

Seethi Sahib Memorial Polytechnic College

Kerala- 676105

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 1/2016-17

7th June 2016

Venue: College Campus

Time: 02.00pm

Abdul Nazer Kaipanchery (Chairman)	Mr. Kurukkoli Moideen (Member, Governing Body)	Mr. Basheer.PI (Co-ordinator)
Mr. Suresh Kunnath (Industrial Expert)	Mr. Mohammed Iqbal (HOD-Civil)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD-Electrical)	Mr. Subair PH (HOD-Electronics)
Mr. Naina Mohamed Basil.S (HOD-Automobile)	Mr. Mohamed Haneefa.P (Professor in English)	Mr. Abdul Rahman PP (PTA Member)
Mr. Maroof NE (Workshop Supdt.)	Mr. Mohammed Ziyad TA (NBA Coordinator)	Mr. Jabbar Ahamed (Alumni Representative)
Mr. Showkathali Khan (Librarian)	Mr. Abbas K (Office Supdt.)	

Agenda:

1. Welcoming the members to IQAC committee.
2. Discussion on the significance of IQAC
3. Revised vision & mission statements of the institution.

Proceedings:

1. The chairman extended a warm welcome to all members attending the inaugural session of the IQAC meeting. Each member proceeded to introduce themselves.
2. The meeting delved into the pivotal role of IQAC within higher education institutions. Discussion ensued regarding the directives outlined by the UGC concerning the operational framework of IQAC. Additionally, discussion was conducted on the performance of IQAC in neighboring higher education institutions.
3. The principal presented the proposed vision and mission statements for the institution. A thorough deliberation took place, resulting in unanimous approval of the proposed statements. It was agreed to present the revised statements to the Board of Governors (BOG) for final endorsement.

4. The first draft of IQAC audit forms (internal and external) is prepared. Hard copies will be disseminated to departments. Departments are requested to review the formats and communicate suggestions to the IQAC coordinator.
5. Decided to have the next meeting on 22-06-2016

Meeting adjourned at 4.30pm

Prepared by,

Basheer.PI
C-ordinator



Seethi Sahib Memorial Polytechnic College
Kerala-676105
Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 2/2016-17
 Venue: College Campus

22nd June 2016
 Time: 02.00pm

Abdul Nazer Kaipanchery (Chairman)	Mr. Kurukkoli Moideen (Member, Governing Body)	Mr. Basheer.PI (Co-ordinator)
Mr. Suresh Kumar (Industrial Expert)	Mr. Mohammed Iqbal (HOD-Civil)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD-Electrical)	Mr. Subair PH (HOD-Electronics)
Mr. Naina Mohamed Basil.S (HOD-Automobile)	Mr. Mohamed Haneefa.P (Professor in English)	Mr. Abdul Rahman PP (PTA Member)
Mr. Maroof NE (Workshop Supdt.)	Mr. Mohammed Ziyad TA (NBA Coordinator)	Mr. Jabbar Ahamed (Alumni Representative)
Mr. Showkathali Khan (Librarian)	Mr. Abbas K (Office Supdt.)	

Agenda:

1. Review of the minutes of previous meeting
2. Vision & mission of programs
3. Other matters

Proceedings:

1. The meeting commenced by revisiting the minutes from the previous session. It was noted that the Board of Governors (BOG) had granted approval for the updated vision and mission statements of the institution.
2. Discussion ensued on the necessity for individual programs to develop their own vision and mission statements, aligning them with those of the institution. Programs were advised to initiate this process accordingly.
3. An overview of the academic calendar for the current semester was presented and reviewed.

4. The importance of providing additional training opportunities for faculty members, particularly in light of advancements in science and technology, was deliberated. It was suggested to leverage the Faculty Development Programme (FDP) offered by SITTR & NITTR, as well as to organize in-house training sessions for faculty members.

