



# **INTERNAL QUALITY ASSURANCE CELL**

## **MINUTES & ACTION TAKEN REPORT 2022 -2023**

**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- 8 JUNE 2022**







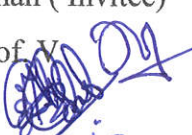



**08-06-2022**

Notice:-There will be an urgent meeting of IQAC members on 8 June 2022 ( Mode -Online).







**Agenda:**

1. Action Plan 2022 -23
2. Department level activities 2022 -23
3. New initiatives in 2022-23
4. Other matters.

**Notice To: -**

1. Dr. Muhammed Basheer Ummathur 
2. Dr T K Pakkrutty 
3. Er. O. Abdul Ali 
4. Mr. Abdul Razak T. T 
5. Dr. Usman A 
6. Dr Annie Ninan ( Invitee) 
7. Mr. Abdul Rof V 
8. Mr. Rahib B 
9. Mr. Shabeer Mon 
10. Mrs. Zainaba ( Office Head) 

**Members present**

- |                         |  |
|-------------------------|--|
| 1. Mrs. Anitha Begum    | Principal in charge  |
| 2. Dr. Shahina Mol AK   | IQAC Coordinator     |
| 3. Dr. Usman A          | Member               |
| 4. Mr. Abdul Razak T. T | Member               |
| 6. Mr. Rahib B          | Member                |
| 7. Mr. Shabeer Mon      | Member                |

## Discussions and Decisions: -

It is decided to prepare the action plan of each department giving ample weightage to seminars/webinars, workshops, OJT, career related sessions, activities including active alumni engagement, certificate/add on courses etc. Thereby each department has been directed to prepare and submit the action plan of the year 2022-23, by 30 June 2022; including the following events that are to be completed by 30th September 2022, in the odd semester.

- ❖ Three seminar/webinar/workshops
- ❖ Three certificate courses
- ❖ Three community outreach programs
- ❖ On job training
- ❖ Career orientation sessions
- ❖ Field visit/industry visit/industry linkage
- ❖ Offline or online competitions (inter college/intra college)
- ❖ Peer learning programmes
- ❖ Preparation of PPT Bank/ video Bank
- ❖ Wall magazine with QR code
- ❖ Experiential learning programme
- ❖ Association activities for capacity building of students.

Each department has to publish one edited book/any other scholarly publication during the year 2022-23. Student projects/ conference proceedings/seminar papers etc., can be considered for publication.

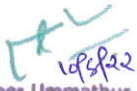
IQAC has decided to introduce more clubs and cells during the year 22-23 for creating value oriented, activity-oriented campus experience for all the stake holders.

## Action taken report:

1. All the departments except the department of commerce, CA, Arabic submitted the action plans to the IQAC. 3 departments were given the extension to genuine reasons. They will submit the same on 10 August 2022.
2. Criterion- wise meetings were held on 19th, 20th and 22nd of July 2022. All criterion convenors submitted the detailed proposal of activities to be conducted under IQAC during 2022-2023.
3. Two faculty orientation sessions (one seminar and two workshops) were conducted by IQAC in collaboration with the college governing body.
4. 30 new clubs were introduced by IQAC, and a plan of action for clubs was also prepared by IQAC.
5. Decided to introduce the college to a Newsletter for the proper documentation.
6. Three MOUs were signed by the institution during last 2 months.
7. The launch of LMS was facilitated by IQAC and all departments introduced a minimum of 3 add on / certificate courses during the current year.
8. For the active engagement of Alumni association all departments planned a minimum of two activities as per the IQAC recommendations.
9. All the departments have planned experimental learning following IQAC guidelines.

