

MINUTE BOOK

मिनट बुक

MEETING NO. / सभा नं _____

DATE / तारीख _____

Ampan

RESOLUTION
NO.

ठराव नं

PRESENT MEMBERS AND RESOLUTIONS

हजर सभासद व ठराव

REMARKS

शेरा

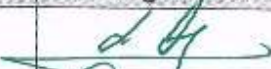

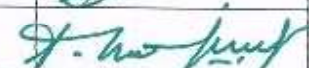


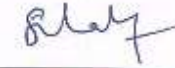
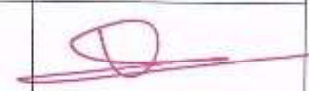

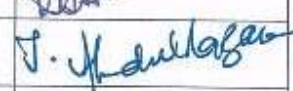

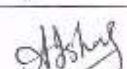

JAMAL MOHAMED COLLEGE (Autonomous) TIRUCHIRAPPALLI – 620 020 CIRCULAR

I am Pleased to inform that the meeting of the **Internal Quality Assurance Cell** of the Autonomy Program will be held on **05.10.2017** at **4.30 p.m.** in the **Principal Office**. I request you to kindly attend the same

Tiruchirappalli

Date : 21.09.2017


PRINCIPAL

No.	Name & Designation	Category	Signature
01	Dr. S. Ismail Mohideen Principal	Chairperson	
02	Janab. M.J.Jamal Mohamed Bilal Sahib President	Management Representative	
03	Dr. A. K. Khaja Nazeemudeen Secretary & Correspondent	Management Representative	
04	Hajee. K.A.Khaleel Ahamed Sahib Treasurer	Management Representative	
05	Hajee. M.J.Jamal Mohamed Sahib Assistant Secretary	Management Representative	
06	Dr. A. Mohamed Ibraheem Vice Principal	Senior administrative officer	
07	Dr. M.Mohamed Sihabudeen Additional Vice Principal	Senior administrative officer	
08	Dr. K. Abdus Samad Director of MBA & Bursar –SF	Senior administrative officer	
09	Dr. K.N. Abdul Kader Nihal Director & Registrar of Attendance (SF)	Senior administrative officer	
10	Dr.T.Abdul Razak Associate Professor of Computer Science	Coordinator of IQAC& Convenor	
11	Dr. A. Mohamed Mustafa Associate Professor of English & Deputy COE	Teacher Representative & IQAC Member	
12	Mr. A. Ishaq Ahamed Associate Professor of Physics	Teacher Representative& IQAC Member	
13	Dr. A. Shajahan Associate Professor of Botany	Teacher Representative& IQAC Member	
14	Dr.A.Mohiyutheen Abdul Kader HOD of Arabic	Teacher Representative	

MANAGING COMMITTEE

कार्यकारी मंडळाचे

CODE : CSA 009 MEETING NO. / सभा नं _____

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RESOLUTION NO.	PRESENT MEMBERS AND RESOLUTIONS	REMARKS
15	Dr.E.Mubarak Ali HOD of Commerce	Teacher Representative
16	Dr.D.I.George Amalarethnam Director of MCA & Bursar	Teacher Representative
17	Dr.A.Saleem Batcha HOD of Economics & COE	Teacher Representative
18	Dr.A.Akbar Hussain HOD of History	Teacher Representative
19	Dr.A.Syed Zakir Hasan HOD of Tamil & Dean of Arts	Teacher Representative
20	Dr.Mohamed Shamsudin HOD of Zoology & Registrar of Attendance	Teacher Representative
21	Dr.D.Kumar Associate Professor of Economics	Teacher Representative
22	Dr.A. M. Mohamed Sindhasha HOD of BBA & Commerce (SF)	Teacher Representative
23	Dr.M.I.Fazal Mohamed HOD of Nutrition & Dietetics	Teacher Representative
24	Prof. Muthukalingan Krishnan Professor & Head Dept. of Environmental Biotechnology Bharathidasan University Tiruchirappalli - 602024 Mobile: 09443998251 Email: profmkrish@yahoo.com profmkrish@gmail.com	Local Representative
25	Mr. Zakir Hussain, Chief Excutive Operation Emperor Engineering works S.F.No. 43/1, 52 Pudukkottai Road Gundur Trichy - 7 Mobile : 9585511411	Industrialist
26	Dr. K. Sathiyamurthy Associate Professor Department of Bio Medical Science Bharathidasan University, Tiruchirappalli- 620 024. Mobile: 9444581708 Email: ksathiyamurthy@yahoo.com	Alumni Representative

