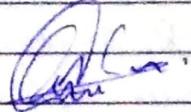


Notice

A meeting of the IQAC will be held at 3:30PM on 26-09-19 in the IQAC management room. All members are requested to attend the meeting on time.

Trivandrum
19-09-19


Nissamudeen Kunnam.
Co-ordinator IQAC

Agenda:

1. Criteria wise discussion of key indicators of NAAC as per the revised accreditation framework.
2. Discussion on the revised guidelines for AQAR submissions
3. Participation of the college in India Ranking 2020 and analysis of result of India ranking 2019 by National Institution Ranking Framework (NIRF)
4. IQAC Seminar on Intellectual Property Rights (IPR) or various online faculty development programmes Mooc/Moodle etc.
5. Any other relevant topic permitted by the chair

1. Dr. K Azeez, chairman IQAC & Principal
2. Janab MR Abdur Rahman, chairman, College Managing Committee of Rahman
3. Prof. NV Abdul Rahman, Member Syndicate, University of Calicut
4. Dr. PP Abdul Razack, Dean of the Faculty of Humanities, University of Calicut
5. Dr. T Muhammad Salam, Member Senate, University of Calicut & Alumni Representative
6. Mr. Sharafudeen Thayyappatti, Industrialist.
7. Mr. Nissamudeen Kunnam, Co-ordinator IQAC.
8. Mrs. Munearza P.O, HOD Physics
9. Dr. Anresh M.H, HOD Chemistry
10. Dr. Shabina S, HOD Economics.
11. Mr. Balanrajank, HOD, Malayalam.
12. Dr. Srivasha Ch, Dept of Commerce.
13. Ms. Saleena M, HOD, History
14. Mr. Abdul Samad, HOD, English
15. Mr. M Abdul Basheer, HA
16. Mrs. Mujeeb Rahman k.

Minutes of the IQAC meeting held on 26-09-19
in the college seminar for the convenience of the
cell at 3:30PM. The following members attended the
meeting.

1. Dr. K. Azeez K, Chairman, IQAC
2. Imad MK Abdur Rahman, chairman College Management Committee *on behalf of*
3. Prof NV Abdur Rahman, Member Syndicate *of Calicut University*
4. Dr. PP Abdul Razack, Dean of the faculty of Humanities as educationalist *present*
5. Dr. T. Mohammad Salena, Member Senate, University *MJ* *of Calicut*
6. Mr. Sharathkumar Theyyampadil Industrialist *Shankar*
7. Dr. Shabina S, HOD, Economics *Shabina*
8. Abdulla Basheer M. HA *Abdullah*
9. Babujiya K (HOD, Malayalam) *Babujiya*
10. Dr. Anesh M.H. (HOD, Dept. of Chemistry) *Anesh*
11. Aledud Samad K (Kod, Dept. of English) *Aledud*
12. Muneera P.O (HOD, Dept. of Physics) *Muneera*
13. Dr. Saranya C.H (Assist professor, Dept of Commerce) *Saranya*
14. SALCERA M HOD, Dept of History *SALCERA*

Decisions of the meeting:

1. Minutes of the last IQAC meeting was read and the implementation of the same is analysed.
2. Criteria wise discussion on the NAAC revised guidelines were conducted. The chairman suggested that it will be more effective to assign charge on each and every criterion to one IQAC member each. The members will formulate separate committees to work on the criteria. Seven separate committees were drafted in this regard with charge on each given to one IQAC member each, as shown
 - (i) Committee on Curricular Aspects - Miss Salena
 - (ii) Committee on Teaching Learning and Evaluation *Do. Anesh MH*
 - (iii) Committee on Research, Innovation and Extension *Dr. Shabina S*
 - (iv) Committee on Infrastructure and Learning resources *Mrs. Muneera P.O*

v Committee on Student Support?

i. Progression

} Dr. Sreesha CH

vi Committee on Governance, Leadership

& Management

} Mr. Abdul Samad

vii Institutional Values &

viii Best Practices

} Mr. Baburajan

3. It is also decided to accelerate the institution of the committees and to begin the functioning of the same. The committees will have to discuss the relevant parts under their criteria on the basis of key indicators and present the same in the next IQAC meeting.

4. Revised guidelines on AAAR submissions were discussed and it was decided to enhance the work for the preparation of AAAR for the year 2018-'19.

