



INTERNAL QUALITY ASSURANCE CELL

MINUTES & ACTION TAKEN REPORT 2020 -2021

**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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Minutes of the Meeting held on 24/07/2020 (Online)

KAHM Unity Women's College, Manjeri

Internal Quality assurance Cell

NOTICE

23-07-2020

There will be an online IQAC meeting at 2.30PM tomorrow 24-07-2020 (Friday)


Agenda:

1. Semester Plan progress
2. AQAR Submission 2019-20
3. Students online feedback
4. Other matters.

Meeting link will be shared via WhatsApp.


IQAC COORDINATOR
KAHM UNITY WOMEN'S COLLEGE
MANJERI
IQAC Coordinator




25/7/20
PRINCIPAL
Korambayil Ahamed Haji
Memorial Unity Women's
College, Manjeri
Principal

Platform and link will be provided tomorrow.

The virtual meeting started with the welcome note by Principal. Members present were Mr. Mohammed Abdul Hakkeem, Mr. Faizal, Mrs. Aswathy, Dr. Shahina Mol and Dr. Annie Ninan. Principal expressed his concerns over the challenge in responding to the Covid situations during the academic year. At the same time, he offered full support to move to online classes in maintaining quality education. Following decisions were taken.

Decisions of IOAC held on 24/07/2020

1. The progress of the semester plan is to be submitted to the Principal through HODs in a format, indicating the planned and completed modules for the 1st term by the 7th of August 2020.
2. 1st internal online exam for 3 and 5th semesters to be conducted before August 15th and mark list is to be submitted to the office.
3. AQAR for the years 2018-2019 and 2019-2020 are to be submitted before 31st October 2020 and 31st December 2020 respectively as per NAAC circular.

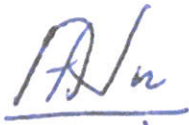
Criterion convenors and members are hereby requested to submit the consolidated data for the year 18-19 before 31 August to iqacunity@gmail.com and thereafter the data for AQAR 19-20 in the revised format attached.

4. It is decided to conduct online feedback for students in the format prepared and circulated by IQAC. Dr. Shahina Mol A K has been entrusted for the same.
5. Departments willing to conduct National/International webinar/seminar during the academic year 2020-21 are hereby informed the follow conditions.
 - ❖ A maximum of Rs.25000/- will be paid by the college for international level webinars.
 - ❖ A maximum of Rs.15000/- will be paid by the college for the National level webinars.
 - ❖ Details of resource person to be intimated to the principal with a brief description prior to invitation.
 - ❖ Proposed date of webinar/seminar is to be intimated to IQAC to avoid clash of events.
 - ❖ Seminar proceedings to be published, if possible, with ISBN) and should be ensured that a copy of the same is kept in IQAC with acknowledgment.
 - ❖ An account of the amount received from the college must be submitted to the principal within one week after the event with proper vouchers.
 - ❖ Infrastructure available in the campus including the digital studio may be utilized for the purpose online classes and e content preparation.

The meeting and discussions helped the members to shift our thinking from challenge mode to opportunity mode. Dr. Shahina Mol AK proposed vote thanks.

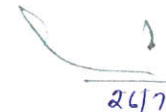
Action taken report:

1. ISBN books ready for release.
2. Mr Muhammed Abdul Hakkeem is appointed as Criterion I convenor
3. Dr. Zakir Ahammed and Mrs. Rabeeba are new IQAC members



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MEMORIAL UNITY WOMEN'S COLLEGE
MANJERI

IQAC Coordinator



24/7/20
PRINCIPAL
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Principal

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Minutes of the meeting held on 17/09/2020 (Online)

KAHM Unity Women's College, Manjeri

Internal Quality assurance Cell

NOTICE

17-09-2020

There will be an urgent online meeting of IQAC members and Criterion convenors at 2.30PM tomorrow (Friday, 18-09-2020). Kindly mark your attendance without fail.

Agenda:

1. AQAR Submission 2018-19
2. AQAR Submission 2019-20
3. Other matters.

Meeting link will be shared Via WhatsApp.



