



KMCT

COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.




Principal
Principal
KMCT College of Allied Health Sciences
P.O. Manassery, Mukkam
Kozhikode, Pin - 673602





KMCT

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6.5 IQAC MINUTES OF MEETING



Principal
KMCT College of Allied Health Sciences
P.O. Manassery, Mukkam
Kozhikode, Pin - 673602

MINUTES OF MEETING

DATE : 13-06-2016

TIME : 10.00 AM - 12.00 PM

VENUE : Seminar hall.

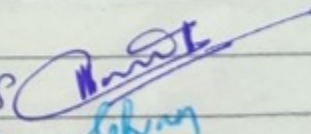
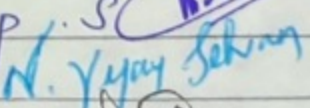
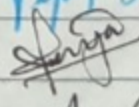
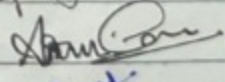
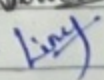
Agenda : Discussion regarding Constitution of Steering Committee.
: Discussion regarding electing Steering Committee team.

Proceedings :

Discussion was held to constitute a steering committee for the college to coordinate all the academic and non-academic activities.

The proposed date to convene in conjunction with management was suggested as 14-07-2016

Members Participated

1. Principal - Prof. Santhep. S. 
2. HOD, Department of BPT 
3. HOD, Department of B.Sc. MLT - 
4. HOD, Department of B.Sc. CPT - 
5. HOD, Department of B.Sc. Optometry - 

MINUTES OF MEETING

DATE : 4-07-2016
 TIME : 10-00 AM - 12. PM
 VENUE : Seminar hall

Agenda : Discussion regarding the functions of Steering Committee.
 : Discussion regarding academic activities.
 : Execution of academic and extra-curricular activities.

Proceedings :-

- : Discussion was held to determine the functions of Steering Committee.
- : Decided to conduct all the academic and extra-curricular activities under the Steering Committee with the consent of the managing Council.

Members Participated

1. Principal : Prof. Sarthcep. S. *S. Sarthcep*
2. HOD, Department of BPT : N. Vijay Selvan *N. Vijay Selvan*
3. HOD, Department of MLT : *Sangeetha*
4. HOD, Department of Optometry : *Ling*
5. HOD, Department of B.Sc. CPT : *Arumugam*

MINUTES OF MEETING

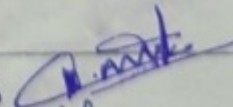
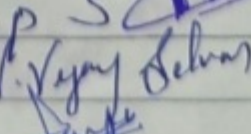
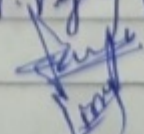
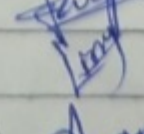
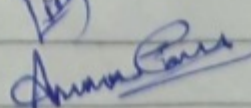
Date : 12-12-2016
Time : 10.00 AM - 1.00 PM
Venue : Seminar hall

Agenda : Evaluation of the Steering Committee's functions.
: Report Submission regarding academic and extracurricular activities.
: Evaluation of academic calendar, course plan and lesson plan progression
: Discussion of plans to be executed from December to June.

Proceedings

: All HODs ~~were~~ were assigned to focus on the completion of portions towards KUTS examination.
: All HODs discussed about the progression of lesson plan and course plan.
: Plan for observation days and other academic events.

Members participated :

1. Principal : Prof. Santhosh S 
2. HOD, Department of BPT : N. Vijay Selvan 
3. HOD, Department of MLT : 
4. HOD, Department of Optometry : 
5. HOD, Department of B.Sc. CPT : Anand Kumar 

MINUTES OF MEETING

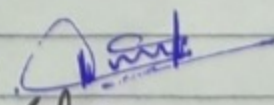
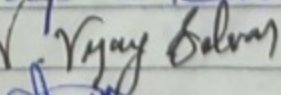
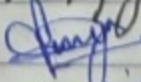
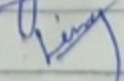
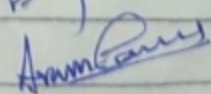
Date : 5-06-2017
 Time : 10.00 AM - 12.00 PM
 Venue : Seminar hall

Agenda : Evaluation of executed academic plans.
 : Discussion regarding the organisation of extracurricular and non-academic events.

