



INTERNAL QUALITY ASSURANCE CELL

MINUTES

&

ACTION TAKEN REPORT

2021 -2022

**KORAMBAYIL AHAMED HAJI MEMORIAL
UNITY WOMEN'S COLLEGE, MANJERI**
(P.O) Narukara, Malappuram Dt., Kerala 676 122
(Govt-aided and Affiliated to University of Calicut)
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IQAC MEETING



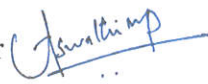





17-07-2021

Minutes of IQAC on 17 July 2021 (online) (10:30, platform Google Meet)

Agenda:

1. Teaching learning activities -covid era
2. Action Plan 2021 -22
3. Other matters.

Members present

- | | | |
|----|-------------------------------|--|
| 1. | Dr. C.S Saidalavi | Principal  |
| 2. | Dr. Annie Ninan | IQAC Coordinator  |
| 3. | Mrs. Aswathi MP | Convener  |
| 4. | Dr. Shahina Mol AK | Member  |
| 5. | Mr. Haris U | Member  |
| 6. | Mr. Muhammed Abdul Hakkeem C | Member  |
| 7. | Dr. Muhammed Basheer Ummathur | Member  |
| 8. | Mr. Faizal .TK | Member  |

Minutes of the meeting: -

The meeting began with the welcome address of Dr. Annie Ninan the IQAC Coordinator which was followed by the presidential address by the chairperson IQAC.

Agenda-wise discussions were held on this pre-approved agenda. Members expressed their opinions on the teaching and learning and the effective online methods to be continued in the college following the covid protocols.

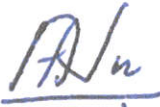
The principal intimated that the institution is following all the instructions of the government and higher education dept. with respect to Covid protocol.

The following decision were taken in the meeting.

1. For effective teaching, learning and evaluation the online platforms as Google meet, Zoom and GCR are to be used by all the faculty members.
2. Open book examinations, online examinations, online seminar forums etc., are to be effectively used for evaluation including CCE.
3. Departments have to prepare the report of online academic activities of each month by each dept.
4. The action plan of each department has to be submitted to IQAC within 31 July 2021. The meeting came to an end by 12:30 pm. Mr. Faizal. T.K thanked in the meeting.
5. It is decided to reconstitute IQAC during the current year.

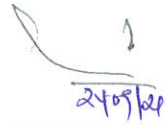
Action Taken Report

1. All the departments are using Zoom, google meet and GCR for effective online teaching as the directions of IQAC.
2. All the departments submitted their action plans for the year 21-22 to the IQAC.
3. Departments are collecting these reports of work done on each month. A special online timetable is prepared by IQAC and circulated for active online teaching and learning.
4. The college purchased a zoom platform for conducting the webinars and online workshops.
5. IQAC monitored the online evaluation process implemented by the departments.
6. Discussion was held on the reconstitution of IQAC and nominated new committee which will be decided in the next college council meeting.



IQAC COORDINATOR
KAHM UNITY WOMEN'S COLLEGE
MANJERI

IQAC Coordinator



PRINCIPAL
Korambayil Ahamed Haji
Memorial Unity Women's
College, Manjeri

Principal

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IQAC MEETING

24-09-2021

Meeting of IQAC held on 24/09/ 2021 in the college conference hall at 10:30 am

Agenda:

1. IQAC activities 2021-22
2. New office bears for IQAC 2020-21
3. DQAC & SQAC Constitution
4. Discussion on the effective implementation of activities of governing body at the college
5. Other matters

Mode of the meeting offline

- Discussion & decision: -

Meeting of IQAC began with the welcome address of Dr. Annie Ninan, the IQAC coordinator

Members present

- | | | |
|----|-------------------------------|---|
| 1. | Dr. C.Saidalavi | Principal  |
| 2. | Dr. Mohammed Ali | Member Governing body  |
| 3. | Dr. T.K Pakkrutty | Member Governing body  |
| 4. | Dr. Shahina Mol AK | IQAC Coordinator (Newly selected)  |
| 5. | Dr. Annie Ninan | Former IQAC Coordinator  |
| 6. | Dr. Muhammed Basheer Ummathur | Member  |
| 7. | Mr. Abdul Razak T. T | Member  |
| 8. | Mrs. A S Anitha Begum | Member  |

9. Mr. Abdul Rof. V

Member

10. Mr. Rahib B

Member

11. Mr. Shabeer Mon

Member

12. Er. O. Abdul Ali

Manger

Discussion:

Principal detailed the concept and structure of the newly constituted IQAC of the college. He also pointed out the importance of active participation and coordination of IQAC in this all round development of the institution. After this presidential address of the Chairman of IQAC, the members of IQAC representing the college governing body, Dr. Muhammed Ali, (Vice President, College Governing Body) and Dr. Pakkrutty. T.K (Executive member, College governing body) addressed the cell respectively. Both insisted on the activities to be implemented targeting the holistic development of the institution and good score in NAAC accreditation and NIRF ranking.

