

Seethi Sahib Memorial Polytechnic College
Kerala-676105

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 1/2022-23
Venue: College Campus

7th June 2022
Time: 02.00pm

Abdul Nasar Kaipanchery (Chairman)	Dr. Anwar Ameen Chelat (BOG Member)	Dr.K.Habeeb Rahiman (Co-ordinator)
Dr. Ranjith. C (Principal, GWPTC Kozhikode)	Mr. Shanawas.P (Municipal Councillor)	Mr. Suresh Kumar (Industrial Expert)
Mr. Jabbar Ahamed (Alumni Representative)	Mr. Abdul Rahman PP (PTA Member)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Basheer PI (HOD-Electronics)
Mr. Nias KA (HOD-Civil)	Mr.Abdul Khayoom Fawas.C (HOD- Automobile)	Mr. Mohamed Haneefa.P (Professor in English)
Mr. Maroof NE (Workshop Supdt.)	Mr. Muhammed Ziyad TA	Mr. Abbas K (Office Supdt.)
Mr. Showkath Ali Khan.T (Rtd. Librarian)	Mr.Jasir T. (Lr. in Civil Engg.)	Students Union Chairman

Agenda:

1. Review of previous MOM/ATR
2. Concerns in existing Time table schedule
3. Format & tool for attainment calculation
4. Infrastructural & IT requirements of college office

Minutes:

1. Meeting reviewed the Minutes and Action Taken Report of the previous meeting. Members expressed satisfaction on seeing the decisions implemented. Decisions of the previous meeting have been implemented.

2. Different options were discussed for revising the timetable schedule followed currently. Decided to conduct a survey for gathering the opinion of staff members on the following suggestion.

*9.00-12.15 (3 periods of one hour duration with 15 minutes break from 10 to 10.15am))
1.15-4.15 (3 periods of one hour duration)*

On Fridays: (9.00- 12.15)- (1.45- 4.45)

College office to follow the existing schedule only.

Mr. Jasir.T, has been authorized to do the survey using google form. He has to submit the survey result with analysis report to the principal before 23/11/2022.

3. Each department can decide on the tool to be used for CO and PO attainment calculations. Following is the list of the consultants regarding attainment calculation.
 - Mr. Hashim
 - Mr. Naser Kottayil
 - Mr. Ziyad
 - Mr. Basheer PI
4. In connection with digitalizing the working of institute main office, Mr. Abbas, Office supdt. has been advised to initiate steps for systematizing all the existing office documents.

Action Taken Report:

1. NBA awareness sessions were arranged for staff and students.
2. Criteria file work has been started for all programs
3. Experts have been contacted for external audit of programs. Waiting for the confirmation dates of experts.
4. Everything set for the commencement of new academic year.

Meeting adjourned at 4.00pm

Prepared by,

K. Habeeb Rahiman, PhD

**Seethi Sahib Memorial Polytechnic College
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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 2/2022-23

16th November 2022

Venue: College Campus

Time: 02.00pm

Abdul Nasar Kaipanchery (Chairman)	Dr. Anwar Ameen Chelat (BOG Member)	Dr.K.Habeeb Rahiman (Co-ordinator)
Dr. Ranjith. C (Principal, GWPTC Kozhikode)	Mr. Shanawas.P (Municipal Councillor)	Mr. Suresh Kumar (Industrial Expert)
Mr. Jabbar Ahmed (Alumni Representative)	Mr. Abdul Rahman PP (PTA Member)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Basheer PI (HOD-Electronics)
Mr. Niasi KA (HOD-Civil)	Mr. Abdul Khayoom Fawas.C (HOD- Automobile)	Mr. Mohamed Haneefa.P (Professor in English)
Mr. Maroof NE (Workshop Supdt.)	Mr. Muhammed Ziyad TA	Mr. Abbas K (Office Supdt.)
Mr. Showkath Ali Khan.T (Rtd. Librarian)	Mr. Jasir T. (Lr. in Civil Engg.)	Students Union Chairman

Agenda:

1. Review of previous MOM
2. Tests/Assignments required from each course
3. Introduction of weekly department meeting
4. Potable water supply for students & staff
5. Preparation for NBA-status
6. Others

Minutes:

1. Meeting reviewed the Minutes and Action Taken Report of the previous meeting. Members expressed satisfaction on seeing the decisions implemented.
2. Three assignments and three tests are required from each course for CO-PO attainment

calculation.

3. Weekly department meetings made compulsory. Principal to attend the department meetings. Venue for all the meetings to be the mini seminar hall and timing 12-12.30pm. Day schedule for meeting is as follows.

Monday: Civil & Mechanical

Tuesday: Electrical & Automobile

Wednesday: Computer & Electronics

Thursday: Science & Humanities, College Office

Staff members should try to avoid leave on meeting days. Minutes need to be generated and filed for all meetings.

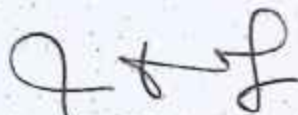
4. Principal informed the meeting that attempt will be made to further enhance the effectivity of potable water supply, waste disposal and vehicle parking, along with the ongoing infrastructural work.
5. Departments should take steps to encourage students to participate in sports, arts, games and other co-curricular activities. Principal informed that selection interview of permanent teacher for Sports and Yoga has been scheduled for first week of December.
6. Mr. PI Bashcer informed that the NBA work is progressing smooth. Pre-qualifier uploading to be finished by 16/11/2022. Two separate applications are being prepared. Civil, Mechanical & Electrical departments cover in one application and Automobile, Computer and Electronics departments in the second application. It is mandatory to finish SAR submission in two months from the date of pre-qualifier uploading.
7. Hereafter, industrial visit must be included in student trips arranged from institution. Faculty accompany is compulsory.
8. Mr. Nazer Pullanikkat & Mr. Anwar. TM to assist HODs in SAR uploading. Office superintend has been authorized to do the needful for delegating them.

