



# **INTERNAL QUALITY ASSURANCE CELL**

## **MINUTES & ACTION TAKEN REPORT 2019 -2020**

**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)*  
[Nationally reaccredited by NAAC with 'B++' Grade CGPA 2.77]

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10-06-2019

Meeting of IQAC on 10/06/2019 at conference room at 3.15 pm

**Members Present**

- |    |                             |                  |  |
|----|-----------------------------|------------------|--|
| 1. | Dr. C.S Saidalavi           | Principal        |    |
| 2. | Dr. Annie Ninan             | IQAC Coordinator |   |
| 3. | Er. O. Abdul Ali            | Manager          |    |
| 4. | Dr. IP Abdul Razak          | Member           |    |
| 5. | Mr. Haris U                 | Member           |   |
| 6. | Mr. Muhammed Abdul Hakeem C | Member           |  |

The meeting started with the appreciation by the principal for the timely submission of SSR and DVV clarification. He also announced the schedule for the NAAC peer team visit to be conducted on the 17<sup>th</sup> and 18<sup>th</sup> July 2019.

**Decisions taken**

1. Mock visit to be conducted
2. Orientation to be imparted for the students including the first-year students.
3. Induction course to be conducted
4. Orientation for the administrative staff
5. To form an alumni group for NAAC interaction
6. General body PTA to be conducted
7. Mock parliament final to be conducted

**Action taken report:**

1. criterion wise presentation was done
2. SSR submitted within the stipulated time (12<sup>th</sup> of April 2019)



IQAC COORDINATOR  
KORAMBAYIL AHAMED HAJI  
MEMORIAL UNITY WOMEN'S  
COLLEGE  
MANJERI

**IQAC Coordinator**





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

**Principal**

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27-06-2019

Meeting of IQAC on 27/06/2019 at conference room at 2:30 pm

**Agenda:**

1. NACC Peer Team Visit Formation of Committees

**Members present**

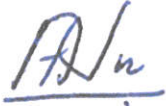
1. Dr. C.S. Saidalavi	Principal	
2. Dr. Annie Ninan	IQAC Coordinator	
3. Er. O. Abdul Ali	Manager	
4. Dr. IP Abdul Razak	Member	
5. Mrs. Zainaba M	UDC	
6. Dr. Muhammed Basheer Ummathur	Member	
7. Mr. Haris U	Member	
8. Mr. Muhammed Abdul Hakeem C	Member	

The meeting started with the review of the mock visit conducted

1. It was decided to make the alterations put forwarded by the mock visit experts
2. The various committees were framed for the smooth conduct of the visit
3. Duty list was formed and to decided to inform the faculties concerned
4. One more PTA (new parents) to familiarize college events
5. Decided to familiarize the new guest lectures about the college campus

**Action taken report:**

1. An internal mock visit was conducted by the principal and IQAC coordinator and members.
2. A second mock visit was conducted by an expert team from accredited HEIs.
3. An orientation was conducted for the 3<sup>rd</sup> Sem students on NAAC peer team visit.
4. The bridge course was conducted on the 27<sup>th</sup> of June for the 1<sup>st</sup> Semester students
5. Mock parliament was conducted
6. PTA executive meeting was conducted



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KAHM UNITY WOMEN'S COLLEGE  
MANJERI

**IQAC Coordinator**



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12-07-2019

Meeting of IQAC on 12/07/2019 at conference room

**Agenda:**

1. NACC Peer Team Visit 17<sup>th</sup> and 18<sup>th</sup> July 2019

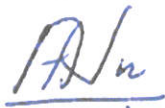
**Members present**

- |    |                               |                  |  |
|----|-------------------------------|------------------|--|
| 1. | Dr. C.S Saidalavi             | Principal        |     |
| 2. | Dr. Annie Ninan               | IQAC Coordinator |   |
| 3. | Er. O. Abdul Ali              | Manager          |    |
| 4. | Dr. IP Abdul Razak            | Member           |   |
| 5. | Mr. Sidhique. P               | Member           |  |
| 6. | Dr. Muhammed Basheer Ummathur | Member           |  |
| 7. | Mr. Haris U                   | Member           |  |
| 8. | Mr. Muhammed Abdul Hakeem C   | Member           |  |

The meeting started at 4pm. Principal discussed the upcoming NACC peer team visit. Discussions on the tentative schedule, timings, duties of various committees were discussed.