Proceedings

- The tentative lesson plan was given to all HODs for cross evaluation.
- Students were divided into three categories; above average, average, and below average, based on their performance on internal exams.
- Plan for observation days and other academic events.

Members Participated

1. Principal : Prof. Santhosh S. 
2. HOD, Department of BPT : N. Vijay Kumar 
3. HOD, Department of MLT : 
4. HOD, Department of Optometry : 
5. HOD, Department of Bsc. CPT : 

MINUTES OF MEETING

Date : 4-12-2017
 Time : 10.00 AM - 12.00 PM
 Venue : Seminar hall

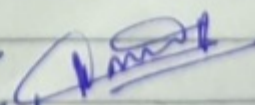
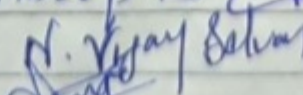

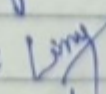
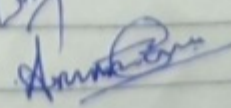
Agenda :

- 1. Discussion regarding academic plan progression.
- 2. Discussion regarding Non academic and Extra curricular activities.
- 3. Discussion about the strategies that will be implemented in the upcoming quarter.

Proceedings :

- 1. Planning revision schedule and model exam schedule.
- 2. Plan for observation days and other academic events.
- 3. Academic and non-academic activities to be organized not-affecting the completion of syllabus.

Members participated :

1. Principal : Prof. Santhosh S. 
2. HOD, Department of BPT : N. Vijay Kumar 
3. HOD, Department of MLT : 
4. HOD, Department of Optometry : 
5. HOD, Department of BSc. CPT : 

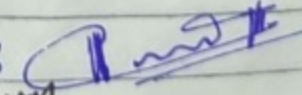
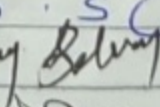
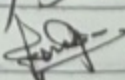
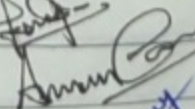
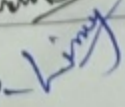
MINUTES OF MEETING

Date : 10.05.2018
 Time : 10.30 am - 11.30 am
 Venue : Seminar hall

Agenda : Discussion regarding Constitution of Internal Quality Assurance cell (IQAC)
 : Discussion regarding electing IQAC team.

Proceedings : Discussion was held to constitute an Internal Quality Assurance Cell (IQAC) for the College to coordinate all the academic and non-academic activities.
 : Proposed date to constitute in Consultation with the management was put forth as 17.05.2018
 : Discussion was held to enhance student centric education practices.
 : Planning to categorize student performance, to foster better learning process was discussed.
 : Incorporation of NAAC (National Assessment and Accreditation Council) team for the college.

Members Participated :

1. Principal :- Prof. Santheep 
2. HOD, Department of BPT :- N. Vijay Selvam 
3. HOD, Department of B.sc. MLT - 
4. HOD, Department of B.sc. CPT - 
5. HOD, Department of B.sc. Optometry, 

MINUTES OF MEETING

Date : 17-05-2018
 Time : 11 AM - 12 PM
 Venue : Seminar Hall.

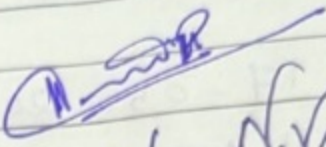
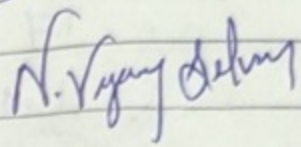
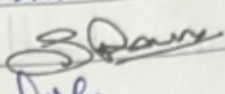
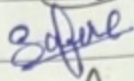
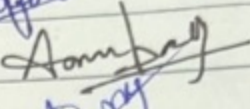
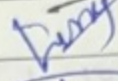
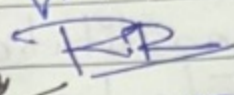
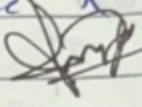
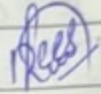
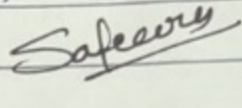
Agenda