Action Taken Report;

1. College time stands modified from next semester onwards. Classes to begin at 9.15AM and ends at 4.15PM. Lunch break is from 12.15PM-1.15PM. On Fridays, lunch break is from 12.15PM-1.45PM and classes windup at 4.45PM.
2. Digitalization work of college office going on.

Meeting adjourned at 4.00pm

Prepared by,



K. Habeeb Rahiman, PhD

**Seethi Sahib Memorial Polytechnic College
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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 3/2022-23
Venue: College Campus

6th February 2023
Time: 02.00pm

Abdul Nasar Kaipanchery (Chairman)	Dr. Anwar Ameen Cheelat (BOG Member)	Dr.K.Habeeb Rahiman (Co-ordinator)
Dr. Ranjith C (Principal, GWPTC Kozhikode)	Mr. Shanawas.P (Municipal Councilor)	Mr. Suresh Kumar (Industrial Expert)
Mr. Jabbar Ahamed (Alumni Representative)	Mr. Abdul Rahman PP (PTA Member)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Basheer PI (HOD-Electronics)
Mr. Niasir KA	Mr.Abdul Khayoom Fawas.C (HOD- Automobile)	Mr. Mohamed Haneefa.P (Professor in English)
Mr. Maroof NE (Workshop Supdt.)	Mr. Muhammed Ziyad TA	Mr. Abbas K (Office Supdt.)
Mr. Showkath Ali Khan.T (Rt. Librarian)	Mr.Jasir T(Lr. in Civil Engg.)	Students Union Chairman

Agenda:

1. Review of previous MOM/ATR
2. Internal audit reports for 2022-23 odd semester.
3. Review of the NBA accreditation work
4. SAR submission to NBA
5. Other matters

Minutes:

1. Meeting reviewed the minutes of the previous meeting. Members expressed satisfaction over the implementation of most of the decisions in the last meeting.
2. Internal audit reports of all the programs were submitted in the meeting. Generally the performance was satisfactory. However, there are certain adverse comments in the reports. HODs have been instructed to look into the suggestions from internal audit and devise and

- action plan rectifying the issues.
3. Meeting reviewed the progress of the NBA work. Principal presented the status of the institutional level preparation. HODs presented the status of preparation at program level. Draft of SAR prepared by various programs were reviewed in the meeting. Minor modifications were suggested for SARs.
 4. Principal informed the meeting that SARs of all the programs will be submitted to NBA by third week of February 2023.

Action Taken Report:

1. Departments are now conducting staff meetings in every week.
2. Renovation work of parking sheds progressing.
3. Drinking water facility now available at more spots.
4. New instructor for sports and yoga has been appointed.
5. Pre-qualifier uploading done.

Meeting adjourned at 4.00pm

Prepared by,



K. Habeeb Rahiman, PhD

Seethi Sahib Memorial Polytechnic College
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MINUTES OF THE MEETING

Meeting No: 4/2022-23
Venue: College Campus

19th May 2023
Time: 02.00pm

Abdul Nasar Kaipanchery (Chairman)	Dr. Anwar Ameen Chelat (BOG Member)	Dr.K.Habeeb Rahiman (Co-ordinator)
Dr. Ranjith C (Principal, GWPTC Kozhikode)	Mr. Shanawas.P (Municipal Councilor)	Mr. Suresh Kumar (Industrial Expert)
Mr. Jabbar Ahamed (Alumni Representative)	Mr. Abdul Rahman PP (PTA Member)	Mr. Basheer TK (HOD-Mechanical)
Mr. Saleem KN (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Basheer PI (HOD-Electronics)
Mr. Niasi KA	Mr.Abdul Khayoom Fawas.C (HOD- Automobile)	Mr. Mohamed Haneefa.P (Professor in English)
Mr. Maroof NE (Workshop Supdt.)	Mr. Muhammed Ziyad TA	Mr. Abbas K (Office Supdt.)
Mr. Showkath Ali Khan.T (Rtd. Librarian)	Mr.Jasir T(Lr in Civil Engg.)	Students Union Chairman

Agenda:

1. Review of previous MOM/ATR
2. SAR submission of various programs
3. Preparation for NBA visit
4. External audit for the academic year 2022-23
5. Review of the internal audit report for the even semester of 2022-23.
6. Preparation for the academic year 2023-24
7. Other matters

Minutes:

1. Meeting reviewed the Minutes and Action Taken Report of the previous meeting. Members expressed satisfaction on seeing the decisions implemented.
2. SAR submission of all the programmes completed. SAR of Civil, Mechanical and

Electrical & Electronics programs were submitted on 16/02/2024 and that of Electronics, Computer & Automobile were submitted on 17/02/2024. Meeting congratulated principal, HODs, faculties and all other staff members for their efforts in preparing and submitting the SARs.

3. Meeting discussed the preparations for the NBA visit. Meeting advised the Principal to expedite the works pending in connection with accreditation.
4. External audit for the academic year 2022-23 need to be arranged. Principal to arrange the experts for the audit of all the six programs.
5. Meeting reviewed the internal audit reports for the even semester of 2022-23. Principal was advised to have discussion with various departments on the observations in the report.
6. Meeting suggested to expedite the preparations for the new academic year 2023-24.

Action Taken Report:

1. Internal audit reports for the odd semester of 2022-23 reviewed and suggestions implemented.
2. SAR of all programs uploaded

Meeting adjourned at 4.00pm

Prepared by


K. Habeeb Rahiman, PhD