5. The college has already registered for India Ranking 2020. The NIRF committee will coordinate the work on data uploading for IR 2020.

6. It is decided to conduct a workshop on 'Mooc & e-content Preparation' on 09 October 2019. Dr. Muhammad Ali Alias Mustafa was being invited as the resource person.



Dr. AZEEZ. K

Principal

P.S.M.O. COLLEGE

TIRURANGADI-676 306

NOTICE

A meeting of the IQAC will be held in the College Seminar Hall on 30.10.'19 at 3:30PM in the college Seminar Hall. All members are required to attend the meeting on time.

Tiruvengadu
19-10-'19

(Signature)
Nizamuddin Kunmath
Coordinator, IQAC

Agenda:

1. Reading the minutes of the previous meeting.
2. Presentation on the basis of the key indicators of the Syllabus basic criteria of the NAAC RAF
3. Farewell to the IQAC Coordinator for PRCN and the election of new working coordinators for the committee.
4. Any other relevant matter permitted by the chart

1. Dr. K. Azeez, Principal & Chairman, IQAC *(Signature)*
2. Mr. Nizamuddin Kunmath, Coordinator IQAC *(Signature)*
3. Baburaja. k *(Signature)*
4. Dr. Shafeekh K.M *(Signature)*
5. Dr. Sreetha C.H *(Signature)*
6. Muneera. P.O *(Signature)*
7. Saleena. M *(Signature)*
8. Abdul Samad. I.C *(Signature)*
9. Jb. MK Abdurrahman, chairman, College Management Committee *(Signature)*
10. Dr. T. Mohammad Saleem, Member, Senate, University of Calicut *(Signature)*

Minutes of the IQAC meeting held on 30-10-2019

As per the notice circulated a meeting of the IQAC was held on 30-10-19 at 3:30PM in the college Seminar Hall. The following members attended the meeting.

1. Dr. K. Azeez, Principal & chairman, IQAC
2. Tanda: Mr. Abdurrahman, chairman, college ~~Management Committee~~
3. Dr. T. Mohammed Saleem, Member, Syndicate, University of Calicut
4. Dr. Shabina S, HOD, Dept of Economics
5. Mrs. Muneara P.O. HOD, Physics
6. Dr. Anresh MH, HOD, Chemistry.
7. Mrs. Abdul Samad K, HOD, Dept of English.
8. Dr. Surekha Ch.
9. Mr. Baburagan K, HOD, Dept of Malayalam.
10. Salma M HOD, Dept of History
11. Muneara P.O. Dept. of Physics
12. Dr. Shabina S, HOD, Economics
13. Dr. Shefali K.N. - Dept of Chemistry

Decisions of the Meeting:

1. Minutes of the last meeting was read and the implementation of the decisions were analysed.
2. A detailed schedule for conducting presentations on various key indicators by the committee heads of each and every key indicators committee is made. It is also decided to conduct the setting of these committees, in the month of October 2019 itself.
3. Farewell was given to Mr. Nissamudeen Kunath, IQAC Co-ordinator who is leaving to attend the Pre-Commission course to NCC officers at Officers Training Academy (OTA) Kamptre, Nagpur, Maharashtra from 04-Nov-2019 to 01-Feb-2020. Dr. Shabina S, Head, Dept of Economics, and Member IQAC is being nominated as the interim co-ordinator for coordinating the IQAC activities.



NOTICE

A meeting of the IQAC will be held in the college Seminar Hall on 02 March 2020, Monday at 3:00 PM in the College Seminar Hall. All members are requested to attend the meeting without fail.

Tirumangadi
28-02-20

(Signature)
Nizamuddin Kunath
IQAC Co-ordinator

Agenda:

1. Reading the minutes of the previous meeting.
2. Analysis of the activities of various committees on Key indicators under revised Accreditation framework.
3. Discussion on the allocation of various funds sanctioned to the College under the DST-FIST scheme in Research / Study purpose heads.
4. Discussion on e-tender training for DST-FIST project committee for the launching of e-tender for the purchase of various equipments, instruments and research facilities.
5. Discussions on the implementation of various digital learning resources in addition to the current facilities to cope with the emergency situation created by the COVID-19 out break.
6. Any other relevant matter permitted by the chair.

