



# **INTERNAL QUALITY ASSURANCE CELL**

**MINUTES**

**&**

**ACTION TAKEN REPORT**

**2023 -2024**

**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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**IOAC MEETING 5 JUNE 2023**

**05-06-2023**

**Notice: -**

IOAC meeting will be held at 10 :40 on 5 July 2023 in the conference hall. All IOAC members are informed to join the meeting:-

**Agenda:**

1. Action Plan 2023 -24
2. Academic and Administrative audit  
(AAA) Phase II (2022 -23 AY)
3. NAAC relate matters
4. Infrastructure requirements
5. Other items permitted by the chair





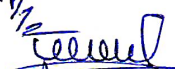







**Dr. SHAHINA MOL. A. K.**  
IQAC Co-ordinator  
KAHM Unity Women's College,  
Manjeri, Malappuram, Kerala.  
IQAC Coordinator










Prof. (Dr). Muhammed Basheer Ummathur  
Principal  
Korambayil Ahamed Haji Memorial  
Unity Women's College, Manjeri  
Narukara (PO), Malappuram (DT), Kerala  
PEN: 469626

**Principal**

**Notice To: -**

1. Er. O. Abdul Ali (Manger) 
2. Dr. Mohammed Ali 
3. Mr. Abdul Razak T. T 
4. Mrs. Anitha Begum 
5. Dr. Usman A 
6. Dr. Jyothi. P 
7. Mr. Abdul Rof. V 
8. Mr. Rahib B 
9. Mr. Shabeer Mon 
10. Mrs. Sainaba 

### 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	
5.	Mr. Basheer Hussain Thangal	Member	
6.	Mr. Rahib B	Member	
7.	Mr. Shabeer Mon	Member	

### Minutes of the meeting

Meeting began with the welcome address of IQAC coordinator, Dr. Shahina Mol A. K, which was followed by the presidential address by the principal. Discussions were held based on the agenda.

It is decided to collect the Action Plan of departments and other working bodies /platforms of the department within 15 July 2023 as per the guidelines and commendations given by the IQAC for action plan.

IQAC of the college has to prepare the academic calendar following the directions of university calendar and to be circulated by 15 July 2023.

The committee agreed upon conducting the AAA phase II, of the previous completed academic year 2022-23 on 22 and 23 of August 2023, Prof. Imbichi koya, principle, Safi college of Advanced studies and Dr. Mansoor, principal MES Mampad college are to be invited as external member for evaluation.

Principal informed all members to submit the requirements through IQAC for the upgraded learning ecosystem with respect to quality teaching and learning

### AOAR 2021-2022: -

IQAC coordinator informed that AQAR 2021-2022 is prepared and circulated for the review of all IQAC members and other faculty members. Hence the review is to be done by 25<sup>th</sup> July 2023 as the date of submission is 30<sup>th</sup> July 2023.

Action plan of IQAC 2023-2024 has been put before the committee for the detailed discussion and introspection. Duties have been assigned among IQAC members for the implementation of the same during the current academic year.

Manager engineer O Abdul Ali insisted on the importance of completing the 30<sup>th</sup> anniversary activities to be implemented at the earliest.


The needs and requirement of IQAC are to be submitted to the governing body and the principal within 31<sup>st</sup> July 2023.

Departments have to effectively utilize the digital studio for advanced learning.

All the departments have to ensure that the latest DQAC relate files are to be uploaded in the college LMS incorporating all the changes recommended by IQAC.

## Action taken report:


1. IQAC collected the action plan of the departments for the year 2023-24 - the same will be added in the college academic Calander for clear and organized understanding of the students.
2. Academic Calander for the year 2023-24 is prepared by the IQAC and circulated.
3. AQAR 2021-22 has been uploaded successfully and the NAAC team has accepted the same without any objections
4. AAA phase II could not get conducted due to the practical exam duty for heads and select faculty members.
5. All the departments have uploaded their files as per IQAC guidelines in the LMS platform of the college
6. Scheduled for AAA 22-23 has been prepared and circulation by IQAC
7. The format for ppt preparation by the department for AAA is prepared by IQAC and circulated
8. Departments prepared academic Calander following the college academic Calander prepared by IQAC



**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  
Unity Women's College, Manjeri  
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**Principal**

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**IOAC MEETING 12 SEPTEMBER 2023**

**12-09-2023**

**Notice: -**

The meeting of all IQAC members will be held on 12 September 2023 at 10 :30 am in the conference hall. All IQAC members are hereby informed to join the meeting on time.