- : Constitution of IQAC team
- : Election of IQAC team
- : Discussion regarding instituting NAAC team

Proceedings

- o: In consultation with the management, to constitute an IQAC team to accelerate the academic and non-academic activities of the institution.
- To execute every activity under the guidance of IQAC team.
- To Commemorate the activities based on departmental level and general observational grounds.
- All the activities to be Segregated into four quarters, not affecting the academic progress of each department.
- Unanimous Decision was taken to have the IQAC team constituted with the principal, HOD's of various departments and member Secretaries.
- Plans to constitute the NAAC team of the college in consultation with the management.

Members Participated

1. Prof. Santheep. S 
2. Prof. Vijal Selvam. N. N. 
3. Mr. Sarlam. V 
4. Mrs. Sefa. C 
5. Mr. Anun Baby 
6. Mrs. Lincy B.S 
7. Mrs. Rajashree R 
8. Mr. Tajo 
9. Mrs. Deeshma 
10. Mrs. Sajera. 

MINUTES OF MEETING

Date : 03-08-2018
 Time : 11 am - 12.30 Pm
 Venue : Seminar hall

Agenda :

- Discussion on plans to be executed from August to December 2018
- Evaluation of academic plans
- Execution of non-academic and extracurricular activities
- Time for the next meeting.

Proceedings

- All HOD's were assigned for cross evaluation of the tentative lesson plans
- All HOD's were assigned to focus on the completion of portions towards KUIS examinations
- Preparations on the intake of fresh batch students
- Discussion on preparation of question paper and evaluation of answer sheet for III Internal examination and model examination
- Tentative dates for clinical postings were proposed.
- Plans for observation days and other academic events
- Execution of extra curricular activities.
 - Onam celebrations
 - Christmas celebration
 - New year celebration.

Members Participated.

1. Prof. Santhep S ~~Santhep~~
2. Mr. Nagaraj S ~~Nagaraj~~
3. Prof. Vijay Selva N ~~Vijay Selva~~ N. Vijay Selva
4. Mrs. Saja C ~~Saja~~
5. Mrs. Linay B ~~Linay~~
6. Mr. Akhil S ~~Akhil~~
7. Mr. Jayadev CG ~~Jayadev~~
8. Mr. Ishad P ~~Ishad~~
9. Mrs. Akhile C ~~Akhile~~
10. Mr. Arun Baby ~~Arun Baby~~
11. Mr. Jacob Jayaraj ~~Jacob Jayaraj~~

MINUTES OF MEETING

Date : 05/01/2019

Time : 11 AM - 12.30 PM

Venue : Seminar Hall.

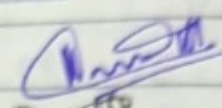
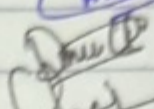
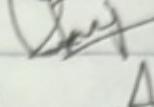
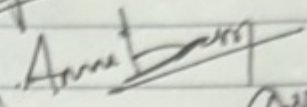
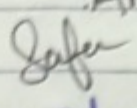
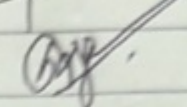
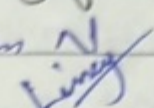
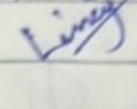
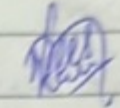
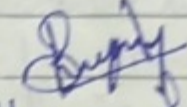
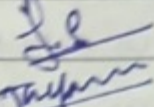
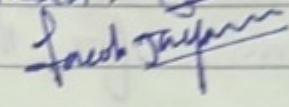
Agenda :

- Discussion on plans to be executed from January to April 2019.
- Evaluation of academic plans
- Execution of non-academic and extracurricular activities.
- Time for the next meeting.