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



  
Prof. (Dr.) Muhammed Basheer Ummathur  
Principal  
Korambayil Ahamed Haji Memorial  
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Principal

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**IQAC MEETING 10 AUGUST 2022**

**10-08-2022**











Meeting of IQAC will be held in the conference room on 10 August 2022

**Notice to all members: -**

**Agenda: -**

1. Review and analysis of criterion wise meetings
2. AQAR 2021-22 data collection
3. IQAC initiatives (new) 2022-23
4. IIC
5. Documentation
6. Other Matters

**Members present**

- |     |                               |                       |   |
|-----|-------------------------------|-----------------------|---|
| 1.  | Dr. Muhammed Basheer Ummathur | Principal             |   |
| 2.  | Dr. Mohammed Ali              | Member Governing body |  |
| 3.  | Er. O. Abdul Ali              | Manager               |   |
| 4.  | Dr. Shahina Mol AK            | IQAC Coordinator      |  |
| 5.  | Dr. Usman A                   | Member                |   |
| 6.  | Mr. Abdul Razak T. T          | Member                |   |
| 7.  | Mr. Basheer Hussain Thangal   | Member                |   |
| 8.  | Mr. Abdul Rof. V              | Member                |   |
| 9.  | Mr. Rahib B                   | Member                |   |
| 10. | Mr. Shabeer Mon               | Member                |   |



**Decisions taken: -**

1. Decided to conduct 6-day employability training for final UG students.
2. Data collection of AQAR will be done from 15 September to 15 October 2022.
3. Details of filing process and new files will be distributed by IQAC following the latest guidelines of NAAC and UGC.
4. Decided to form IIC in the institution as directed by MIC.
5. Mr. Rof and Mr. Haris were given charges of NPTEL. Students will be given orientation on NOOC courses.
6. Decided to conduct IPR workshop.
7. Decided to submit the criteria wise proposal to the management committee for implementation in the year 2022-2023.
8. Digital repository is to be made in each discipline.
9. PG and UG projects must be published by departments
10. Decided to set up a common facility Centre in the library with 20 computers .

**Action taken report:**

1. File format is prepared by IQAC as per the latest guidelines of AQAR and NAAC.
2. IPR workshop was conducted on 12-08-2022.
3. 2 orientation sessions were organized by IQAC for faculty members on LMS and effective documentations.
4. Registered in IIC portal and discussed various programmes for the year 2022-2023.

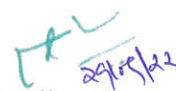
**IQAC Coordinator**



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



**Principal**

  
Prof. (Dr.) Muhammed Basheer Ummathur  
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**IQAC MEETING 29 SEPTEMBER 2022**







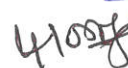




**29-09-2022**

A meeting of IQAC will be held on 29-09-2022 at 2pm in the conference hall




**Agenda:**

1. AQAR 2020-21 preparation and data collection
2. Power point presentation of 2020-21 activities
3. ISO certification
4. Formation of new cells and committees
5. Best practices
6. Other matters

**Notice To: -**

1. Dr T K Pakkrutty 
2. O Abdul Ali 
3. Dr Muhammedali K 
4. Dr. Jyothi 
5. Mrs. Anitha Begum 
6. Mr. Abdul Razak T. T 
7. Dr. Usman A 
8. Mr. Abdul Rof. V 
9. Mr. Rahib B 
10. Mr. Shabeer Mon 
11. Mrs. Zainaba 

**Members present**

1. Dr. T.K Pakkrutty Member Governing body 
2. Er. O. Abdul Ali Manager 
3. Dr. Shahina Mol AK IQAC Coordinator 

4.	Dr. Usman A	Member	
5.	Mr. Abdul Razak T. T	Member	
6.	Mrs. Anitha Begum	Member	
7.	Mr. Abdul Rof. V	Member	
8.	Mr. Rahib B	Member	
9.	Mr. Shabeer Mon	Member	
10.	Dr. Jyothi P	Member	

**Minutes of the meeting (MOM) and discussion: -**

The IQAC meeting of 29 September 2022 opened with the welcome note of Dr Shahina mol AK, coordinator at 2 pm. Minutes of the previous meeting and ATR were also presented before the committee members. The 6-day employability training for final UG students, NPTEL orientation and implementation of IIC calendar activities will be completed during the current academic year.