**Action taken report**

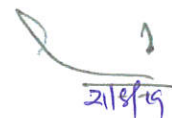
1. Correction in the presentations as per the mock team members were implemented
2. Various committees were constituted for the smooth conduct of the peer team visit.
3. Duty chart was prepared
4. PTA executive meeting was conducted
5. A campus visit was conducted for the new guest lectures.



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21-08-2019

Meeting of IQAC on 21/08/2019 at Principal chamber

Time: -2:30 pm

**Agenda:**

1. NACC Review
2. Internal exam
3. Other Matters

**Members present**

1. Dr. C.S Saidalavi

Principal



2. Dr. Annie Ninan

IQAC Coordinator



3. Mr. Muhammed Abdul Hakeem C

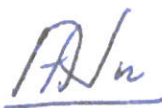
Member



The meeting started at 2:30 pm and the result with its grading was discussed. The criterion where the grade was low was also discussed. It was decided to encourage teachers and students to publish their research papers in UGC approved journal with a good impact factor. The scope of going for reaccreditation and appeal was also discussed. Increasing the members in IQAC was also discussed. It was decided to conduct a council meeting to discuss the internal exam meeting ended at 3:45pm

**Action Taken Report**

1. A tentative schedule was prepared for NACC visit.
2. Various committees were formed.



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Memorial Unity Women's  
College, Manjeri

Principal

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26-09-2019











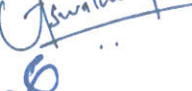



Meeting of IQAC on 26/09/2019 at conference room

Time: -2:30 pm

**Agenda:**

1. Activities of IQAC after NACC accreditation
2. SAAC registration
3. NIRF
4. Other Matters

**Members Present**

1.	Dr. C.S Saidalavi	Principal	
2.	Dr. Annie Ninan	IQAC Coordinator	
3.	Er. O. Abdul Ali	Manager	
4.	Dr. IP Abdul Razak	Member	
5.	Mr.Sdhique P	Member	
6.	Dr. Muhammed Basheer Ummathur	Member	
7.	Mr. Haris U	Member	
8.	Mr. Muhammed Abdul Hakeem C	Member	
9.	Mrs. Nousha Beegam PM	Member	
10.	Dr. Shahina Mol AK	Member	
11.	Mr. Faizal TK	Member	
12.	Mrs. Aswathi M. P	Member	
13.	Mrs. Zainaba M	Member	
14.	Dr. Mohammed Ali	Member Governing body	

The meeting started at 2.30 pm with the welcome speech by the principal. It was decided to conduct some activities immediately in connection with the accreditation results. Matters on SAAC and NIRF were also discussed.

The following dicisions were taken

1. As per the decision taken in the NACC result review meeting of management, IQAC and criterion convenors, the suggestions by the criterion convenors to be submitted before 30th August.
2. A general orientation to be conducted
3. Constituted an IPR cell with the following members Annie Ninan, Muhammed Basheer, Shahina Mol A K, I P Abdul Razak.
4. To conduct an inauguration and a talk on IPR
5. SAAC- Orientation class of SAAC undergone by principal and IQAC coordinator was discussed and decided to go further after receiving the clarification from the Kerala State Higher Education Council.
6. NIRF- The registration process for NIRF by the college was carried out prior to the last date of application and obtained the college ID and password. It was decided to go for NIRF ranking and the members selected for NIRF processing included are Annie Ninan, Aswathy, Muhammed Hakeem, and Faizal.
7. To encourage all teachers to enroll for PhD registration.
8. Decided to start ISBN publication division connecting the research criterion III and library.
9. ISBN publication to be carried out individually and by individual departments.
10. Certificate course to be conducted by each department
11. To develop an alumnus account for the college.
12. To include compulsory alumni registration for the outgoing students along with the TC. with a registration fee of Rs. 100/-
13. To conduct batchwise alumni meet in the future.
14. College working time to revoke as 9:30 to 4 pm conditionally (based on spark rules)
15. To adopt a village for upliftment and as a community-oriented extension programme.
16. College announcements are to be given only after the bell of each period and not prior to the bell.
17. Prayer (morning) to be conducted after the second bell in presence of the teacher in the class.
18. To conduct a felicitation meeting to felicitate the winner of all Kerala debate competition, Dr. Meera (NCC, ANO), PRATHIBA scholarship holders and Principal as the PhD Supervisor(2 PhD have been awarded under his guide ship)
19. Decided to orient heads of the department to monitor the tutorial hours for effective functioning.