Proceedings :

- All HOD's were assigned for cross evaluation of the tentative lesson plan
- All HOD's were assigned to plan for the KUHS examinations
- Preparations for the internal exams
- Discussion on preparation of question paper and evaluation of answer sheet for internal exams.
- Tentative dates for clinical postings were proposed
- Plan for observation days and other academic events.
- Execution of extracurricular activities
 - Holi Celebration.

Members participated :-

1. Prof. Santheeps 
2. Ms. Dinu CP 
3. Mr. Tajo AP 
4. Mr. Arun Baby 
5. Mrs. Safa C  
6. Prof. Vijay Selvan N 
7. Mrs. Lincy BS 
8. Mrs. Deeshona P 
9. Mrs. Shyamily TK 
10. Mrs. Sheisha Sasidhnan. 
10. Mr. Jacob Jayaraj 

MINUTES OF MEETING

Date : 20/04/2019
 Time : 11 AM - 12.30 PM
 Venue : Seminar Hall.

Agenda :

- Discussion on plans to be executed from May to July 2019
- Evaluation of academic plans
- Execution of non-academic and extra-curricular activities.
- Time for the next meeting.

Proceedings

- All HODs were assigned for cross evaluation of the tentative lesson plan.
- All HOD's were assigned to focus on the completion of portions towards KUIS examinations.
- Discussion on preparation of question paper and evaluation of answer sheet for III Internal examination and model examination.
- Plan for study holidays according to tentative KUIS examination dates.
- Plan for observation days and other academic events.
- Plan to observe Independence Day.

Members Participated

1. Prof. Santheep S ~~Santheep S~~
2. Prof. Vijay Selvan N ~~Vijay Selvan N~~ N. Vijay Selvan
3. Mrs. Saja c ~~Saja c~~
4. Mr. Tajo AP ~~Tajo AP~~
5. Mr. Arun Baby ~~Arun Baby~~
6. Mrs. Lincy Bs ~~Lincy Bs~~
7. Mrs. Seisha Sasidhass. ~~Seisha Sasidhass.~~ S.S.
8. Ms. Dinu CP ~~Dinu CP~~
9. Mrs. Anussee Mohan. ~~Anussee Mohan.~~
10. Mr. Jacob Jayaraj ~~Jacob Jayaraj~~ Jacob Jayaraj

MINUTES OF MEETING

Date : 19/07/2019
 Time : 10.30 am - 12.30 pm
 Venue : Seminar Hall

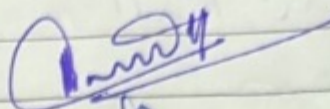
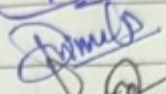
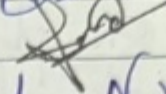
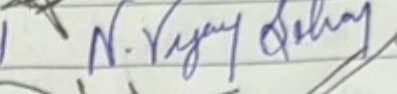
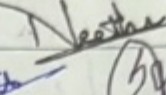
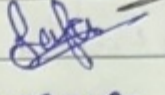
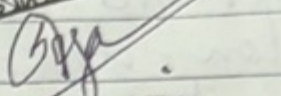
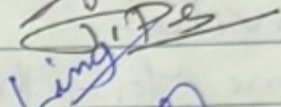
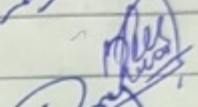
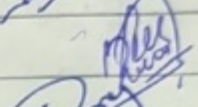
Agenda

- Discussion on plans to be executed for the September - December 2019
- Academic improvement plans
- Non-academic and extracurricular activities
- Time for the next meeting.

Proceedings

- Academic and non-academic activities to be organized not affecting the completion of syllabus.
- Commencement of the new academic year.
- Academic events progression - World Fibrous Day
 - World heart day observance
 - World AIDS day
- Extracurricular activities to be executed during the quarter
 - Arts fest events
 - Sports celebration
 - Christmas & New year celebrations

Members Participated :-

1. Prof. Santheep S 
2. Ms. Dines CP 
3. Ms. Tajo AP 
4. Prof. Vijay Selvan N  N. Vijay Selvan
5. Mrs. Neethu KP 
6. Mrs. Safa C 
7. Mr. Jewel P Lawrence 
8. Mrs. Lincy BS 
9. Mrs. Deeshma P 
10. Mr. Brian Roy 

MINUTES OF MEETING

Date : 5/1/2020
 Time : 10.30 Am - 12.30 PM
 Venue : Seminar Hall

Agenda

- : Discussion on plans to be executed for the January - April 2020
- Academic improvement plans
- Non-academic and Extracurricular activities
- Time for the next meeting.

