

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

MINUTES OF THE MEETING

Meeting No: 1/2023-24
 Venue: College Campus

6th June 2023
 Time: 02.00pm

Basheer PI (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. RMA Naseer (HOD-Mechanical)
Mr. Mohammed Ziyad TA (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Shajil Ameer (HOD-Electronics)
Mr. Nias K	Mr.Abdul Khayoom Fawas.C (HOD- Automobile)	Mr. Mohamed Haneefa.P (Professor in English)
Mr. Maroof NE (Workshop Supdt.)	Mr.Jasir T (Lr. in Civil Engg.)	Mr. Abbas K (Office Supdt.)
Mr. Mohammed Rashid TK (Librarian)	Students Union Chairman	

Agenda

1. Review of the previous meeting minutes.
2. Academic calendar for the odd semester
3. Semester plan
4. Preparation for NBA visit
5. Review of the external audit report of different programs for the academic year 2022-23.
6. Other matters

Minutes

1. The meeting commenced with a thorough review of the minutes from the previous session. Members expressed contentment regarding the successful implementation of decisions

made in the preceding meeting.

2. Discussion revolved around the formulation of the academic calendar for the ongoing odd semester. Mr. Basheer.K has been duly authorized to compile the institute calendar for the odd semester.
3. Departments were advised to devise a semester plan aligned with the academic calendar published by SITTTTR.
4. The meeting scrutinized the preparations made by departments and the institution for the impending NBA visit. Department heads reassured the meeting that all requisite documents for NBA inspection are readily available and meticulously organized. Furthermore, institution-specific documents are in impeccable order.
5. Deliberation ensued regarding the external audit report for various programs during the academic year 2022-23. Department heads have been tasked with identifying areas necessitating improvement and devising an action plan to address the identified concerns

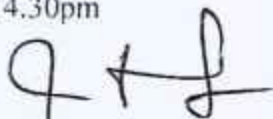
Action Taken Report:

1. NBA accreditation work progressing smoothly.
2. Experts have been contacted for the external audit. Date to be fixed based on their convenience.
3. Internal audit reports discussed in all departments. Remedial measures have been initiated.

Meeting adjourned at 4.30pm

Prepared by,

K. Habeeb Rahiman, PhD



**Seethi Sahib Memorial Polytechnic College
Kerala-676105**

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 2/2023-24
Venue: College Campus

25th October 2023
Time: 02.00pm

Basheer PI (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. RMA Naseer (HOD-Mechanical)
Mr. Mohammed Ziyad TA (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Shajil Ameer (HOD-Electronics)
Mr. Nias KA	Mr.Abdul Khayoom Fawas.C (HOD Automobile)	Mr. Mohamed Haneefa.P (Professor in English)
Mr. Maroof NE (Workshop Supdt.)	Mr.Jasir T(Lr. in Civil Engg.)	Mr. Abbas K (Office Supdt.)
Mr. Mohammed Rashid TK (Librarian)		Students Union Chairman

Agenda:

1. Review of the previous meeting minutes.
2. Previous year examination result analysis
3. Modernization of college library
4. Updating the Lab facilities @ 1:5 ratio
5. Programs for enhancing entrepreneurial and other relevant skills of students
6. Further strengthening of the drinking water facility
7. FDP as per new syllabus
8. Faculty empowerment programs
9. Interdepartmental collaboration for student projects

10. Innovative student projects
11. Changing of college time
12. Maintenance of playground and enhancing the sports facilities
13. Campus beautification
14. Other matters

Minutes:

1. Meeting commence with the review of the minutes of the previous meeting. Members expressed satisfaction over the implementation of the decisions in the previous meeting.

2. The results of the last public examination were reviewed. The Heads of Departments (HODs) reported the total pass percentages for the final semesters as follows:

Civil: 66%

Mechanical: 59.7%

Electrical: 67%

Electronics: 56.2%

Automobile: 45%

Computer: 81.48%

The pass percentages are lower compared to previous years. HODs have been advised to make arrangements to provide additional support to the students who failed to clear their back papers. Learning materials and previous question papers should be shared with these students. Remedial classes and other forms of support should also be provided to students in ongoing semesters to help them clear their back papers.