After the evaluation of ATR, discussions were held on the items mentioned in the agenda of this meeting, and following discussions were taken unanimously.

29 September to 29 October will be considered as the data collection period for the AQAR 2021-2022. Data will be collected from each teaching department, clubs, cells, committees, forums and other relevant bodies in the prescribed format made available by the IQAC, following the guidelines of NAAC. All the convenors and coordinators must submit the data in the prescribed format through the portal made available through the college LMS including the additional information as photos, attendance etc.

An AQAR verification and uploading committee has been constituted with the select members from college documentation committee under the coordinatorship of Dr Shahina Mol A K and IQAC members.

Members are: -

1. Mr. Faisal TK
2. Dr. Bajeel N
3. Mr. Shihabul Haq
4. Mr. Mahroof
5. Mr. Abdul Razak TT

Since the wi-fi campus facility is interrupted due to some technical reasons, Mr Rahib and Mr. Shihabul Haq were given charges to study the feasibility of uninterrupted high speed internet connectivity at the earliest.

IQAC coordinator mentioned the ISO certification for the institution and the committee decided to agree with the proposal of completing the certification process. IQAC coordinator was entrusted to facilitate the process of ISO certification.

The AAA and PowerPoint presentation of all the academic and administrative activities of 2021-2022 has been fixed for 14<sup>th</sup> November 2022. Presentations by IQAC coordinator, department heads, convenors of various statutory bodies etc., will be held on the same day. After the presentation, the reports have to be handed to IQAC.



The decision has been taken to convene DQAC and SQAC meetings to facilitate the data collection process and implementation of all activities of IQAC.

IQAC coordinator proposed the suggestion of constituting and implementing the new cells and committees for effective campus management and student support as per the guidelines to HEIs. Principal nominated following members for taking actions for the formation of the same.

- Dr. Muhammed Basheer Ummathur.
- Dr. Shahina Mol. A K.
- Dr. K. Fousi
- Ms. Anitha Begam A S

College as part of extending its service to the community and public, it is decided to identify and implement social empowerment and extension activities that are to be identified as of the best practices of the institution. It is decided to prepare the project of women friendly municipality. After the proposal preparation the plan will be implemented as a collaborative project of Manjeri municipality and KAHM unity women's college, Manjeri. The following staff were authorized for the execution of the same.

- Dr. Shahina Mol. AK
- Dr. Deepa. K
- Ms. Anitha Begam A S
- Mr. Nasar (Ward councilor & non-teaching staff)
- Mr. Hamraz Ahamed
- Mr. Abdul Rof. V

It is decided to buy a new smart phone for the effective management of documentation of IQAC. Manager O Abdul Ali engineer and management committee member Dr. Pakrutty sir informed that the criterion wise proposal for the implementation in the year 2022-23 would be considered by the governing body and a detailed budget for each activity is to be submitted at the earliest.

Principal and IQAC members thanked the governing body for taking measures for the distribution of new ICT tools for various teaching departments.

All the proposals for resource mobilization including fund release for seminar/webinar/workshops/research level talks/travel, presentation and publication grants etc., have to be submitted through IQAC. Dr. Usman, IQAC member and criterion III convenor and IQAC coordinator were entrusted to check the genuinity and feasibility of the proposal.

A staff will be appointed for the assistance in e- content development and video bank preparation by staff and student at E -Content Development Centre of the college .

A social media management committee (SMMC) has been constituted for the timely updation and management of Digital presence of the institution to reach out to the stake holders including the community and the public, The members include:

Ms. Aswathy. M.P (coordinator)



Dr. Usman. A

Mr. Shabeermon. M

Mr. Haris. U

Mr. Ajmal

Mr. Mahroof

Mr. Muhammedali Kanniyar

Dr. Shahina Mol. A. K

Dr. Muhammed Basheer Ummathur (Principal).