Proceedings

- : Academic and non-academic activities to be organized not affecting the completion of syllabus.
- Planning the 1 internal examinations and organizing PTA meeting.
- Academic events progression
 - ↳ Anti-leprosy Day
 - ↳ World Cancer Day
 - ↳ International women's day
 - ↳ World Tuberculosis day
 - ↳ World health day
 - ↳ World Parkinson's Day
 - ↳ World Haemophilia Day.
- Extracurricular activities to be executed during the quarter
 - ↳ Holi celebrations.

Members Participated

1. Prof. Santheep S
2. Prof. Vijay Selvan N
3. Mr. Anun Baby
4. Mrs. Safa C
5. Mrs. Deeshma P
6. Mr. Tajo AP
7. Mrs. Lincy BS
8. Ms. Dinu CP.
9. Mr. Ajesh P
10. Mr. Brian Roy

~~Prof. Santheep S~~
 N. Vijay Selvan
~~Mrs. Safa C~~
~~Mrs. Deeshma P~~
 Lincy
 Dinu
 Ajesh
 Brian



MINUTES OF MEETING

MEETING TITLE: IQAC PLAN OF ACTION

DATE: 5/07/2021

TIME: 11 AM – 12:30 PM

VENUE: Seminar Hall

ACTION TAKEN ON PREVIOUS MEETING

SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1.	Progression of academic plan	<ul style="list-style-type: none"> Evaluated lesson plan Students were grouped according to how well they performed on an internal exam, and mentors were told to monitor advancement.

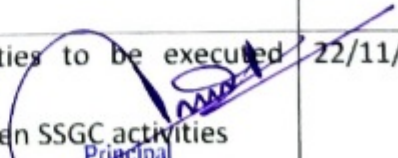
AGENDA FOR CURRENT MEETING

1. Discussion on plans to be executed for the next quarter of 2022 (September - October)
2. Academic improvement plans
3. Non-academic and Extracurricular activities

MINUTES OF DISCUSSED AGENDA










AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Plan for next quarter	<ul style="list-style-type: none"> Academic and non-academic activities to be organized not affecting the completion of syllabus 	07/10/2021
2	Academic plan progression	<ul style="list-style-type: none"> III Internal exam framework and review of II Internal exam to be done by all the HOD's. 	04/10/2021
3	A proposal for the academic events was presented.	<ul style="list-style-type: none"> Plan for observation days and other academic events 	07/10/2021 –
4	Discussion of extracurricular or non - academic activities	Extracurricular activities to be executed during the 1 st quarter Strategies to strengthen SSGC activities	22/11/2021




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TENTATIVE DATE OF NEXT MEETING: 02/10/2021

ATTENDEES

SL NO:	NAME	SIGNATURE
1	PROF. SANTHEEP S.	
2	PROF. VIJAY SELVAN N.	N Vijay Selvan
3	MS.DINU CP.	
4	MR.TAJO AP.	
5	MRS.SAFEERA	
6	MRS.SOUMYA V.	
7	MRS.SAFA C.	
8	MR. THIRUMARAI VANAN G	
9	MRS.CHITHRA	
10	MR.BRIAN ROY	




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 P.O. Manassery, Mukkam
 Kozhikode, Pin - 673602



MINUTES OF MEETING

MEETING TITLE: IQAC PLAN OF ACTION

DATE: 7/10/2021

TIME: 11 AM – 12:30 PM

VENUE: Seminar Hall

ACTION TAKEN ON PREVIOUS MEETING

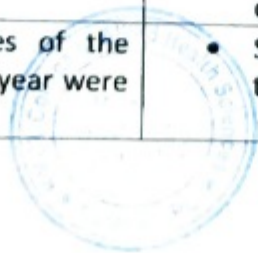
SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1.	Self evaluation of the teaching , learning procedures based on the feedback received.	
2.	Utilization of the mentor – mentee system	