1. Dr. K. Azeez, Principal & chairman, IQAC
- 2.4. Nizamuddin Kunath, Co-ordinator, IQAC
3. Dr. Baburajan K, HOD, Malayalam
4. Dr. Shibus S, HOD, Economics
5. Dr. Anush MH, HOD, Chemistry
6. Smt. Muneria P.O, HOD, Physics
7. Dr. Sreesha CM, HOD, Commerce & Management
8. Ms. Saleena M, HOD, History
9. Mr. Abdul Samad, HOD, English.
10. Mr. Abdul Basheed M, Spndt.
11. Jb. MK Abdu Rahman

Chairman, College Management Committee.

(Signature)
M. Patmanathan

12. Prof. NV Abdul Rahman,

Member, Syndicate, University of Calicut.

13. Dr. PP Abdul Razack

Dean of the faculty of Humanities

University of Calicut.

14. Dr. T. Muhammed Saleem, Member,

Senate, University of Calicut.

Alumni representative

15. Mr. Sharafudeen Thriyampatti

Industrialist.

Minutes of the IQAC Meeting held on 02 March 2020

A meeting of the IQAC was held in the college Seminar Hall, as per the notice dated 28-02-2020 circulated among the members. The following members attended the meeting, which started at 3:00 PM.

1. Dr. K Azeez, Principal & chairman, IQAC *✓*
2. Mr. MK Abu Rahman, chairman, College Management Committee *✓*
3. Prof. NV Abu Rahman, Syndicate Member, University of Calicut. *✓*
4. Dr. PP Abdul Razack, Dean of the faculty of Humanities, University of Calicut. *✓*
5. Dr. T. Muhammad Saliem, Senate Member, University of Calicut. *✓*
6. Lt. Nizamuddien Kunath, IQAC Co-ordinator *✓*
7. Smt. Munearia P.O, HOD, Physics *✓*
8. Dr. Anresh MH, HOD, Chemistry *✓*
9. Dr. Baburajan K, HOD, Malayalam *✓*
10. Dr. Shibu S, HOD, Economics *✓*
11. Dr. Sreeasha CM, HOD, Commerce *✓*
12. Mr. Abdul Samad, HOD, English. *✓*
13. Ms. Salween M, HOD, History *✓*
14. Mr. Abdul Basheer M, IS *✓*
15. Mr. Sharathidheen, Thriyyampattil, Industrialist. *✓*

Decisions of the meeting

1. Minutes of the last meeting was read and the progress of the implementation of these decisions were analysed.
2. Heads of various committees presented the scope and opportunities of each the institution in each category of key indicators based on the SWOT analysis they conducted through various settings they made after the last meeting of the IQAC. Heads of these committees also submitted report on various activities that are to be implemented in their relevant committee area so as to improve the quality aspect of the institution. Most of these suggestions were accepted.

and a mode of operation for their implementation were finalised.

3. 'Purchase Committee' in respect of the DST-FIST Programme is constituted with Dr. Abammed Sharafet PA, Asst. Professor of Zoology, Dr. Nissar P, Asst. Professor of Commerce, Dr. Prajirtha Kumari, Asst. Prof. of Chemistry being members and Dr. K. Azeez, Principal, being chairman. It was also decided to send Dr. Abammed Sharafet and Dr. Nissar P to Kerala IT Mission for Thiruvananthapuram for training in 'e-tender' procedure. Due permission for the same has already been received from Kerala IT mission.

4. Amidst of the out break of the COVID-19 pandemic, the necessity of strengthening the digital resource repository for teaching learning process of the college is taken as a serious issue, by the IQAC. To cope with the situation, it was decided to implement following decisions with immediate effect:

- i) The digital e-content repository is to be strengthened.

- ii) The Learning Management System (LMS) is to be strengthened by start delivering the remaining lectures of the running semesters through the LMS.

- iii) If required, besides MOODLE, implementation of other LMS like Google class room may be enhanced.

- iv) The scope for the implementation of digital class room in association with Tata consultancy Services (TCS) came into discussion. The IQAC coordinator was assigned to study the matter in detail and a discussion on the report is decided to be conducted after one week.

5. It was also decided to conduct a farewell party to the retiring teaching and non-teaching staff members, in the last week of March. The programme is decided to be conducted in association with the 'staff club'.