The college decided to go ahead with the guidelines of NEP 2020 institutional preparedness, as it is made mandatory by the UGC and MHRD. Some of the activities have already been taken up by the IQAC. It is decided to conduct a workshop/seminar on NEP 2020.

Dr. Jyothi. P and Mr. Rahib. B were appointed by the committee as the coordinators for the same.

Principal instructed all heads to follow the suggestions and directions given by the resource person on "NAAC Reaccreditation on processes" during his faculty workshop held by the internal quality assurance cell of the college, on 22 September 2022.

#### **Action taken report:**

Training for faculty members on LMS has been conducted on effective documentation through LMS platform and data collection for AQAR 21-22, was completed on time. Data verification and validation were also held on time.

Institution successfully submitted the data for AISHE and participated in NIRF 2023.

A new campus wi-fi with more than 100 mbps speed was set up under the coordinator ship of Mr. Shihabul Haq, Faculty of Computer Science.

IQAC coordinator contacted the ISO certifying agency and primary data for institutional certification has been submitted.

The performance evaluation and audit of 2021-22, of various academic, extracurricular bodies, committees, cells, forums etc., were held on 30 November 2022 and 01-12-2022. Heads of the departments and all the office bearers of various bodies presented their credentials of the year 2021-22 before the evaluation committee comprised of:

1. Dr. Pakrutty, former Principal and IQAC member
2. Er. O Abdul Ali, Manager and IQAC member
3. Prof. (Dr.) Muhammed Basheer Ummathur, Principal.
4. Dr. Shahina Mol. AK IQAC Coordinator

Criterion wise presentations were also held, and criterion convenors presented the activity report of 2021-22.

College on behalf of IQAC signed a MOU with Embase Pro suit, for ERP implementation and training, 19th October 2022.

ERP training for faculty members on good governance and classroom administration was held on 25 October 2022. Mr. Haris. U, Faculty of CS, coordinated the event.

As per the recommendation of IQAC of the college new statutory and non-statutory cells and committees were formed in the college for most effective academic and extracurricular planning and implementation with quality benchmarking.

The Social media management committee has been formed and the effective digital documentation is continuously done under the leadership of the committee.

The national seminar on NEP 2020 was conducted on 24 February 2023 and all the faculty members of the institution participated in the seminar. Dr. Usman. A, Mr Rahib. B, Dr. Jyothi P served as the coordinators of the seminar.

Dr. Shahina Mol. AK., IQAC coordinator and Mr. Abdul Rof. V, IQAC member and Mr. Naser, Municipal counsellor and staff of the college convened two meetings with Manjeri municipality administrative wing including the municipal chairperson for the discussion on Women friendly Manjeri municipality, an outreach program of the college in association with IQAC. A detailed project for the successful implementation will be submitted by conducting surveys among beneficiaries.

NPTEL-SWAYAM, training for SRG (Student Resource Group) was organized on 1 November 2022 under the coordinator ship of Mr. Haris. U and Dr. Shahina Mol. AK. More than 250 students registered for various courses in the NPTEL platform. The programme was organized as part of the Q-circle (quality circle) a new quality initiative of IQAC.

Two-day faculty workshop on Quality Enhancement and Accreditation: Role of HEIs was organized by the IQAC on 2nd and 3rd November 2022, under the aegis of Q-circle an initiative by IQAC for quality management system in the institution. Dr. Shahina Mol. AK handled the first technical session on "Quality Formwork and revised accreditation process: Role of HEIs, in the context of NEP 2020, on Day 1. Dr. Jyothi. P, Mr. T. T. Abdul Razak, Dr. Usman. A, Mr. Abdul Rof. V, Ms Anitha begum, Mr Rahib. B and Mr. Shabeer Mon M handled sessions on quality metrics with respect to higher education institutions based on various NAAC criteria, on day 2.



