

Seethi Sahib Memorial Polytechnic College Kerala-  
676105

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 2/2021-22  
Mode: (Online)

7th October 2021  
Time: 02.30pm

Abdul Nasar Kaipanchery (Chairman)	Dr. Anwar Ameen Chelal (Governing Body Member)	Mr. Basheer PI (Co-ordinator/HOD-Electronics)
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 (HOD-Civil)	Mr. Abdul Khayoom Fawaz 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 (Librarian)	Mr. Jasir Thachamparambil (Lecturer in Civil Engineering) †	Students Union Chairman

Agenda:

1. Review Minutes of meeting
2. Outreach program for nearby schools
3. Collaboration with foreign institutions
4. Workshops for students on soft skills, modern technologies, entrepreneurship etc
5. Involving students in social activities and maintaining a database for participation

Minutes:

1. Meeting commenced with review of the previous minutes. Most of the decisions have been implemented.
2. The meeting suggested the departments to plan outreach programs for nearby educational institutions, especially for schools. Each department should try to have a plan for the same. Such type of activities will be practical experience to students & faculties.
3. Collaboration with foreign institutions can give the institution, students and teachers more

exposure. The chairman informed that discussions have already been initiated on such collaborations. Meeting authorized Mr. Mohammed ziyad to study more on the possibility for international collaborations.

4. Students need to be given additional training on soft skills, modern technologies, entrepreneurship etc. Department associations, EDC, IEDC, IIC, Placement cell etc should also focus on these areas and should try to come out with an action plan for every academic year.
5. The meeting was informed by the chairman that, the institution is already giving opportunities for students to involve in social activities. Meeting appreciated the services rendered by NSS, NCC, clubs, different cells etc in this regard. Concerned staff in charge should maintain a database of all the activities organized and also on student involvement. Such databases may be required for accreditations.

**Action Taken Report:**

1. Mentorship programme is being done effectively in the institution. Mentors diary is made available to all mentors. Counsellor has been appointed for the institution.
2. Temporary office space has been allocated for IQAC. Permanent office will be allocated after the construction work in the campus is completed.
3. Hereafter, at department level a uniform format will be applied to question papers and assignment papers.

Meeting adjourned at 4.15pm

Prepared by,

  
Mr. Bashir PI



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

MINUTES OF THE MEETING

Meeting No: 3/2021-22  
Venue: Institute Campus

6th December 2021  
Time: 02.30pm

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. 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 Ziqad TA	Mr. Abbas K (Office Supdt.)
Mr. Showkath Ali Khan.T (Librarian)	Students Union Chairman	

Agenda:

1. Review of the minutes of the previous meeting
2. Assignments and tests required for CO-PO attainment Calculation
3. Uniform procedure for attainment calculation
4. Students diary
5. Safety wears for students in workshops
6. Refreshment center for students

Minutes:

1. Meeting commenced with the review of the previous minutes. Decisions of the previous meeting has been implemented.

2. SITTR guidelines to follow regarding the number of tests and assignments for CO-PO attainment calculation.
3. Meeting decided to implement a uniform procedure for outcome attainment calculation. The very next HOD meeting to review the various procedures/formats now in use and pick one as the institute format.
4. Students' diary needs to be printed. Mr.KN.Saleem has been entrusted with the responsibility of making students' diary for the ongoing academic year.
5. Meeting discussed introducing safety wears for students in workshops. Mr. Andul Khayoom Fawas has been authorized to study and report the requirements.
6. Meeting recommended establishing a refreshment center attached to the main campus. The chairman has been authorized to initiate the discussion for the same at appropriate level.

**Action Taken Report:**

1. Discussions are being done at department level to organize outreach programs
2. MOU with University Sains Malaysia under processing
3. Additional training programs are given to students under ED club, IEDC, Career cell etc

Meeting adjourned at 4.15pm

Prepared by,

  
**K. Habeeb Rahiman, PhD**



Seethi Sahib Memorial Polytechnic College  
Kerala-676105

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 4/2021-22  
Venue: Institute Campus

28th April 2022  
Time: 02.30pm

Abdul Naser 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 (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 (Librarian)	Mr. Jasir Thachamparambil (Lr. in Civil Engg.)	Students Union Chairman

Agenda:

1. Review of Minutes of meeting
2. NBA accreditation awareness program for staff and students
3. Criteria file preparation for NBA
4. External Audit for 2021-22 academic year
5. Other matters

Minutes:

1. Meeting reviewed the minutes of the previous meeting. Most of the decision of the previous

- meeting have been implemented.
2. In view of the institute's decision to go for NBA accreditation, staff members and students need to be aware of the significance of NBA accreditation. Meeting suggested to arrange sessions on OBE and NBA to staff and students.
  3. All programs were advised to start the criteria file preparation for accreditation purpose.
  4. Principal has been advised to schedule the external audit for 2021-22 academic year.
  5. Meeting discussed regarding the preparation for the next academic year.

**Action Taken Report:**

1. All departments have been instructed to follow SITTTR guidelines regarding the number of assignments and tests.
2. Student's diary ready now.
3. Sufficient number of safety wears made available in workshops.

Meeting adjourned at 4.15pm

Prepared by,

  
**K. Habeeb Rahiman, PhD**