**Action Taken Report: -**

1. Initiation was taken by teachers in publishing research papers.
2. Decided not to proceed with reappeal but to make better improvements.
3. Shahina Mol and Aswathy. M. P were included in the IQAC composition (both members from dept. Of English)

*AN*

IQAC COORDINATOR  
KORAMBAYIL AHMED HAJI MEMORIAL UNITY WOMEN'S COLLEGE  
MANJERI

**IQAC Coordinator**



*4/11/19*

**PRINCIPAL**  
Korambayil Ahmed Haji  
Memorial Unity Women's  
College, Manjeri

**Principal**



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04-10-2019


Meeting of IQAC on 04/10/2019 at conference room

Time: -11:30 am

**Agenda:**

1. Seminar

**Members Present**

1. Dr. C.Saidalavi	Principal	
2. Dr. Annie Ninan	IQAC Coordinator	
3. Er. O. Abdul Ali	Manager	
4. Mr. Haris U	Member	
5. Mr. Muhammed Abdul Hakeem C	Member	
6. Dr. Shahina Mol AK	Member	
7. Mr. Faizal TK	Member	
8. Mrs. Aswathi M. P	Member	
9. Mrs. Zainaba M	Member	

An urgent meeting of the IQAC was conducted at 11:30 am in the conference room. The meeting started with the welcome note and the urgent need of the meeting. The following decisions were taken.

1. IQAC information to be circulated and to handover an individual copy of the same to the member.
2. Decided to conduct a seminar Dr. Rajan Gurukkal is to be invited for the inauguration session and Mr. Sasi Tharoor as the Chief guest. Justice Kamal Pasha must be invited for the plenary session. Ms Mahua Moitra is to be invited for a future talk.
3. A committee was constituted for the same with Dr Annie Ninan as the coordinator I P Abdul Razak as convenor, Faizal, Sangeetha, Shameema and Mr.T. T Abdul Razak as the members.
4. Decided to formulate a subcommittee for the smooth implementation and conduct of the seminar.
5. To circulate a circular (brochures) to various colleges.
6. It was also decided to publish the proceedings of the seminar with ISBN for which paper to be noted on various topics on democracy.

The meeting ended at 1 pm.

**Action Taken Report: -**

1. Suggestions were submitted by criterion convenors
2. NIRF uploading was taken up with progression of its data collection of uploading
3. Applied for ISBN numbers
4. The alumni amount collection in relation to registration was enlisted for G2 section in the office
5. A village near college was visited and an initial information was collected under the guidance of principal, Dr. IP Abdul Razak and Mrs. Shahina Mol.
6. Felicitation to be conducted in March 2020 on college day.
7. Announcement after the bell was strictly monitored
8. College working was shifted back to 9:30 to 4pm



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15-01-2020









Meeting of IQAC and criterion III members on 15/01/2020 at conference hall

Time: -3:15 pm

**Agenda:**

1. IPR Seminar

**Members Present**

1.	Dr. C.S Saidalavi	Principal	
2.	Dr. Annie Ninan	IQAC Coordinator	
3.	Dr. Usman A	Member	
4.	Mr. Muhammed Abdul Hakeem C	Member	
5.	Dr. IP Abdul Razak	Member	
6.	Mr. Faizal TK	Member	
7.	Mrs. Aswathi M. P	Member	
8.	Mrs. Fathima Shajitha T. K	Member	

Meeting started at 3.15pm with the welcome note by IQAC coordinator. Principal then discussed the urgent need for conducting an IPR Seminar. The following decision were taken

1. To conduct an IPR Seminar towards the last week January as per the resource (RP) available.
2. IQAC and criterion 3 members will be in charge it.

The meeting ended at 4 p.m.