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IQAC Coordinator



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**IQAC MEETING 07 DECEMBER 2022**

**07-12-2022**

Meeting of IQAC members will be held on 29-09-2022 in the conference hall.

**Agenda:**

1. Review of Annual Report presentation 2021-22
2. AQAR 2021-22 data upload to LMS portal
3. SQAC data updation
4. Annual Report template for college
5. Re- boot, Professional Development programme for faculty members
6. Employability training for final UG
7. Faculty-College management interface for smooth and participatory governance
8. Women skill Park – inauguration
9. MOU with Impex for business incubation
10. One day National seminar on NEP 2020
11. Other matters

**Members present**

- |    |                               |                        |   |
|----|-------------------------------|------------------------|---|
| 1. | Dr. Muhammed Basheer Ummathur | Principal              |  |
| 2. | Dr. Mohammedali Korambayil    | Member, Governing body |  |
| 3. | Er. O. Abdul Ali              | Manager                |   |
| 4. | Dr. Shahina Mol AK            | IQAC Coordinator       |  |
| 5. | Dr. Usman A                   | Member                 |   |
| 6. | Mr. Abdul Razak T. T          | Member                 |   |



7.	Mrs. Anitha Begum	Member	
8.	Mr. Abdul Rof. V	Member	
9.	Mr. Rahib B	Member	
10.	Mr. Shabeer Mon	Member	
11.	Dr. Jyothi P	Member	

**Discussion: -**

Meeting began with the welcome note of Dr Shahina Mol AK IQAC coordinator, which was followed by the address by the principal. Manager and Pakkurty sir together opined that all departments have to update the annual report incorporating the suggestions of evaluation committee of AAA. Dr Pakkrutty, IQAC member, opined that all departments have to update the annual report incorporating the suggestions of evaluation committee of PPT report presentation.

He also opined that there must be more mock presentations by Heads and convenors of various offices.

Agenda-wise discussion was held on various items mentioned in the agenda. All the members actively took part in the discussion.

Following dicisions were taken in meeting.

**Decisions taken: -**

1. All the report (department/cell/club/forum/Chair) must be ready by 15<sup>th</sup> December 2022 for AQAR 2021-22 submission.
2. Each department and other offices must upload the annual report of 2021-22 to the college LMS portal.
3. Departments have to prepare the list of SQAC members of 22-23 by 15<sup>th</sup> December 2022.
4. Annual report template must be prepared and circulated by IQAC before 15<sup>th</sup> December 2022, for the presentation of annual report of 2022-23.
5. It is decided to conduct an annual professional development program for all the faculty members in the month of December 2022. The session will be named Re-boot. IQAC Coordinator suggested the name for this platform.
6. It is decided to conduct a six-day employability workshop for all UG final years students in collaboration with Mahindra Pride Classroom Project of Mahindra company in the month of December/January.
7. For effective governance it is decided to conduct an interface of faculty member and college governing body members in the month of January 2023.
8. Women skill Park, a new initiative of a college IQAC in connection with 30<sup>th</sup> anniversary program, decided by the college governing body and IQAC, will be started in collaboration with Impex company, for the business incubation for students and other rural women of this locality. The name Women Skill Park was suggested by IQAC coordinator Dr. Shahina Mol.
9. Decided to sign an MoU with KC appliances / Impex Ltd. for enhancing business learning program for students, alumni and other select rural women. Coordinators are Ms. Fathima Shajitha, Ms. M K Vineetha and Dr. Shahina Mol A. K.
10. Decided to organize one day National Seminar on NEP 2020, by the IQAC. Coordinators are Dr. Jyothi P, Dr. Usman A and Mr. Rahib B.
11. It is decided to conduct all the PPT presentation of final data of 2021-22 within 15<sup>th</sup> December 2022
12. Decided to update the data collection and verification of NIRF 2023.
13. The institution will take part in AISHE for the current year.