The new office bearers and committee members as it is decided in the college staff council, took charges under the chairman ship of Dr. C. Saidalavi, principal and IQAC Chairman of the institution, on 24-09-2021.

All the newly selected members expressed their visions on the activities of IQAC to be held during the current year, 2021-22.

The principal and governing body members of IQAC greeted the new office bearers. After the introductory address former IQAC coordinator. Dr. Annie Ninan, Principal and members of IQAC, Dr. Shahina Mol. AK, Head, PG Department of English and the newly selected IQAC coordinator presented her visions and observations on the institutional plan for quality sustenances and quality benchmarking for the years to come, with a power point presentation prepared by her.

Decisions Taken: -

1. Dr. Shahina Mol. AK, Head department of English has been selected as the IQAC coordinator.
2. All the other core department heads are selected as the members of IQAC.
3. Each members/Heads were given the charges of criteria in the following orders.

Criterion I: Dr. P. Jyoti.

Criterion II: Mr. TT. Abdul Razak T.T

Criterion III: Dr. Usman. A

Criterion IV: Mr. Abdul Rof V

Criterion V: Ms. Anitha Begam A S

Criterion VI: Mr. Rahib. B

Criterion VII: Mr. Shabeer Mon. M

4. It is decided to prepare a schedule for the AQAR preparation of 2020-21
5. It is decided to reconstitute the structure of each criterion committee
6. All teachers of the institutions will be included into the IQAC criterion wise committee
7. The criterion convenors have to review and monitor the activities of the departments/ bodies


8. It is decided to accelerate the NAAC oriented activities of the institutions
9. DQAC convenors are selected following the decisions of the meeting.
10. SQAC (Student Quality Assurance Cell) will be strengthened at the department level with two students from each class, for effective implementation of quality initiative of the institution, under each DQAC.
11. It is decided to facilitate online teaching & learning activities with the help of IT infrastructure renovation.
12. The IQAC has to submit an action plan for the implementation by the college governing body, during each year.
13. Financially weaker students are to be identified and some assistance have to be ensured from the college management.
14. Department have to ensure the participation of all students in the quality initiative including certificate/ add on courses. IQAC has to observe and monitor the same. The meeting came to end by 12:30 pm with the vote of thanks by Dr. AK. Shahina Mol the newly selected coordinator of IQAC.

Action Taken Report

1. Schedule for data collection for AQAR 20-21 in prepared and circulated.
2. New DQAC convenors & SQAC members were selected as per direction of the IQAC.
3. The new criterion wise committee are formed by the recommendation IQAC, incorporating all the faculty members (permanent)
4. To ensure IT infrastructure facility, new computers were given on need base and the existing computers have to be fixed and repaired by the respective committee.



Dr. SHAHINA MOL. A. K.
IQAC Co-ordinator
KAHM Unity Women's College,
Manjeri, Malappuram, Kerala.
IQAC Coordinator



PRINCIPAL
Korambayil Ahamed Haji
Memorial Unity Women's
College, Manjeri

Principal

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IQAC MEETING












18-10-2021

IQAC meeting on 18 October 2021 at 10:30 am in the conference hall

Agenda:

1. AQAR Submission 2020-21
2. DQAC orientation for data collection
3. Data Collection for AQAR 20-21
4. Other matters.

Members present

- | | |
|--------------------------|---|
| 1. Dr. C. Saidalavi | Principal  |
| 2. Dr. T.K Pakkrutty | Member Governing body  |
| 3. Dr. Shahina Mol AK | IQAC Coordinator  |
| 4. Dr. Jyothi P | Member  |
| 5. Mr. Abdul Razak T. T | Member  |
| 6. Dr. Usman A | Member  |
| 7. Mrs. A S Anitha Begum | Member  |
| 8. Mr. Abdul Rof. V | Member  |
| 9. Mr. Rahib B | Member  |
| 10. Mr. Shabeer Mon | Member  |
| 11. Mrs. Sainaba | HA  |

Discussions and Decisions

The meeting began with the welcome address of Dr. Shahina Mol. A K, the IQAC coordinator. She presented the action taken report of previous meeting. afterwards the chairman of IQAC and the college Principal Dr. Saidalavi delivered the presidential address. All the members participated in the discussions based on the agenda.

Dr Shahina Mol. AK mentioned that an orientation is to be given to DQAC convenors on the completion of activities, that are planned for the year 2020-21, but could not been materialized in the pandemic protocol. DrUsman A focused on the importance to be given for research level activities of the institution. All the members shared their views on the effective implementation of activities of the year 2020-21 within December 2021, as per NAAC circular, since it permits the completion of scheduled activities of 2020-21 that are pending due to covid pandemic, up to 31 December 2021.