3. Mr. Rashid, the College Librarian, has been authorized to prepare a detailed proposal for the renovation of the library. The Library Advisory Committee can visit model libraries for inspiration and seek assistance from professional teams with expertise in library renovations.

4. According to AICTE guidelines, the ratio of machines to the number of students in laboratories should be 1:4. Some workshops and laboratories do not meet this ratio due to limited facilities. HODs have been advised to work with the principal to find solutions to address this issue to the possible extent.

5. Departments should plan adequate training programs for students in entrepreneurship, soft skills, IT skills, etc. During the upcoming NBA visit, questions related to the number of entrepreneurs generated by the institution and re-intake of students by the same company may be expected. Departments are advised to maintain records of additional training programs and outreach activities.

6. The academic calendar of the institution needs to be prepared well in advance of the beginning of each semester. The calendar should include activities such as series tests. The message about this should be communicated to the staff responsible for the academic calendar. It was decided to appoint a coordinator for conducting series tests. HODs should collect series test question papers and assignment questions for each course at the beginning of the semester.

7. Regarding the improvement of drinking water facilities on campus, the principal informed the meeting that the necessary equipment is already available at various locations but is not working properly due to minor technical issues. The responsible parties should take urgent action to address these issues.

8. The meeting discussed the importance of organizing more Faculty Development Programs (FDPs) on the revised syllabus, new developments in Artificial Intelligence, and AI tools for teachers. Department heads and the Training Manager should collaborate to create an action plan for faculty empowerment programs for each academic year.

9. Implementation of software to manage academic activities in the institution was discussed. The principal mentioned that discussions on this matter are already underway.

10. The meeting emphasized the need to encourage more innovative projects from students. Departments should give special attention to this matter, and interdepartmental collaboration should be explored for student projects.

11. The meeting was informed that there are feedback and concerns from both students and staff regarding the existing time schedule on campus. The principal has been authorized to initiate discussion on this matter with all concerned.

12. Mr. Mahir, the Physical Education teacher, has submitted a proposal for the renovation of playgrounds and other sports facilities. The principal mentioned that efforts are underway to involve college alumni in the funding process for this project.

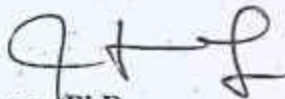
13. Beautification and landscaping of the campus are to done.

Action Taken Report:

1. Institute calendar for the odd semester of 2023-24 has been prepared.
2. Various programs and the institution is now fully prepared to face the NBA visit.
3. Suggestions for improvement in the external audit report for 2022-23 academic year have been listed out and communicated to the departments. Remedial measures are being taken.

Meeting adjourned at 4.30pm

Prepared by,



K. Habeeb Rahiman, PhD

**Seethi Sahib Memorial Polytechnic College
Kerala-676105**

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 3/2023-24
Venue: College Campus

8th January 2024
Time: 02.00pm

Basheer PI (Chairman)	Dr. Anwar Ameen Chetani (Governing Body 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. RMA Naseer (HOD-Mechanical)
Mr. Mohammed Ziyad TA (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Shajil Ameer (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.Jasir. (Lr. in Civil Engg.)	Mr. Abbas K (Office Supdt.)
Mr.MohammedRashid TK (Librarian)	Students Union Chairman	

Agenda

1. Review of the minutes of the last meeting
2. Revision of Course exit survey Course Feedback formats
3. Revision of Institute and Department facilities feedback format
4. Internal Audit for even semester of 2023-24