AGENDA FOR CURRENT MEETING

1. Welcoming new members of IQAC
2. Discussion on plans to be executed for the first quarter of 2022 (November, December, and January)
3. Academic improvement plans
4. Non-academic and Extracurricular activities
5. Time for the next meeting

MINUTES OF DISCUSSED AGENDA

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Allocation of responsibility and tasks among faculties with time limits	<ul style="list-style-type: none"> • Class in charges and deputy class in charges • Preparation of Academic calendar by Dr. Manju (CPT) • Preparation of tentative academic Calendar, course plan, lesson plan and teaching plan by concerned HOD's • Coordinators for SSGC – Mr. Sadique Ali (BPT) and Mrs. Anusruthi (Optometry Dept.) • Reconstitution of non-statutory committees 	<p>20/10/2021</p> <p>28/10/2021</p>
2	The total activities of the previous academic year were summarised.	<ul style="list-style-type: none"> • Suggested strategies for resolving the drawbacks of the previous plan. 	01/11/2021 – 05/11/2021













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3	A proposal for the academic events was presented.	<ul style="list-style-type: none"> • Date for curriculum committee meeting. • Method for implementation of improved and more effective approaches for curriculum planning, delivery, and evaluation • Tentative Schedule for Internal and model examination • Tentative date of exam Cell meeting • Plan for Industry visits and clinical posting • To work upon research related enrichment for the faculties and the students. • Plan for observation days and other educational events. <ul style="list-style-type: none"> - World Diabetic day - National Epilepsy Day - World AIDS day - International Day of Person with disability - IEDC - Idea Day 	07/11/2021 – 10/11/2021
4	Discussion of extracurricular or non - academic activities	Extracurricular activities to be executed during the 1 st quarter <ul style="list-style-type: none"> - Christmas Celebration - New Year Celebration Strategies to strengthen SSGC activities	22/11/2021

TENTATIVE DATE OF NEXT MEETING: 20/01/2022

ATTENDEES

SL NO:	NAME	SIGNATURE
1	PROF. SANTHEEP S.	
2	PROF.DR. VIJAY SELVAN N	
3	MS.DINU CP.	
4	MR.TAJO AP.	
5	MRS.SAFEERA	
6	MRS.SOUMYA V.	
7	MRS.SAFA C.	
8	MR. THIRUMARAI VANAN G	
9	MRS.CHITHRA	
10	MR.BRIAN ROY	



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MINUTES OF MEETING

MEETING TITLE: IQAC PLAN OF ACTION

DATE: 20/04/2022

TIME: 11 AM – 12:30 PM

VENUE: BOARD ROOM

ACTION TAKEN ON PREVIOUS MEETING

SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1.	Evaluation of academic plans	<ul style="list-style-type: none"> Monthly teaching plan updated First internal examination was conducted and paper evaluated within 5 days Internal exam marks were uploaded in the academic portal and entered in mark log PTA meeting was conducted for all departments
2.	Academic events were discussed	<ul style="list-style-type: none"> Scheduled academic events were conducted
3	Discussion on extracurricular or non - academic activities	<ul style="list-style-type: none"> Holi and Iftar party were celebrated

AGENDA FOR CURRENT MEETING

1. Discussion on plans to be executed for the third quarter of 2022 (May, June and July)
2. Evaluation of executed academic plans and planning for third internal and model examination
3. Planning of non-academic and extracurricular activities
4. Time for the next meeting

MINUTES OF DISCUSSED AGENDA

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Progression of academic plan	<ul style="list-style-type: none"> All HODs were assigned for cross evaluation of the tentative lesson plan Based on first internal examination performance students were categorized into above average, average and below average Second internal examination dates were scheduled 	21/04/2022 – 25/04/2022



