode

3. Rahul EV

4. Riji Vijayan

5. Sudeh . M

6. Pansi Naval

7. Dhanya P.V.

8. Vijishan C.P

9. Anitha P.C

Resolutions of the meeting

1. Reviewed the activities of first Semester
2. Reviewed the progress of MOOC course and, self-study courses and value-added course.
3. Resolved to conduct a debate on NEP 2020

4. Resolved to provide coaching for various competitive exams as a part of TPEP & of IQAC.
5. Reviewed the activities of various projects of IQAC. Faculty members suggested measures to improve the quality of the projects.
6. Resolved to conduct mid internship evaluation at the convenient date.

Action taken report

1. Decided to conduct debate on NEP-2020 on 28.10.2022
2. Various dates have been fixed for C-TET, K-TET & NET orientation.
3. Decided to conduct mid-internship evaluation at the month of december.

KANNUR SALAFI B.ED. COLLEGE

④ Minutes of the meeting of IQAC

Date & time : 06.01.2023, 11:00 am

Venue : Principal Room

Welcome : Ms Riji Vijayan

Chair : Dr Vijayan Chalode

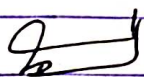
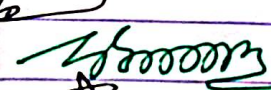
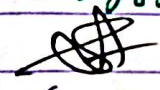
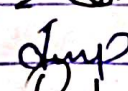
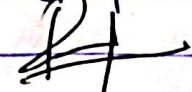
Agenda

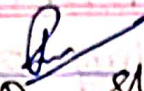
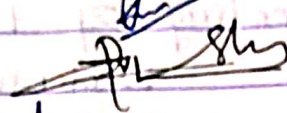
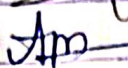
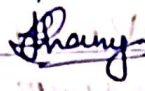
1. Activities of waste management cell
2. Third semester practical examination conduction
3. Inhouse curriculum planning of first second & fourth semester
4. Finearts & annual athletic meet
5. Any other relevant matter permitted by the chair

Resolutions of the meeting

1. It is resolved to conduct awareness class on waste management and a project on waste management
2. It is resolved to take proper steps for the smooth conduction of practical examination.
3. It is resolved to conduct inhouse curriculum planning of second and fourth semesters with the help of experts.
4. It is resolved to conduct finearts festival and annual athletic meet at the convenient dates.

Participants of the meeting

1. Abdulaziz T.P. 
2. Dr Vijayan Chalode 
3. Sudeha. M 
4. Jansi Tharal 
5. Riji Vijay- 

- 6 Rahul CV 
- 7 Vijis. In. C.P. 
- 8 Anitha P.c. 
- 9 Dhanya p.v. 

Action taken report

1. It is ensured to conduct awareness class on waste management and a project related to this.
2. Ensured measures for the conduction of the exam
3. It is decided to conduct inhouse curriculum planning on 09.01.2023
4. Decided to conduct annual athletic meet and funerals festival at the convenient date.

KANNUR SALAFI B. Ed. COLLEGE

⑤ Minutes of the meeting of IQAC

Welcome : Ms Riji Vijayan
 Date & time : 16.08.2023, 11.00am
 Venue : Principal room
 Chair : Dr Vijayan Chalode

Agenda

1. Analysis of mid-course correction of fourth Semester
2. Review of academic activities of 2022-2023 academic year.
3. Future plans
4. Any other relevant matter permitted by the chair
5. FDP or NAAC accreditation

The meeting began at 11:00 am at Principal Room with the welcome address by the IQAC coordinator. Ms Riji Vijayan introduced the agenda for the meeting and invited all participants active role. Honourable Chair Dr. Vijayan Chalode delivered the introductory speech. IQAC coordinator summarised the decisions and recommendations of the meeting. The meeting adjourned at 12:30 pm

Participants of the meeting

1. Abdululla T. P
2. Dr Vijayan Chalode
3. Sudhe. m
4. Anitha P c
5. Dhanya P. V
6. Riji Vijayan
7. Jansi Karal
8. Vijishan. C. P
9. Akhil C V

Resolutions of the meeting

1. Analysed the mid-course corrections of fourth semester and decided to implement
2. A report on activities of 2022-2023 has been presented
3. by the IQAC coordinator
3. Future plans of IQAC has been ~~presented~~ discussed and noted.
4. ~~A~~ It is resolved to conduct an FDP on NAAC accreditation process.

Action taken report

1. It is decided to conduct FDP on NAAC accreditation in the month of May from 15.05.2023 to 19.05.2023
2. Future plans have noted and will be implemented in the upcoming academic year 2023-2024.