STUDENT REPRESENTATIVE

S.No.	Name	Roll.No	Course	Signature
1	A.A. Mohamed Ibrahim	R.No. 16PS7876	II M.Sc Micro. Bio	
2	M.Abu Bukkar Siddiq	R.No. 3043	II M.Sc. Maths	
3	K.Mohamed Imbran Khan	R.No. 16PA3707	II MA English	
4	O.H.Mohamed Asif	R.No. 3846	II M.Com	
5	S.Nazreen Banu	R.No. 12426	III B.Sc. Comp. (W)	
6	R.Baranitharan	R.No. 1381	III B.Sc Comp.Sci.	
7	Aakkil Rishath	R.No. 1696	III B.A Arabic	
8	J.Mohamad Rafeek	R.No. 3612	II M.Sc Zoology.	
9	S.Rathikkaa	R.No.12094	III BBA.	
10	V.Shruthi	R.No. PW159026	II M.Com (W)	
11	M.Ashok Kumar	R.No. 16PS8031	II MA History	
12	D.James Alwin Raj	R.No. 16PA3653	II MA Economics	
13	A.Hariharan	R.No. 1288	III B.Sc.Botany	
14	Faizul Rahuman	R.No .PS8098	II M.S.W	
15	J.Mohamed Irthrish	R.No. 16PA3542	II M.Sc Chem	

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RESOLUTION NO. उराव नं	PRESENT MEMBERS AND RESOLUTIONS हजरु सभासद व उराव	REMARKS शेरा
	<u>ATR on Earlier Resolutions:</u>	
1.	Many staff members have obtained have obtained major/minor research projects.	
2.	Staff members those also have published research articles in UGC approved journals were paid incentives.	
3.	<u>Resolutions:</u>	
1.	Resolved to conduct internal academic and administrative audit for 2016-17, collecting the dept. inputs in the revised NAAC accreditation format, during January 2018.	
2.	Resolved to conduct the ^{interval} academic and administrative audit for the year 2017-18 during July 2018.	
3.	Resolved to conduct external and academic and administrative audit during the even semester once in two years.	

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RESOLUTION NO. उद्योग नं	PRESENT MEMBERS AND RESOLUTIONS हजर सभासद व उद्योग	REMARKS शेरा
4.	Resolved to obtain self-appraisal from the faculty members for 2016-17. before 15 th December 2017.	
5.	Resolved to request a staff member in each department (through HOD) to display the academic achievements of host staff and students such as paper publications, participation in national / international activities, obtaining research projects, etc. on the notice boards of the respective departments.	
6.	Resolved to organize a workshop/seminar on changes and challenges in the evaluation system.	
		

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PRESENT MEMBERS AND RESOLUTIONS

REMARKS

JAMAL MOHAMED COLLEGE (Autonomous) TIRUCHIRAPPALLI - 620 020

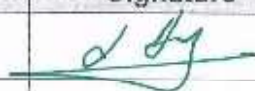




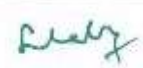
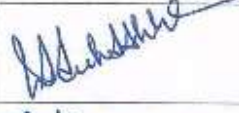





CIRCULAR

I am Pleased to inform that the meeting of of the **Internal Quality Assurance Cell** of the Autonomy Program will be held on **01.03.2018** at **3.30 p.m.** in the **Principal Office**. I request you to kindly attend the same

Tiruchirappalli


PRINCIPAL

Date : 15.02.2018

No.	Name & Designation	Category	Signature
01	Dr. S. Ismail Mohideen Principal	Chairperson	
02	Janab. M.J.Jamal Mohamed Bilal Sahib President	Management Representative	
03	Dr. A. K. Khaja Nazeemudeen Secretary & Correspondent	Management Representative	
04	Hajee. M.J.Jamal Mohamed Sahib Treasurer	Management Representative	
05	Janab. K.Abdus Samadh Assistant Secretary	Management Representative	
06	Dr. A. Mohamed Ibraheem Vice Principal	Senior administrative officer	
07	Dr. M.Mohamed Sihabudeen Additional Vice Principal	Senior administrative officer	
08	Dr. K.N. Abdul Kader Nihal Director & Bursar (SF)	Senior administrative officer	
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11	Mr. A. Ishaq Ahamed Associate Professor of Physics	Teacher Representative & IQAC Member	
12	Dr. A. Shajahan Associate Professor of Botany	Teacher Representative & IQAC Member	
13	Dr.A.Mohiyutheen Abdul Kader HOD of Arabic	Teacher Representative	
14	Dr.E.Mubarak Ali HOD of Commerce	Teacher Representative	
15	Dr.D.I.George Amalarethnam Director of MCA & Bursar	Teacher Representative	