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KAHM UNITY WOMEN'S COLLEGE
MANJERI

IQAC Coordinator



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

Principal

The online meeting started at 2:30pm with the welcome note of the IQAC coordinator. Principal Dr. C. Saidalavi explained the urgency and importance of the meeting the progress of the AQAR data collection. It was discussed by the respective criterion convenors. The need to conduct an administrative training programme for non-teaching staff was also discussed.

Following discussions were taken in the meeting: -

Decided to induct some select students to work as the SQAC (Student Quality Assurance Cell) committee

Decisions of IOAC meeting held on 17/09/2020

- ❖ The meeting directed the Criterion Conveners to submit data to IQAC for the submission of AQAR 2018-19 as decided earlier.
- ❖ The submission of data of AQAR 2018-19 is to be followed by the submission of 2019-2020 AQAR.
- ❖ It has been decided to organize an administrative training program for non-teaching staff.
- ❖ It has been decided to create institutional email id for the teachers.
- ❖ The Criterion conveners are directed to verify the uploaded AQAR before submission. In the case of any inconvenience, the members entrusted could be substituted for the same.
- ❖ All the Heads of the main Departments are directed to ensure that the department publish at least one ISBN book under Unity College Publications, the publication division of KAHM Unity Women's College, in collaboration with Library and information Centre, in the current academic year. The Heads of the departments should mail the following details to Aswathi.M.P. (aswathimp@gmail.com), the convener of Criterion III who is entrusted with the responsibility of supporting the publication venture, on or before 20th November 2020:

I.

1. Title of the Book
2. The co-editors along with the principal (Any member of the department entrusted by the department council can be the editor)
3. The approximate publication fee collecting from the contributors (This is to be included in the ISBN application)
4. Expected Month of release in the current academic year. In addition to this mandatory publication, the publication division could support the publication ventures of faculty members of the college in the following ways:

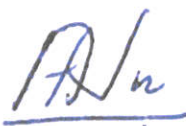
II.

1. To publish books with IQAC
2. To provide ISBN nos. for departments, in which case the persons assigned by the department will be the associate editors with Principal. The department should ensure that the members concerned would take care of the expenditure.
3. To serve as a publication platform of the books of individual teachers, if it would not bring any financial burden to the college and if they have the ISBN number with them. Criterion 3 committee can help the teacher to invite guests for release and to ensure publicity.
4. To provide a releasing platform for the books of teachers, provided they have a separate publisher, and the individual teacher should meet the expenditure for the release. Criterion 3 committee can help the teacher to invite guests and to ensure publicity. The teachers are informed about this in detail to ensure maximum publications in the current year.

The meeting ended at 4 pm

Action Taken Report

1. Semester plan progress was submitted by the respective HoDs and internal exams were conducted within the stipulated time.
2. AQAR data for the year was uploaded by the Criterion convenors
3. Feedback of the students about online classes were gathered by Dr. Shahina Mol and analyzed and actions were taken as needed.
4. State, National, International webinars Were conducted by various departments
5. Initial steps for the publishing ISBN books by the department were initiated.



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MANJERI
IQAC Coordinator



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Principal

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Minutes of the meeting Held on 19/11/2020 (Online)

KAHM Unity Women's College, Manjeri

Internal Quality Assurance Cell

NOTICE

18-11-2020

There will be an urgent online meeting of IQAC members and Criterion convenors at 2.30 pm tomorrow (19/11/2020, Thursday). Kindly mark your attendance without fail.

Criterion members make sure that a member attends the same in case of any inconvenience.

Agenda:

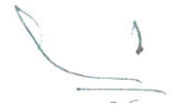
1. 2019-20 AQAR uploading
2. Webinar Report submission.
- 3 Other matters.

Meeting link will be shared via WhatsApp.



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IQAC Coordinator



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Principal

The meeting began at 2:30pm. Principal Dr. C. Saidalavi sir chaired the meeting. At the outset principal expressed his happiness and congratulated the member for the timely submission of 2018-19 AQAR (1st submission after the NAAC Peer team visit).

