



Internal Quality Assurance Cell

Date: 10-10-2022

Circular

- Dr. Tabassum Ara *st*
Principal
- Prof. Hussain Ahmed *h*
IQAC Coordinator
- Dr. Syed Mustafa. A *st*
HOD, ISE
- Dr. Ashok P.S *st*
HOD, CSE
- Dr. Latha Rajagopalan *Rajan*
HOD, ECE
- Dr. Syed Abu Sayeed M
HOD, Civil *st*
- Prof. Sheik Haroon Safdar *st*
HOD, EEE
- Dr. Salim Shariff *Salim*
HOD, ME
- Dr. C. S. Nagabhushana *chreep*
HOD, Mathematics
- Dr. Chandrakumar K *st*
HOD, Physics
- Dr. Sanaula P.F *st*
HOD, Chemistry
- Dr. Arshad Pasha *st*
Physical Education
- Director

The Internal Quality Assurance Cell (IQAC) meeting is scheduled at 3:00 PM on 10-10-2022 to discuss and review the NAAC progress. All HODs are requested to attend the meeting.

Venue: A-Block conference hall

Agenda of the meeting:

- AQAR 20-21
- AQAR 21-22
- Documentation for 5 years (17-19, 18-19, 19-20, 20-21, 21-22)
- CO-PO correlation matrix
- Any other matter

Hussain Ahmed
Prof. Hussain Ahmed
IQAC Head

- Prof. Sultan K - *st* 11/10/22
- Prof. Zahid Tabassum *st* 11/10/22
- Prof. Yousuf Madi *st* 11/10
- Dr. Muz Ahmed *st* 11/10
- Dr. Nadeem Pasha *st* 11/10/22
- Prof. Prakash *st* 11/10/22
- Prof. Vinod. Sharare *st* 11/10/22
- Prof. Mohammed Yunus *st* 11/10/22

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Agenda of Meeting: -

Sl. No.	Points of Discussion
1.	AQAR 19-20
2.	AQAR 20-21
3.	Documentation for 5 years
4.	CO-PO correlation matrix
5.	Any other matter

Members Present:

1. Dr. Tabassum Ara, Principal *SA*
2. Prof. Hussain Ahmed, IQAC Head *H*
3. Dr. Syed Mustafa. A, HOD ISE *MS*
4. Dr. Ashok P.S, HOD CSE *AS*
5. Dr. Latha Rajagopalan, HOD ECE *L*
6. Dr. Syed Abu Sayeed M, HOD Civil *S*
7. Prof. Sheik Haroon Safdar, HOD EEE *SH*
8. Dr. Salim Shariff, HOD ME *SS*
9. Dr. C. S. Nagabhushana, HOD Mathematics
10. Dr. Sanaula P.F, HOD Chemistry *SP*
11. Prof. Zahira Tabassum, Associate Professor, ECE *Z*
12. Dr. Maaz Ahmed, Associate Professor, ECE *M*
13. Prof. Smitha Kurian, Assistant Professor, CSE *S*
14. Prof. Tahir Naquash, Assistant Professor, CSE *T*
15. Dr. Nadeem Pasha, Associate Professor, ME *N*
16. Prof. Mohammad Yonus G S, Assistant Professor, Civil Engg
17. Prof. Vinod Shavare, Assistant Professor, Civil Engg *V*
18. Prof. Prakash, Assistant Professor, Mathematics *P*
19. Prof. Yousuf Madar R, Assistant Professor, EEE *Y*

Minutes of the meeting:

Sl. No.	Description	Points Discussed	By	Responsible persons
1.	AQAR 19-20	AQAR for 19-20 has been submitted and the same has been approved by NAAC	IQAC Head	
2.	AQAR 20-21	Review each criteria and update wherever required	IQAC Head	All criteria owners

3.	Documentation for 5 years	Data to be collected and reviewed for AQAR 21-22 and consolidate data for 5 years	IQAC Head	All criteria owners
4.	AICTE activities	All departments to submit AICTE activities data of 21-22 to Dr. Sanaulla P F.	IQAC Head	Engineering HODs
5.	CO-PO correlation matrix	<ul style="list-style-type: none"> • Uniform Procedure to be followed by all departments and Corrective measures to be specified for each course • Mapping of prime indicators with CO keywords to be adopted for 21-22 even semester. 	IQAC Head and Principal	All HODs
6.	Training session for freshers on CO-PO attainment	All the first-year faculty members to be familiar with the Excel sheets. A training session to be conducted for them followed by a quiz.	IQAC	Prof. Tahir Naquash and Prof. Smitha Kurian
7.	Smart boards	Smart boards to be used by the faculty. Training session has been planned for the faculty for the same.	Principal	All members present

Sanaula P F 13/10/22

IQAC Head

[Signature]
Principal
13/10/22