**Agenda:**

1. Teachers' Dairy 2023-24
2. Data collection 2022 -23
3. SSR Preparation
4. Result Analysis- Plan of action; guidelines by IQAC
5. External audit, Phase II 2022-23
6. Updates by the governing body on action plan for NAAC
7. NACC orientation for DQAC and IQAC
8. SQAC orientation
9. Feedback
10. Other matters
11. Attendance of the meeting

  
**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  
Unity Women's College, Manjeri  
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**Principal**

**Notice To: -**

1. Mr. Abdul Razak T. T 
2. Mrs. Anitha Begum 
3. Dr. Usman A 
4. Dr. Jyothi. P 
5. Mr. Abdul Rof. V 
6. Mr. Rahib B 
7. Mr. Shabeer Mon 
8. Mrs. Sainaba 

## Members present

- |    |                    |                  |  |
|----|--------------------|------------------|--|
| 1. | Dr. Shahina Mol AK | IQAC Coordinator |  |
| 2. | Dr. Jyothi. P      | Member           |  |
| 3. | Mrs. Aswathi MP    | Member           |  |
| 4. | Dr. Bajeel P N     | Member           |  |
| 5. | Mr. Shabeer Mon    | Member           |  |
| 6. | Dr. Usman A        | Member           |  |

## Minutes of the meeting: -

Meeting began with the welcome notes of the IQAC coordinator, Dr. Shahina Mol A K. she detailed the significance of the meeting of the day. It was followed by the presidential address by the principal. Agenda wise discussions were held on each item of the agenda.

### Teachers Diary: -

It is decided to felicitate the online digital mode of teachers diary with the help EMBASE software application for ERP. The details up to November 30 20-23 must be incorporated Well by the faculty members in consultation with the ERP team. Changes will be added as additional facilities in the ERP by 1<sup>st</sup> December 2023.

### Data Collection 2022-23: -

An excel sheet for the quantitative data collection will be circulated by the IQAC Coordinator to all heads of the departments by 15 September 2023. The same are to be filled up by the departments by 20 September 2023 for the consolidated data preparation.

### SSR Preparation: -

SSR preparation is to be started from October 2023. Each IQAC members cum Criterion convenors will be in charge of respective criterion. The IQAC team members have to take measures for the same.

### Result analysis: -

IQAC members discussed the plan of action to be implemented to improve the result of university examinations. It is decided to conduct adequate bridge courses in needy subjects to maximize the results.

A Test is to be conducted for the first-year students of each programme to identify the scholastically backward and advanced students so as to device programs accordingly. The test is to be conducted by each department for their students incorporating various levels of questions and the list of slow learners and advanced learners has to be prepared by the end of October 2023. It must be followed by activities for each group by the college IQAC and the department.

PG result analysis is to be made ready by the end of October 2023.

### External Phase II 2022-23

It is decided to conduct the administrative and academic audit phase II of 2022-23 on 25 and 26 of September 2023. Structure schedule and details will be provided by the IQAC coordinator by 15 September 2023.

### • Update of the governing body on action plan for the NAAC 2024: -

In the absence of the college manager, principal informed that management committee have decided to go ahead with the action plan submitted by the IQAC for implementation in the year 2023- 24 by the

college governing body

- **NAAC orientation for DQAC and IQAC team: -**

it is decided to conduct a one-day workshop for IQAC and DQAC convenors in the month of October 2023, on NAAC 2024

- **SQAC orientation: -**

SQAC members from each class for the year 2023-24 must be inducted and the committee sn to be formed by the current year. An IQAC orientation will be conducted during November 2023

- **Feedback on faculty members and administration facility: -**

It is decided to conduct a feedback on faculty members and governing system by students. The facility is to be made possible through the EMBASE system. Mr. TT Abdul Razak, Mr. Haris U and Dr. Shahina Mol A.K have been given the charges to fecilatate the same through EMBASE

The principal reminded that all the members of IQAC have to ensure their timely presence for the meeting and all the activities led by IQAC.

Dr. Shahina Mol A. K, coordinator of IQAC expressed her interest in ensuring a one-day faculty orientation of quality initiatives and sustenance's during October 2023. All the attendees agreed on the same.