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		<ul style="list-style-type: none"> Below average students were given more attention and necessary steps taken to improve their academics 	
2	Proposal for the academic events was presented	<ul style="list-style-type: none"> Plan for observation days and other academic events. World asthma day Perfusion day World hypertension day IEDC - idea launch World tobacco day World environment day Awareness class on fire and safety International yoga day Campus medicine software training National CPR week Hepatitis day Plan to conduct CME - optometry department 	27/04/2022-29/04/2022
3	Execution of extracurricular activities	<ul style="list-style-type: none"> Freshers day, Felicitation for toppers and arts day - off stage were planned to conduct 	27/04/2022-29/04/2022

TENTATIVE DATE OF NEXT MEETING: 19/07/2022

ATTENDEES

SL NO:	NAME	SIGNATURE
1	PROF.DR.SANTHEEP S.	
2	PROF.DR. VIJAY SELVAN N.	
3	DR.GLADIES KAMALAM	
4	MRS. SOUMYA V	
5	MRS.DEESHMA P	
6	MRS. SAFEERA CK	
7	MRS.SAFA C	
8	MR. THIRUMARAI VANAN G.	
9	DR.MANJU SURESH	
10	MRS. RESBINA ALI	
11	MR.SHAMIN	




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MINUTES OF MEETING

MEETING TITLE: IQAC PLAN OF ACTION

DATE: 05/10/2022

TIME: 10.30 AM – 12:30 PM

VENUE: Seminar hall

ACTION TAKEN ON PREVIOUS MEETING

SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1.	Plan for next quarter	<ul style="list-style-type: none">• Planning Revision schedule and model exam schedule• Students were categorized based on their performance in internal exam and mentors were instructed to keep a track on progress• Meet up with students who have poor performance• Meet up with parents of those students who are ineligible to attend KUHS exams• Sort of students eligible for condonation
2.	Academic plan progression	<ul style="list-style-type: none">• Wrap of the existing academic year 2021- 2022.• Entry of marks in mark register.• Preparation and Finalization of Internal aggregate marks.• Initiation of the new academic year by December 2022• Preparation for the KUHS university examination according to the tentative schedule allotted.
3	Academic events progression	<ul style="list-style-type: none">• Follow up meeting for Optometry exhibition was held on 02, 25th of August 2022 in collaboration with IQAC and Department of Optometry• CME of Optometry department was held on 25.08.2022 in collaboration with IQAC and Department of Optometry• FDP on Moodle training program was held on 13.09.2022 collaboration with



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		<p>IQAC.</p> <ul style="list-style-type: none"> World heart day was observed on 29.09.2022 collaboration with IQAC and Department of Perfusion Technology Visit to home for destitute blind was done on 30.09.2022 collaboration with IQAC and Department of Physiotherapy
4	Discussion of extracurricular or non-academic activities	<ul style="list-style-type: none"> Onam Celebration was observed on 01.09.2022 in collaboration with SSGC and College Union On stage arts fest was organized between 02.09.2022- 05.09.2022 in collaboration with SSGC and College Union

AGENDA FOR CURRENT MEETING

1. Discussion on plans to be executed for the next quarter: November-December 2022 & January 2023
2. Academic improvement plans
3. Non-academic and Extracurricular activities
4. Time for the next meeting

MINUTES OF DISCUSSED AGENDA




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AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Plan for next quarter	<ul style="list-style-type: none"> Academic and non-academic activities to be organized not affecting the completion of syllabus 	12/10/2022
2	Academic plan progression	<ul style="list-style-type: none"> Completion of portions III Internal exam and Model exam framework 	14/10/2022
3	Academic events progression	<ul style="list-style-type: none"> Seminar on women's health and hygiene Seminar on eye donation Seminar on humanity in palliative care World Aids Day Plan to visit home for destitute and blind 	18/10/2022
4	Discussion of extracurricular or non-academic activities	Extracurricular activities to be executed during the quarter: <ul style="list-style-type: none"> Inauguration of Hot and Cool Drinking water Sports Day Christmas Celebration New Year Celebration 	20/10/2022
5	Discussion on progression into next academic year 2022-2023	Orientation session by Principal towards the next academic year	1/11/2022
6	Election of Union members for the next academic year 2022-2023	Unanimous selection of Office bearers of the College Union	