## Action taken report:


1. All the report of various departments / other office bearers were received by 15 December 2022 and validated by IQAC.
2. The reports (21-22) were uploaded in the college LMS
3. SQAC data was uploaded in the college LMS
4. Annual report for 22-23 template was prepared by IQAC for the data collection by the club, cell, forums, departments etc.
5. The professional development program for the faculty members, titled Re – boot, was organized on 16 and 17 of December 2022. It was conducted as a two-day workshop. College governing body sponsored the programme
6. Six-day employability program was organized by IQAC for all final UG students form 11 to 16 December 2022
7. The faculty - management interface for smooth and effective governance titled RAP review, analysis, plan was conducted on 6 January 2023
8. The official launching of women skill park and MOU signing ceremony with Impex Ltd. was conducted on 31 January 2023
9. Meet the leaders - a session for advanced learners was organized by IQAC on 21 February 2023
10. Faculty focus was organized on 31 January 2023 and 21 February 2023
11. One day national seminar on transformational role of NEP 2020 in higher education was organized by IQAC in collaboration with KSHEC on 24 February 2023. All the faculty members participated.
12. On International Women's Day IQAC organized a 'Bikathon ' of students and teachers in association with NSS and NCC, sports club and Dept. of Physical education. Municipal Chairperson Mrs. VM Subaida inaugurated the *Bikeathon* 2023.
13. The institution participated in NIRF.



**Dr. SHAHINA MOL. A. K.**  
IQAC Co-ordinator  
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**IQAC Coordinator**



  
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**IQAC MEETING 31 MARCH 2023**






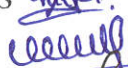




**31-03-2023**

Meeting of all IQAC members will be held on 31 March 2023 at 9:30 am in the conference hall. All members are informed to join on time.

**Agenda:**

1. AAA Review
2. Evaluation of activities 2022-23
3. Action plan for the college 2023 -24
4. Quality initiatives of 2023-24: A discussion
5. Other matters


**Notice To: -**

1. Er. O. Abdul Ali (Manager) 
2. Dr. Mohammedali Korambayil (Member, Governing body) 
3. Dr. Pakkrutty .T K 
4. Dr. Jyothi P 
5. Mrs. Anitha Begum A S 
6. Mr. Abdul Razak T. T 
7. Dr. Usman A 
8. Mr. Abdul Rof. V 
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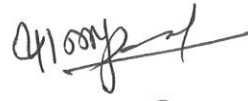






**Dr. SHAHINA MOL. A. K.**  
**IQAC Co-ordinator**  
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**Principal**

## Members present

- |     |                               |                  |  |
|-----|-------------------------------|------------------|--|
| 1.  | Dr. Muhammed Basheer Ummathur | Principal        |   |
| 2.  | Er. O. Abdul Ali              | Manager          |  |
| 3.  | Dr. Shahina Mol AK            | IQAC Coordinator |  |
| 4.  | Dr. Usman A                   | Member           |  |
| 5.  | Mr. Abdul Razak T. T          | Member           |  |
| 6.  | Mrs. Anitha Begum             | Member           |  |
| 7.  | Mr. Abdul Rof. V              | Member           |  |
| 8.  | Mr. Rahib B                   | Member           |  |
| 9.  | Mr. Shabeer Mon               | Member           |   |
| 10. | Dr. Jyothi P                  | Member           |  |

## Minutes of the Meeting held on 31 March 2023

The meeting of IQAC began with the welcome address by Dr. Shahina Mol A.K Coordinator of IQAC. She presented the minutes of the meeting along with the Action Taken Report. It was followed by the presidential address of the chairman, IQAC and Principal Dr. Muhammed Basheer Ummathur. Agenda wise discussions were held afterwards.

### **Agenda I: - Evaluation of the Activities 2022-23**

The internal Quality Assurance Cell (IQAC) decided to overview the activities organized by IQAC on its own and in collaboration with other organizing bodies of the department /college, along with various other activities held in the institution as per the guidance of IQAC and recommendation of UGC, during 2022-23. IQAC coordinator and the members who are in charge of various criteria have been assigned with the task.