Since the data collection for 19-20 AQAR was completed, the principal requested the uploading of the same. The following discussions were taken.

Decisions of IOAC meeting held on 19/11/2020

1. It has been decided to initiate the uploading of data of 19-20 AQAR on the 25th of November and to finish the same by December 15th.
2. The technical aid of AQAR submission is entrusted to Mr. Haris and Mr. Faizal.
3. Criterion convenors are directed to form a WhatsApp group of the members of the criterion and include IQAC Chairman and Coordinator as the group members.
4. Each criterion team should create a separate email id to save criterion related information.
5. IPR Seminars are to be organized on a departmental basis.
6. The college decided to publish a book on " Vocational Education and Women" in the current academic year. Since we need it to be a worthy document showcasing the ideas and perspectives of the teachers of our institution, each department should ensure that at least one paper from the department is published in this book.

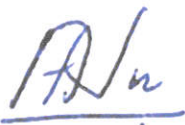
In order to improve the number of book and book chapter publications of the faculty members of the college, each main department is directed to publish at least one book in the current academic year under Unity College publications. In those books the faculty members are supposed to publish papers. Instructions given in the previous order of IQAC are to be followed in this regard.

7. To enhance the citations of papers, to create Research gate and Google scholar profiles, institutional email IDs will be provided to the faculty members. Mutual citations are also found to be helpful to improve the number of citations.
8. The faculty members are advised to have at least one paper presentation in the current academic year to improve the number of entries against paper presentations. Those who organize webinars should explore the possibility of including a session for paper presentations.
9. The departments if find any awards/ honours of faculty members yet to be mentioned for the year 2019-20, please inform IQAC Criterion III.
10. SAAC accreditation orientation is on 24th of November. Interested Criterion convenors are to register for the same using the link forwarded by the Principal.
11. Reports of all Webinars conducted till November 13th, are to be submitted to Principal as hard copy on or before 25th November and soft copy is to be mailed to IQAC.

The meeting came to an end at 4.15 pm.

Action Taken Report

1. 2018-19 AQAR submitted on time and data collection for 2019-20 AQAR was conducted and uploaded
2. conducted an administrative training program on KSR.
3. Book publishing work under Unity College publications are progressing.



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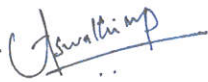






Minutes of the meeting held on 29/12/2020

IQAC Meeting held on 29/12/2020 at 10 am

Agenda:

2019-20 AQAR uploading and submission Certificate Courses- Discussion, Approval for courses

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. Zakir Ahamed P | Member  |
| 6. | Mr. Haris U | Member  |
| 7. | Mr. Muhammed Abdul Hakeem C | Member  |
| 8. | Dr. Muhammed Basheer Ummathur | Member  |
| 9. | Mr. Faisal .T. K | Member  |

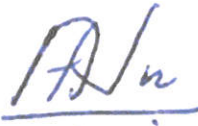
The meeting started at 10 am by the welcome address of the Principal. He expressed his happiness in welcoming the staff members back to the college amidst the pandemic related lock down.

The rules to be followed when the re-opening of the college takes place in January was discussed. Other safety measures to be taken were also discussed. The following decisions were taken.

1. Since only a section of the students are to attend the class, it was decided to schedule a new timetable ensuring safe and hygienic space in adherence to covid-19 norms and protocols.
2. Decided to reschedule bus timings and trips.
3. Measures will be taken not to conduct meeting or mass gathering and to ensure physical distancing norms during lunchbreak.
4. AQAR 19-20 is to be submitted as agreed by all members since the final screening was completed

Action Taken Report

1. Uploaded AQAR 2019-20 by Criterion convenors and members.
2. Created WhatsApp group for each criterion with Individual e mail ID.
3. Decided to organize an IPR Seminars in January
4. SAAC accreditation orientation was attended by Principal, Co-Ordinator and Criterion convers.
5. Various departments introduced certificate courses.