Decisions made: -

1. It is decided to organize, an orientation to the DQAC convenors
2. The data collection for AQAR 20-21 is to be started in November 2021
3. Schedule for the data collection and upload is to be circulated by IQAC
4. All the pending activities that are planned by different department during 2020-21, but didn't implement due to covid -19 protocol, have to be completed within 30 November 2021
5. Teacher diary is to be well maintained by all teaching staff

Action Taken Report

1. DQAC orientation was held on 24 October 2021
2. Data collection schedule was prepared and circulated various google forms for data collection among staff and students
3. Departments were given direction to complete the activity planned for 20-21 and to document the same


Dr. SHAHINA MOL. A. K.
IQAC Co-ordinator
KAHM Unity Women's College,
Manjeri, Malappuram, Kerala.
IQAC Coordinator




31/10/22
PRINCIPAL
Korambayil Ahamed Haji
Memorial Unity Women's
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Principal

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IQAC MEETING







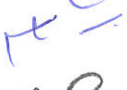




31-01-2022

IQAC meeting was conducted on 31 January 2022 at 10:30 am in the conference hall

Agenda:

1. AQAR uploading
2. Action plan for the even semester
- 3 Other matters.

Members present

- | | |
|----------------------------------|---|
| 1. Dr. C.Saidalavi | Principal  |
| 2. Dr. Mohammed Ali | Member, Governing body  |
| 3. Er. O. Abdul Ali | Manager  |
| 4. Dr. Shahina Mol AK | IQAC Coordinator  |
| 5. Meeradevi A C | Member  |
| 6. Mrs.Shifana P | Invited Member  |
| 7. Dr. Muhammed Basheer Ummathur | Member  |
| 8. Mr. Abdul Razak T. T | Member  |
| 9. Mrs. A S Anitha Begum | Member  |
| 10. Mr. Rahib B | Member  |
| 11. Mr. Shabeer Mon | Member  |

Meeting Started at 10.30 am with the welcome note of coordinator Dr. Shahina Mol AK. Discussions were held on the AQAR 2020 - 21. All the criteria convenors were requested to go through the AQAR 2020-21. Discussions were also held on the areas that need special focus like experiential learning, field visit, certificate & add on courses etc.

All the members evaluated the data collection report of AQAR 2020-21. Discussions were followed on the areas of focus for the year 21-22. IQAC Coordinator pointed out the shortages of association activities, library usage by stake holders, cultural activities, administrative level contribution of students etc., during the current year due to pandemic outbreak and restrictions in gathering.

librarian, Mr Basheer Husain Thangal insisted on the strategical changes to be implemented for increasing per day library usage which is also the weak area due to pandemic

Principal Dr C. Saidalavi, mentioned the importance of conducting more learner-oriented activities during the year.

All the members actively took part in the discussion. management committee member expressed their readiness in providing more IT infrastructure facilities like projector, printer, scanner computer etc., for each department for facilitating all the activities

Manger O. Abdul Ali specially insisted on the constructive and creative efforts to be ensured by all faculty members for conducting all the activity at the college. IQAC coordinator, Dr A K ShahinaMol presented the schedule for the upload of AQAR 2021-21, as per the notification of UGC and NAAC. Members agreed upon the same schedule and decision were taken accordingly

Following decisions were taken in the meeting

1. AQAR 20-21 ser is to be completed by 16 February 2022
2. Decided to channelize SQAC member as a trained pool of student expert for administrative support in various college level activities. Charge was given to Ms. Vineetha MK and Mr. Sidhique, faculty members of Department of English
3. To address the shortage in no. of effective certificate and add on courses it was decided to introduce a minimum of one course per one faculty one course pattern. College coordinators of certificate and add on courses are Mr. TT Abdul Razak and Dr. Fathima Zuhra NV.
4. It is decided to organize one day capacity building and professional enrichment training for both teaching and non-teaching staff. Mr. Shabeer Mon will be the coordinator and Dr. Shahina Mol will be the convenor. College management will fund for the program.
5. It is decided to conduct a management sponsored one day training for early career college teachers in collaboration with KSHEC, TVM and in recognition with DCE, Thiruvananthapuram. Mr Mohammed Abdul Hakkeem is given the charge to coordinate the same.
6. The college has decided to introduce a new platform of advanced learners and slow learners with own fund as the WWS, SSP platforms are not active. Dr Bajeel is given the charge of coordination.
7. It is decided to conduct an IPR awareness session for all the stake Holders IQAC coordinator, Dr. Shahina Mol has been given the charge of coordinating the same.
8. It is decided to organize a national seminar/ webinar on the area of 'Innovation, Education and the covid Era ' Dr. Usman A, is selected the coordinator.
9. It is decided to organize various quality benchmarking, quality initiative programs celebrating the 30 years of college, IQAC will initiate and monitor the activities.
10. It is decided to go ahead with more MOUs and Collaborations, by the college with prime institutions for the quality sustenance.