~~DR. AZEEZ K~~

~~Principal~~

P.S.M.O. COLLEGE

TIRURANGADI-676306

Action Taken Report of IQAC – AY 2019-'20

<i>Plan of Action</i>	<i>Achievements</i>
An awareness about the SWAYAM portal, MOOC and e content authoring must be made among the faculty members.	A workshop in ‘MOOC and e-Content Authoring’ was organised by IQAC. In the workshop hands on training about organising MOOC course through SWAYAM portal was made. It was also decided that all eligible faculty members must apply for financial assistance for MOOC courses through SWAYAM.
An awareness about the Revised Accreditation Framework of NAAC must be created among all stakeholders of the College	The revised Accreditation Framework of NAAC in print were given to all representative stakeholders of the college. A series of seminars to discuss the RAF of NAAC was organised by the IQAC.
Participation of faculty members in the Professional Development Programmes conducted by UGC- HRDC may be encouraged	Two faculty members attended specific refresher courses, six faculty members attended orientation programmes, conducted by various UGC- HRDs in and out of the state, this year.
The usage of LMS by faculty members require a uniformity. This can be done by launching a common LMS preferably MOODLE for the entire institution.	A committee headed by Mr. Subair P, HOD, Dept. of Arabic is formed for instituting a common uniform LMS to the entire institution. The committee has launched a MOODLE LMS under the title lmsp smo as a common learning management platform
A Teachers Work Diary a part of one among the institution level best practice must be modified by including all the recommendations made by the IQAC.	The necessary amendments to the work diary has been made.
The website of the College must be reformed	A website reformation committee has been instituted and the committee has been assigned to make necessary reformation to the website of the college.
It is always encourageable for the HEIs to go for multiple Accreditation. In this regard the college must apply for NIRF or ARII ranking.	The IQAC approved the decision for multiple accreditation and the Institution attended the India Ranking 2020 by NIRF and was ranked in the rank Band 151-200. It is for the second consecutive year the institution is ranked under NIRF.
Paper presentations/participation in international/national seminar may be encouraged.	Most of the faculty members attended at least one National seminar in the last academic year.
In order to cater to student diversity and hence to improve the standards of learning the functioning of various schemes like Walk with a Scholar, Scholar Support Programme etc are to be improved	IQAC monitors the activities of WWS and SSP
Remedial Coaching programme should be	Remedial coaching classes are conducted

Strengthened	Regularly
Students should be made aware of all kinds of scholarships available to them and should be encouraged to apply for them. Regular monitoring of the sanction of the scholarships and the amount received should be done	The college already have a Scholarship nodal officer, his activities are decentralized by instituting department wise scholarship cell. This has improved the effectiveness of scholarship related activities
In order to improve the Science and Technology infrastructure the college, with the joint initiative of all the Science departments should file for a DST – FIST application. If the fund is sanctioned a research complex may be set up.	A Research Advisory Committee, headed by HODs, and other faculty members are functioning effectively in the college. The Committee has already made the draft of the proposal.
In order to improve international collaboration in teaching, learning and research, international conference are to be hosted in the institution. Migration of faculty members for collaboration related internship are to be promoted	Six different international conference / seminar/ symposia were conducted in the college. A number of international seminar / workshop/symposia were organised by the Department of Zoology, Economics and History. Steps for signing MoU with some of international institutions are under way.
Projects of Post graduate students of other institutions may be undertaken by faculty members. They can use the facilities of the laboratories and nominal fees may be charged from the students.	Projects of Post graduate students are undertaken by faculty members. Many students
Participation of students in competitions conducted by other institutions and agencies may be improved	Many of the students have won prices in various competitions held by other institutions and agencies. The quiz Club of the state has participated in many competitions all over the state and has bagged prizes.
Research among the faculty members should be encouraged in all possible manner.	Under the constant support of IQAC some faculty members are pursuing for their PhD under the FDP scheme of UGC, some other members have registered in the part time category. Some of the faculty members have applied for major and Minor research projects. A good number of papers in International peer reviewed journals were published this year.
Steps are to be taken by various departments for clearing NET / SET and competitive entrance examinations for admission in prestigious institutions of the nation	Some of the departments organised Holiday classes with special focus on competitive examinations. Faculty members of various departments acted as resource persons. A good number of students from various departments including Commerce, English, History, Chemistry etc qualified NET.

Dr. AZEEZ. K
Principal
P.S.M.O. COLLEGE
TIRURANGADI-676 306



IQAC Coordinators
Nissamuddeen Kunnam
Lieutenant, NCC/07110247
Associate NCC Officer
PSMO College Tirurangadi
Tirurangadi P.O, Malappuram Dt.