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Meeting of IQAC on 13/01/2021 at conference room at 11:30 am

Agenda:

1. Completion of action plan for 2020-21
2. IPR seminar and inauguration of publication division.

Members Present

1.	Dr. C.Saidalavi	Principal 
2.	Dr. Annie Ninan	IQAC Coordinator 
3.	Mrs. Aswathi MP	Convener 
4.	Mr. Haris U	Member 
5.	Mr. Muhammed Abdul Hakeem C	Member 
6.	Mr. Faizal .TK	Member 

The meeting started with the welcome note of the principal. He conveyed his happiness in conducting the meeting as the first offline mode meeting during the academic year 20-21. He also appreciated the members for their wholehearted support and effort taken in successfully uploading the AQAR for the year 2018-19 and 2019-20 respectively.

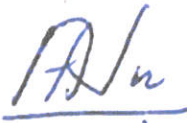
The following decisions were taken.

1. It is mandatory for each department to conduct a certificate course for the final or second year students during the academic year 2020 - 21. The course from the previous year can be considered for the current year too. The department can decide the mode of transaction of course content. It can be considered as online or offline
2. An IQAC subcommittee is formed with Dr. Shahina Mol as the coordinator and Dr. Muhammed Basheer Ummathur and Muhammed Hakkeem as member of conducting value added courses.
3. Decided to form a functional MoU with Majlis College, Perumanna, based on the preliminary discussions made.
4. Decided to form a MoU jointly by English and Computer science department with MES college Ponnani.
5. Decided to form another MoU between Department of commerce & Cooperative bank, Malappuram

6. Criterion wise action plan for the year 2020- 21 is to be implemented before May 2021
7. Decided to organize an event honouring PhD awardees and ANO , to inaugurate the publication division of the college and for the release of ISBN books published.
8. Decided to give directions for uploading the department files for the year 2020-21
9. Administrative and academic audits must be conducted.
10. Annual report presentation should be conducted in the month of March.

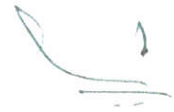
Action Taken Report

1. Offline regular classes started on 4th January following the rescheduled timetable and timings
2. Ensured physical distancing norms and other safety measures
3. AQAR 19-20 was uploaded and submitted.
4. Criterion wise action plan proposed earlier was implemented (Alumni meet, award meet etc.)
5. IPR seminar was conducted.
6. Honouring ceremony was conducted.



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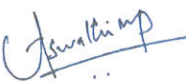



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Meeting of IQAC on 11/02/2021 at conference room at 11:00 am

Agenda:

1. Dummy AQAR for 2020- 21
2. File updation and conduct of AAA
3. Publishing more ISBN book by the different departments
4. Feasibility of conducting athletic meet

Members Present

1.	Dr. C.S Saidalavi	Principal 
2.	Dr. Annie Ninan	IQAC Coordinator 
3.	Mrs. Aswathi MP	Convener 
4.	Mr. Haris U	Member 
5.	Mr. Muhammed Abdul Hakeem C	Member 
6.	Mr. Faisal .TK	Member 

The meeting started at 11 am with the welcome note of the coordinator. Data collection for the preparation of AQAR 2020 - 21 was discussed. The feasibility of conducting AAA was also discussed.

The following decisions were taken

1. It was decided to circulate the criterion wise AQAR format for the year 2020-21 to collect data.
2. Since the faculty members are present on the campus, it was decided to inform the HODs and other faculty members to update the various department files.
3. Meeting observed that it is possible to conduct AAA strictly following the covid protocol.
4. A discussion is to be conducted with the HOD of physical education department about the possibility of conducting athletic meet (annual) for individual events following covid protocol.

The meeting ended at 12:30 pm

Action Taken Report

1. Certificate courses (online) are going on.
2. A criterion wise proposed plan for the year 2020-21 was implemented by various departments.
(Alumni meet and Award meet were also held)
3. IPR seminar was conducted.
4. Honoring ceremony was organized



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