Action Taken Report:

1. Internal audit form developed by IQAC was approved by all departments.
2. BOG approved the revised vision-mission statements of the institution.

Meeting adjourned at 4.00pm

Prepared by,



Basheer.PI

Seethi Sahib Memorial Polytechnic College
Kerala-676105
Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 3/2016-17
 Venue: College Campus

08th August 2016
 Time: 02.00pm

Abdul Nazer Kappanchery (Chairman)	Mr. Kurukkoli Moideen (Member, Governing Body)	Mr. Basheer.PI (Co-ordinator)
Mr. Suresh Kumar (Industrial Expert)	Mr. Mohammed Iqbal (HOD-Civil)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD-Electrical)	Mr. Subair PH (HOD-Electronics)
Mr. Naina Mohamed Basil.S (HOD- Automobile)	Mr. Mohamed Haneefa.P (Professor in English)	Mr. Abdul Rahman PP (PTA Member)
Mr. Maroof NE (Workshop Supdt.)	Mr. Mohammed Ziyad TA (NBA Coordinator)	Mr. Jabbar Ahamed (Alumni Representative)
Mr. Showkathali Khan .T (Librarian)	Mr. Abbas K (Office Supdt.)	

Agenda:

1. Review of the minutes of previous meeting
2. Vision & mission of programs
3. POs and PEOs of programs

Proceedings:

1. The meeting began with a thorough examination of the minutes from the preceding session. It was noted that several departments had drafted their respective vision and mission statements. Faculty members were encouraged to take advantage of the Faculty Development Programmes (FDPs) organized by NITTTR & SITTTR. Additionally, efforts were pledged to secure AICTE-ISTE projects to facilitate FDPs tailored for polytechnic teachers.
2. Program heads presented the vision and mission statements formulated for their respective programs. Each statement underwent meticulous scrutiny, resulting in the unanimous ratification of the vision and mission statements for all programs.
3. Programs were advised to initiate the process of delineating Program Outcomes (POs) and Program Educational Objectives (PEOs), ensuring alignment with the endorsed vision and mission statements

Action Taken Report:

1. First draft of the vision-mission statements of different programs are ready.

Basheer PI
IQAC Co-ordinator



1

Seethi Sahib Memorial Polytechnic College
Kerala-676105
Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 4/2016-17
 Venue: College Campus

13th January 2017
 Time: 02.00pm

Abdul Nazer Kaipanchery (Chairman)	Mr. Kurukkoli Moideen (Member, Governing Body)	Mr. Basheer.PI (Co-ordinator)
Mr. Suresh Kumar (Industrial Expert)	Mr. Mohammed Iqbal (HOD-Civil)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD-Electrical)	Mr. Subair PH (HOD-Electronics)
Mr. Naina Mohamed Basil.S (HOD- Automobile)	Mr. Mohamed Haneefa.P (Professor in English)	Mr. Abdul Rahman PP (PTA Member)
Mr. Maroof NE (Workshop Supdt.)	Mr. Mohammed Ziyad TA (NBA Coordinator)	Mr. Jabbar Ahamed (Alumni Representative)
Mr. Showkathali Khan .T (Librarian)	Mr. Abbas K (Office Supdt.)	

Agenda:

1. Review of the minutes of previous meeting
2. POs and PEOs of programs
3. Mentorship programme

Proceedings:

1. Meeting began with the review of the minutes of the previous meeting. Various programs have prepared the draft of their POs and PEOs
2. Heads of various programs presented the POs and PEOs prepared for their programs. Meeting reviewed each statement and finally approved the POs and PEOs suggested for each program.
3. Meeting reviewed the mentorship programme practiced in the institution. Departments were advised to further strengthen the programme as it is essential to enhance the discipline and academic performance of students. Mentors diary need to be maintained.

Action Taken Report:

1. Vision-mission statements of all programs finalized.
2. POs and PEOs of all programs prepared.

Basheer PI
IQAC Co-ordinator