Action Taken Report

1. One day professional enrichment training for entire faculty members was held on 2 March 2022. The first session was on professional ethics and the second session was on the work life balance of a good professional.
2. One day capacity building programme for non-teaching staff was organized on 2 March 2022
3. A new platform for advanced learners titled UNITY _GATE (gifted and talented education) was inaugurated by the principal on 3 rd March 2022. The first session for select students on higher education career opportunities was also held on the same day.
4. One day national level faculty induction program in collaboration with KSHEC, TVM was held on 9th March 2022 the session was conducted for early career college teachers in the state.
5. A national level IPR awareness session for all the stake holders was organized in collaboration, under the auspicious of NIPAM, Govt of Kerala.
6. 30 different quality benchmarking activities were identified by the management with the support of staff and IQAC. Charges were given to various staff member for conducting a year- long programmes.



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IQAC Co-ordinator
KAHM Unity Women's College,
Manjeri, Malappuram, Kerala.

IQAC Coordinator



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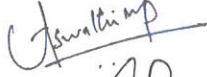












**Joint meeting of IQAC members and
DQAC Convenors - 30/03/2022**

30-03-2022

Agenda:

1. Annual report 2021- 22
2. Audit report 2021- 22
3. Action plan and Action Taken Report 2021- 22

Members present

- | | | | |
|-----|-------------------------------|------------------|---|
| 1. | Dr. C. Saidalavi | Principal |  |
| 2. | Dr. Annie Ninan | Member |  |
| 3. | Mrs. Aswathi MP | Convener |  |
| 4. | Dr. Shahina Mol AK | IQAC Coordinator |  |
| 5. | Mr. Zakir Ahamed P | Member |  |
| 6. | Mr. Haris U | DQAC Convener |  |
| 7. | Mr. Muhammed Abdul Hakeem C | Member |  |
| 8. | Dr. Muhammed Basheer Ummathur | Member |  |
| 9. | Mr. Shihabul Haq .M | Member |  |
| 10. | Mr. Abdul Rof. V | Member |  |
| 11. | Dr. Ummer Farook KK | DQAC Convener |  |
| 12. | Mr. Abdul Razak T. T | Member |  |
| 13. | Mrs N V Fathimath Zuhara | DQAC Convener |  |
| 14. | Mrs. Suhada K M | DQAC Convener |  |
| 15. | Dr. Faseela P | DQAC Convener |  |

16.	Dr.K Fousi	DQAC Convenor	
17.	Dr.Hikmathulla	DQAC Convenor	
18.	Dr.Bajeel P.N	DQAC Convenor	
19.	Mrs. Fathima Shajitha T. K	DQAC Convenor	
20.	Mrs. Jaseena.C	DQAC Convenor	
21.	Dr.Usman A	IQAC Member	

Discussions: -

Discussions were held on the items mentioned in the agenda of the meeting. All the members actively participated in the discussions. The following decisions were taken in the light of discussions.

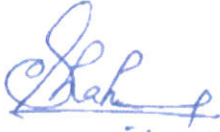
1. It is decided to conduct an AAA of 2021-22, in the month of June 2022.
2. All the departments were given direction to complete the activities for the year 2021 -22 by 31 of May 2022
3. Teachers' diary of the year 2021-22 is to be made ready by 30 May 2022.
4. All teaching departments have to undertake and complete a minimum 2 to 5 certificate courses by 30 May 2022.
5. All the members presented the activity report of their respective departments until 30 March 2022 .
6. The charge of Share & care project, an initiative of IQAC, has been handed to Dr. Shahina Mol A. K and Mr. Shabeer Mon since Dr. A C Meera Devi retired on 30 April 2022.
7. National webinar on innovation education & the covid Era will be conducted before 31 May 2022
8. IQAC of the college decided to officiate the activities planned by the management committee in connection with 30th Anniversary Celebration of college.

Action Taken Report

1. AQAR 2020-21 has been prepared and circulated for review and verification among all the IQAC members
2. All the Faculty members Submitted the teachers Diary 2021-22. It was Collected by IQAC.
3. Each Department Conducted a Minimum of three add-on / certificate Courses during the year 2021-22.
4. The Share & Care project of IQAC is continued and well executed by the team members
5. Out of thirty different programmes planned by IQAC in association with college governing body some are identified as the programmes to be organized with the financial aid of college

governing body . Proposals for the same were submitted to the governing body.

6. College on behalf of IQAC organized IPR workshops for students and faculty members
7. The annual report of the IQAC, departments, clubs, cells, etc., were submitted by the college level office bears on time.



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IQAC Coordinator



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