VEDAVYASA COLLEGE OF ARTS & SCIENCE

Karadaparamba (P.O), Malappuram; 673632

Minutes of the meeting for the formation of IQAC

Date : 6/6/2024
Time : 2.30 Pm
Venue : Seminar hall

Attendees :-

		Signature
1.	Dr. Haritha. M.K. Principal.	
2.	Muneer. A.P.	
3.	Sai K Bharath	
4.	Deepthi	
5	Sreeja. O.K	
6	Rahitha	
7.	Swapna. V.P.	
8	Aysha Jubin. V	
9.	Haliya Mariyam	
10	Bareera	
11	Shareena.	
12	Arya	
13	Sai Guru	
14	Ahana	
15	Punnya M.S	
16	Efna Raleeq K.M	
17	Fasila	
18	Jauhara	
19	Anuradha	
20	Pranav	
21	Prajisha	
22	Akshaya	
23	Sruthi.	

1st Agenda

1) Introduction & welcome
2) Objectives of IQAC
3) Election of IQAC Co-ordination & other members
4) Roles & Responsibilities of IQAC members.
5) Action plan & time line.

(1) Introduction & welcome

Dr. Haritha MK (principal) welcomed all the Teachers & Introduced the purpose of the meeting.

(2) Objectives of IQAC

Dr Haritha MK explained the objectives of IQAC as per NAAC guidlines. Internal Quality Assurance cell (IQAC) is a vital component of higher education institutions ensuring quality education & continuous improvement.

1) ensuring quality education
2) Enhance institutional reputation
3) foster research & innovation
4) improve Student satisfaction & outcomes

(3) Election of IQAC Co-ordination & other members

Swapna V-P was ~~unanimously~~ unanimously

elected as the IQAC co-ordinator.
Sri K Khalib, Bareera Jaleel, Akshaya, Sreeja OK, Sruthi, Fasla VP are elected as the members of IQAC.

④ Roles of Responsibility of IQAC members.

Swapna VP outlined roles & responsibilities of the members.

a) Co-ordinate IQAC activities
b) Monitor quality assurance process
c) Develop and implement quality policies
d) Conduct internal Audit

⑤ Action plan & Time line

a) Suggest external experts for conducting IQAC workshop. [within One month]
b) Develop quality assurance policies
c) Schedule regular meetings.
d) Department co-ordinators are directed to conduct details of students for the last 3 years
e) Creat or recollect Email ID of each dept aswellas IQAC.

Decisions

a) IQAC will meet monthly
b) Develop & implement Quality Assurance policies.
c)

Conclusion

The meeting concluded with vote of thanks by Swapna V.P. It was agreed that the next meeting will be held on 7/8/2024 to review the progress made in the formation of action plans.

Meeting adjourned at 3.30pm

Minutes prepared by Swapna V.P

Date of preparation : 6/6/2024.

Swapna.V.P

~~Volunteer~~