### **Agenda II: - Action plan for the college 2023-24.**

It is decided to prepare a proposed action plan by the IQAC for Departments (Core, Complementary & clubs and cells for the academic year 2023-24)

The action plan is to be made available before 15 April 2023, so that departments and other organizing bodies can prepare their plan of action incorporating all suggestions by IQAC.

### **Agenda III: - Quality initiatives for 2023-24**

It is decided to submit a proposal to the college governing body describing the support and initialization needed with reference to NAAC requirements. All the criterion convenors and IQAC coordinators are assigned to review the activities and propose the items to be included.

### **Agenda VI: - Other matters**

Academic audit phase II will be conducted in the beginning of academic year 2023-24.



It is decided to collect the annual reports of all clubs, cells, forums, Departments etc.

It is decided to appoint permanent staff in the EDC and prepare more E-contents for students and the community and decided to start a college you tube channel for streaming the E- contents of the college.

Mr. Rof V expressed his suggestions to boost the reading of the students and faculty. Hence to see into the possible interventions for the same, it is decided to convene a meeting of library council in the beginning of the academic year 2023-24.

### **Action taken report:**

Agenda wise review of the activities held in the institution as per the direction of IQAC was conducted on 31 March 2023 itself. All the criterion convenors participated in the meeting along with the IQAC coordinator. The following items were observed as productive and progressive steps by IQAC in the institution.

- ❖ Teacher Dairy
- ❖ Tutorial record.
- ❖ New file /Documentation system with clear direction to departments on criterion wise activities and documentation.
- ❖ Moodle-LMS platform activation
- ❖ New website launch
- ❖ ERP and office automation
- ❖ New clubs and cells
- ❖ New forums
- ❖ New Chair
- ❖ Library and Reading enhancement programmes
- ❖ Waste Management System.
- ❖ Green audit, energy audit.
- ❖ Environment audit

Action plan for IQAC and Departments were prepared by IQAC and circulated to all heads of departments/ organizing bodies on 9th April 2023.

Departments were given directions to submit the proposed action plan of the year 23-24 by 15 June 2023.

Suggestions were included from criterion convenors on the quality initiatives to be taken in the institution with the support of college governing body, on 28 May 2023 and the IQAC coordinator Dr. A K Shahina Mol, after Consultation with IQAC chairman and Principal consolidated the suggestions and presented before the College Governing body, in the meeting held on 1 June 2023.

The committee evaluated the various quality initiatives implemented in the institutions as per the guidelines of UGC, NAAC, NIRF and Kerala higher education department through the IQAC of the of institution and the following were identified as the major quality sustenance activities of the institution.

1. Increased number of MOUs
2. Improved IT infrastructure.
3. Recognition for two departments as Research departments



4. Publication of ISBN Books by departments/ faculty
5. Research Grants received by the Dept of English
6. New quality initiatives under IQAC LMS Platform - Renewal
7. ERP-for office automation and E-governance.
8. Improved facilitation in Digital Studio.
9. AAA- Audits as per VI<sup>th</sup> criterion
10. Result analysis and Recommendation by IQAC
11. Research assistance for faculty members.
12. Financial Assistance for Students
13. Alumni Lecture Series.
14. College Newsletter.
15. Infrastructure maintenance
16. Share and Care activities.
17. Faculty focus.
18. Certificates / Add on Course.
19. Faculty empowerment Programmes
20. Honoring Ceremony.
21. Active engagement of college governing Body for quality related activities.
22. IPR Workshop.
23. Activities in connection with 30<sup>th</sup> anniversary
24. Bikethon 2023 on 8th March 2023.
25. One day national Seminar on NEP 2020.
26. Women skill Park
27. Computational Lab of Mathematics Dept.
28. Re-boot Faculty empowerment Workshop
29. Participation in NIRF
30. Six-day employability training for final UG
31. MOUs and Collaborations with various institutions for knowledge sharing.



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