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16	Dr.A.Saleem Batcha HOD of Economics & COE	Teacher Representative		रा
17	Dr.A.Akbar Hussain HOD of History	Teacher Representative		
18	Dr.A.Syed Zakir Hasan HOD of Tamil & Dean of Arts	Teacher Representative		
19	Dr.Mohamed Shamsudin HOD of Zoology & Registrar of Attendance	Teacher Representative		
20	Dr.D.Kumar Associate Professor of Economics	Teacher Representative		
21	Dr.A. M. Mohamed Sindhasha HOD of BBA & Commerce (SF)	Teacher Representative		
22	Dr.M.I.Fazal Mohamed HOD of Nutrition & Dietetics	Teacher Representative		
23	Prof. Muthukalingan Krishnan Professor & Head Dept. of Environmental Biotechnology Bharathidasan University Tiruchirappalli - 602024 Mobile: 09443998251 Email: profmkrish@yahoo.com profmkrish@gmail.com	Local Representative		
24	Mr. Zakir Hussain, Chief Executive Operation Emperor Engineering works S.F.No. 43/1, 52 Pudukkottai Road Gundur Trichy - 7 Mobile : 9585511411	Industrialist		
25	Dr. K. Sathiyamurthy Associate Professor Department of Bio Medical Science Bharathidasan University, Tiruchirappalli- 620 024. Mobile: 9444581708 Email: ksathiyamurthy@yahoo.com	Alumni Representative		

STUDENT REPRESENTATIVE (AIDED)

S.No.	Name	Roll.No	Course	Signature
1	M.Abu-Bukkar-Siddiq	R.No. 3043 3532	I M.Sc. Maths	
2	K.Mohamed Imbran Khan	R.No. 16PA3707	II MA English	
3	O.H.Mohamed Asif	R.No. 3846	II M.Com	
4	R.Baranitharan	R.No. 1381	III B.Sc Comp.Sci.	
5	Aakkil Rishath	R.No. 1696	III B.A Arabic	
6	J.Mohamad Rafeek	R.No. 3612	II M.Sc Zoology.	
7	D.James Alwin Raj	R.No. 16PA3653	II MA Economics	
8	A.Hariharan	R.No. 1288	III B.Sc.Botany	
9	J.Mohamed Irshad	R.No.16PA3542	II M.Sc Chemistry	

STUDENT REPRESENTATIVE (S.F)

S.No.	Name	Roll.No	Course	Signature
1	A.A. Mohamed Ibrahim	R.No. 16PS7876	II M.Sc Micro. Bio	
2	S.Nazreen Banu	R.No. 12426	III B.Sc. Comp. (W)	
3	S.Rathikkaa	R.No.12094	III BBA.	
4	V.Shruthi	R.No. 16PW15926	II M.Com (W)	
5	M.Ashok Kumar	R.No. 16PS8031	II MA History	
6	Faizul Rahuman	R.No .PS8098	II M.S.W	

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	<u>Action Taken Report on the resolutions of the meeting held on 05-10-2017.</u>	
	1. The internal academic audit for the year 2016-17 was conducted by the IQAC members from 03-01-2018 to 18-02-2018. The internal administrative audit was conducted from 06-02-18 to 09-02-18	
	2. The format requesting the department inputs for the year 2017-18 has been sent to all the departments for preparation and submission to the IQAC.	
	3. Filled-in self appraisal forms, for the year 2016-17, have been obtained from the faculty members of all the departments	
	4. The Principal has requested the heads to display the details of the achievements of the staff members and students on the notice boards of the respective departments in the heads meeting.	
	5. A proposal has been sent to NAAE requesting for funds to conduct a national seminar on 'Challenges and Changes in the Evaluation System.'	

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	<u>Resolutions:</u>	
1.	Resolved to thank the heads/ coordinators of all the departments, the COE, the coordinators of Part-V 'extension' activities, staff members in charge of various extension activities and student support services, the Librarian, the Superintendents of the Aided/SF College offices and the staff of the management office for their excellent support and cooperation extended towards the successful conduct of the internal academic and administrative audit.	
2.	Resolved to thank Dr. A. Mohamed Sindhake, Head, Department of Commerce (SF) and Dr. K.N. Abdul Kader Nihal, Director & Bursar (SF) for assisting the IDAE team in the smooth conduct of the internal administrative audit.	
3.	Resolved to conduct a special lecture on "Opportunities in Scientific Research" for the faculty members.	
4.	Resolved to obtain students' feedback on Teaching, Learning and Evaluation and on Campus Environment through online for the year 2017-18.	
5.	Resolved to conduct the internal academic and administrative audit for the year 2017-18 during July 2018.	

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6.	Resolved to submit the AOPR for the year 2017-18 during August 2018.	
7.	Resolved to conduct a seminar on patenting.	
8.	Resolved to explore the possibilities of consultancy services and inter-disciplinary research by clustering the departments.	
9.9.	Resolved to explore the possibilities of conducting skill-development programmes by getting financial assistance from MHRD.	
<p style="text-align: center;">I. no part of by K. Aduram</p> <p style="text-align: center;">State PPSO</p> <p> </p> <p> </p>		