**Action Taken Report: -**

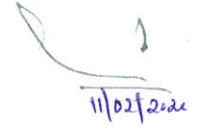
1. One day national seminar on ' future of democracy in India ' was conducted on 23rd October 2019

2. Invited lecture was given by Dr. Shashi Tharoor
3. Talks on the topic, 'Challenges of Indian Democracy and People State and Power' was given by Prof. Abid Hussain Thangal, MLA of Kottakkal constituency and by Dr. Sebastian , Head Dept. of Political Science ,University of Calicut respectively.
4. The paper presentation was collected for publication with ISBN numbers



IQAC COORDINATOR  
KAHM UNITY WOMEN'S COLLEGE  
MANJERI

**IQAC Coordinator**



11/02/2022

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

**Principal**

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11-02-2020











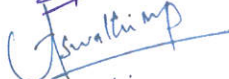
Meeting of IQAC and criterion 3 members on 11/02/2020 at conference hall

Time: -2:30 pm

**Agenda:**

1. IPR Seminar
2. 2019 – 20 report presentation
3. Department visit
4. Other Matters

**Members Present**

1.	Dr. C.Saidalavi	Principal	
2.	Dr. Annie Ninan	IQAC Coordinator	
3.	Mrs. Fathima Shajitha T. K	Member	
4.	Dr. IP Abdul Razak	Member	
5.	Mrs. Jaseena C	Invitee	
6.	Dr. Deepa K	Convenor, Criterion V	
7.	Mr. Haris U	Member	
8.	Mr. Muhammed Abdul Hakeem C	Member	
9.	Dr. Shahina Mol AK	Member	
10.	Mr. Faizal TK	Member	
11.	Mrs. Aswathi M. P	Member	

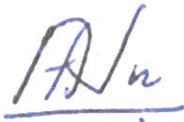
The meeting started at 2:30 pm at the conference room principal explained the agenda of the meeting since the decision for conducting on IPR seminar taken in the previous meeting was not materialized, due to the inconveniences of the resources person it was decided to discuss about it further.

1. To conduct the IPR seminar on 19/02/2020
2. The audience for the same will be the staff members and second year PG students

3. Decided to honour the alumni entrepreneurs on the same occasion
4. The Heads of various departments are to submit the list of entrepreneurs or before 17<sup>th</sup> Feb 2020
5. Annual report for the year 2019-20 of various departments and office bearers to be presented during the last week of March (in alphabetical order)
6. Department visits for document verification to be conducted during the month of June 2020.

**Action Taken Report: -**

1. A committee was formed in connection with the IPR seminar to be conducted in January
2. Finalized in the resource person for the IPR seminar to be conducted on 19<sup>th</sup> February 2020.



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09-03-2020





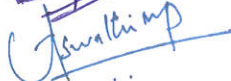
Meeting of IQAC on 09/03/2020 at conference hall

Time: -11:30 pm

**Agenda:**

1. Substitution of members in place of retiring members
2. Annual review

**Members Present**

1. Dr. C.S Saidalavi	Principal	
2. Dr. Annie Ninan	IQAC Coordinator	
3. Dr. IP Abdul Razak	Member	
4. Mr. Haris U	Member	
5. Mr. Muhammed Abdul Hakeem C	Member	
6. Dr. Shahina Mol AK	Member	
7. Mr. Faizal TK	Member	
8. Mrs. Aswathi M. P	Member	

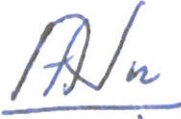
The meeting started at 11: 30 am by the appreciation of principal on this successful conduct of IPR seminar the following decision were taken

1. To conduct IPR seminar in every year
2. Presentations of annual report of each department of office be area of various program with documents
3. The book release (with ISBN) to be conduct on college day (forenoon)(the guest of honour to be selected from R .Surendran, Dr Nazar )
4. Mr. Muhammad Abdul Hakkeem to be the convenor of criterion I and to include Dr. Zakir Ahamed as a new IQAC member.
5. To think of conducting an international seminar
6. Decided to substitute Dr. Zakhir Ahamed and Mrs. Rabeeba Korambath in place of Dr. IP Abdul Razak and Nousha Beegam

The meeting conducted at 12.45 Pm

**Action Taken Report: -**

1. IPR seminar was conducted on 19/02/2020
2. Alumni entrepreneurs were honored in the seminar as per the list submitted by the heads of various departments.
3. Annual reports to be presented during the last week of March for which the preparations were in progress.



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