TENTATIVE DATE OF NEXT MEETING: 02/01/2023

ATTENDEES

SL NO:	NAME	SIGNATURE
1	PROF. DR. SANTHEEP S.	
2	PROF. DR. VIJAY SELVAN N.	
3	PROF. DR. GLADIES KAMALAM	
4	MRS. SOUMYA V	
5	MRS. DEESHMA P	
6	MRS. SAFEERA CK.	
7	MRS. SAFA	
8	DR. MANJU SURESH	
9	MRS. RESBINA ALI	
10	MR. JAYADEV	
11	MR. SHAMIN	



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 Kozhikode, Pin - 673602



MINUTES OF MEETING

MEETING TITLE: IQAC PLAN OF ACTION

DATE: 19/07/2022

TIME: 10.30 AM – 12:30 PM

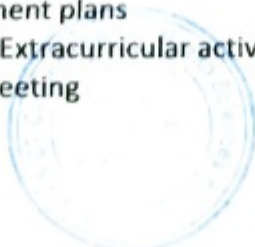
VENUE: Seminar hall

ACTION TAKEN ON PREVIOUS MEETING

SL NO:	SUGGESTED ACTIONS	LINE OF ACTION TAKEN
1.	Progression of academic plan	<ul style="list-style-type: none">• Evaluated lesson plan• Students were categorized based on their performance in internal exam and mentors were instructed to keep a track on progress
2.	Execution of academic events	<ul style="list-style-type: none">• World Asthma Day was observed on 03/05/2022• Perfusion day was held on 07/05/2022• World hypertension day was held on 17/05/2022• IEDC – Idea launch was held on 20/05/2022• World tobacco day was observed on 31/05/2022• World environment day was observed on 02/06/2022 – 04/06/2022• Fire and safety awareness was observed on 18/06/2022• International yoga day was observed on 21/06/2022• Campus medicine software training was held on 21/07/2022• National CPR Week was observed on 27/07/2022• Hepatitis day was held on 27/07/2022• Optometry CME planning held on 20/06/2022, 04/07/2022, 28/07/2022
3	Execution of extracurricular events	<ul style="list-style-type: none">• Freshers day was held on 31/05/2022• Felicitation of toppers was organized on 13/06/2022• Off stage arts events were planned to conduct on 17/07/2022 – 19/07/2022

AGENDA FOR CURRENT MEETING

1. Discussion on plans to be executed for the next quarter of 2022 (September - October)
2. Academic improvement plans
3. Non-academic and Extracurricular activities
4. Time for the next meeting




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Kozhikode, Pin - 673002

MINUTES OF DISCUSSED AGENDA

AGENDA	POINTS DISCUSSED	DECISION MADE	TIME FRAME
1	Plan for next quarter	<ul style="list-style-type: none"> Academic and non-academic activities to be organized not affecting the completion of syllabus 	23/07/2022
2	Academic plan progression	<ul style="list-style-type: none"> III Internal exam framework and review of II Internal exam to be done by all the HOD's. 	12/08/2022
3	Academic events progression	<ul style="list-style-type: none"> Planning meeting for optometry CME Faculty training on Moodle software World heart day observance Plan to visit home for destitute and blind 	29/07/2022
4	Discussion of extracurricular or non - academic activities	Extracurricular activities to be executed during the quarter: <ul style="list-style-type: none"> - On stage arts fest events - Onam celebration 	20/08/2022

TENTATIVE DATE OF NEXT MEETING: 01/10/2022

ATTENDEES

SL NO:	NAME	SIGNATURE
1	PROF.DR. SANTHEEP S.	
2	PROF.DR. VIJAY SELVAN N.	
3	DR.GLADIES KAMALAM	
4	MRS.SOUMYA V	
5	MRS. SAFA C	
6	MRS.SAFEERA CK.	
7	MRS.RESBINA ALI	
8	MR. JAYADEV	
9	DR.MANJU SURESH	
10	MR.SHAMIN	



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