Minutes

1. **Review of Previous Meeting's Minutes:** The meeting commenced with a review of the minutes from the previous session. Several decisions made during the previous meeting are still in progress. Departments were advised to expedite the implementation of these decisions.
2. **Preparations for MOC Visit (Scheduled: 10/01/2024):** All departments and staff members are instructed to make necessary arrangements and preparations for the MOC visit scheduled for 10/01/2024.
3. **Finalization of Course Exit Survey and Student Feedback Formats:** The formats for both the course exit survey and student feedback have been revised. Departments seeking these formats can contact Prof. Fahid KV for further details and access.
4. **Attainment Calculation Guidelines:** It was emphasized that attainment calculation should be solely based on internal and external evaluation marks. 20% weightage is to be attributed to the course exit survey.
5. **Consolidation of Institute and Department Facility Feedback:** It was proposed and approved to merge the institute and department facility feedback into a single form. Prof. Fahid KV has been authorized to make necessary modifications to the feedback form available on the institute's website.
6. **Internal Audit for 2023-24 Even Semester:** Pre semester audit for the even semester of 2023-24 should be completed by the last week of January.
7. **Library Readiness for Accreditation Visit:** The Librarian informed the meeting that the institute's library is being prepared for the upcoming accreditation visit.
8. **Addressing Connectivity Issues with the Internet:** Faculty members raised concerns about connectivity issues with the internet. Principal was authorized to initiate action for resolution.

Action Taken Report:

1. Departments have prepared a plan for giving additional support to the students who have back papers in 2022-23 final semester exams. Remedial classes are going on for the poor learners in the ongoing semester.
2. Mr. Mohammed Rashid, Librarian has submitted a report regarding the modernization of library.
3. Departments are arranging additional training programs for students on soft skills and also advancement in technology. Industry experts, Alumni's and faculty from other institutions are being used as resource persons.
4. Academic calendar for the even semester ready.
5. Drinking water facility is made available at more locations.
6. Physical education related facilities are being enhanced. Renovation work of JIM completed.
7. Landscaping work at campus has started.

Meeting adjourned at 4.30pm

Prepared by,


K. Habeeb Rahiman, PhD

Seethi Sahib Memorial Polytechnic College
Kerala-676105

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Meeting No: 4/2023-24
Venue: College Campus

19th February 2024
Time: 02.00pm

Basheer PI (Chairman)	Dr. Anwar Ameen Chelat (Governing Body 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. RMA Naseer (HOD-Mechanical)
Mr. Mohammed Ziyad TA (HOD-Computer)	Mr. Basheer.K (HOD- Electrical)	Mr. Shajil Ameer (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.Jasir.T (Lr. in Civil Engg.)	Mr. Abbas K (Office Supdt.)
Mr.MohammedRashid TK (Librarian)	Students Union Chairman	

Agenda:

1. Review of the minutes of the last meeting
2. Organizational chart of the institution
3. New Internal audit strategy
4. Preparation for the SBTE audit
5. Preparation for NBA visit.

Minutes:

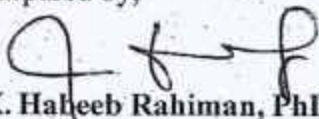
1. The meeting commenced with a review of the minutes from the previous session. MOC visit by KMEA engineering college team completed. Areas where improvement required are mentioned in the visit report.
2. The revised organizational chart for the institution was presented in the meeting by the principal. Meeting approved the new organizational chart.
3. Meeting revised the IQAC internal audit strategy for the institution. Hereafter, there will be three audits per semester- Pre semester audit, mid semester audit and end semester audit.
4. Institute and departments should do all the preparation for the SBTE visit scheduled for 20/02/2024. A seventeen member team under Joint Director, Mr. Solomon Antony to visit the institution.
5. Meeting reviewed the preparation for NBA visit. Principal informed that the visit dates have been revised by NBA and the new dates are 8,9 and 10th of March 2024. Meeting advised all programs to complete the accreditation related work at least by 29th February 2024.
6. Meeting decided to apply new format for the teacher substitution register from the ongoing semester. IQAC will give the new format to departments.

Action Taken Report:

1. MOC visit by faculty team of KMEA engineering college completed on 10/01/2024. Team inspected the progress of accreditation related work and submitted a detailed report.
2. The revised format for course exit survey and course feedback have been shared to all the departments.
3. The format for the feedback form on institute and department facilities have been finalized.
4. Pre-semester internal audit for the even semester of 2023-24 completed on 23rd January 2024.
5. Institute library is now fully ready for accreditation visit.
6. Internet connectivity issues at various locations of the campus resolved.

Meeting adjourned at 4.30pm

Prepared by,



K. Haheeb Rahiman, PhD