Meeting was concluded by the Official vote of thanks of Mr. Shabeermon M.


**Action taken report (2023, 12 september)**

1. Discussed the possibility of facilitating teachers feedback by students and teacher's digital diary in EMBASE, to the responsible authority. The same will be made available in December 2023.
2. Excel data sheets for the data collections of 2022 -23 were circulated by the IQAC coordinator on 15September 2023.Each department submitted the data in prescribed format.
3. Primary data collection strategy was prepared in the meeting of all IQAC convenors.
4. Action plan for 2023-24 to be implemented by the support of college governing body was prepared by the IQAC and submitted to the manager through the principal.
5. PG result analysis was completed by the departments and the same is collected by the college IQAC
6. IQAC, DQAC, SQAC orientation and workshop for the year 2023-24 will be conducted in November 2023



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**IOAC MEETING 05 OCTOBER 2023**

**05 -10-2023**

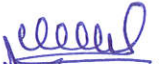









**Notice: -**

The meeting of all the IQAC members will be held on 05 October 2023 at 3: 45 pm in the conference hall. All IQAC members are hereby informed to join the meeting on time.



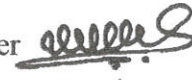


**Agenda: -**

1. Review of the external audit (AAA 2022-23)
2. Other matter

**Notice To: -**

1. Mr. Abdul Razak T. T 
2. Mrs. Anitha Begum 
3. Dr. Usman A 
4. Dr. Jyothi. P 
5. Mr. Abdul Rof. V 
6. Mr. Rahib B 
7. Mr. Shabeer Mon 
8. Mrs. Sainaba 
9. Er. O. Abdul Ali (Manager) 
10. Dr. Pakkrutty P (Member, Governing body) 

**Members present**

1. Er. O. Abdul Ali Manger 
2. Dr. Mohammed Ali Member Governing body 
3. Mr. Abdul Razak T. T Member 
4. Mrs. Anitha Begum Member 
5. Dr. Usman A Member 

6.	Dr. Jyothi. P	Member	
7.	Mr. Abdul Rof. V	Member	
8.	Mr. Rahib B	Member	
9.	Mr. Shabeer Mon	Member	
10.	Mrs. Sainaba	Member	

### **Minutes of the meeting**

The meeting began with the welcome note of Dr. Shahina Mol A.K, IQAC coordinator, which was followed by the presidential address by the principal. Principal mentioned that same more focus is to be given to this PPT presentation by the Hods, while he was reviewing the AAA held on 3 October 2023

Er. O Abdul Ali, college manager also shared his views on AAA of 2022-23. He insisted he that prior mock presentation must be ensured by IQAC before the original presentation.

IQAC coordinator appreciated the teamwork of all the faculty members and thanked the IQAC member for member for the support. She opined that all the IQAC team members have to ensure their cooperation and support for the successful journey of the institution and the IQAC of the institution

IQAC members opined that, we need to prepare a new template for the presentation of department activities, which was agreed unanimously by all

Mr. Haris U representing the first criterion mentioned that there must be convenors reviewing of all the document and files by IQAC coordinator and the team.

It is decided to conduct a meeting of DQAC in October 2023 itself.

Formers IQAC coordinators Dr. Fousi, Dr. Annie Ninan have been selected an the advisory members for the preparation of SSR data. Mr. T. T Abdul Razak and Ms. AS. Anitha Begam collectively opined that the criterion charges can be handed to another member of the criterion team as they are retiring in the current academic year 23-24. The committee agreed the same, whereas both will continue as the IQAC members for the year 2023-24 too.

It is decided to conduct one more add on/ certificate courses for entire students of 2023-24, in the even semester.

NAAC assessment year is decided as 2019-20, 20-21, 21-22, 22-23 and 23-24 considering the opinion of expert team (Prof. Imbichi Koya and Dr. Mansoor. P. K ) who visited the institution for the AAA 2023.

It is decided to conduct the data collection for AQAR and SSR as per the following plan: -

1. AQAR data collection and preparation by the department- 15 October 2023 to 30 November 2023.
2. Data collection and preparation for SSR

2019 - 20 - Jan 30,2024

2020 - 21 - 28 Feb 2024

3. Consolidation of data and preparation of ppt for 2019-20 and 2020-21 - 28 Feb 2023. The collected data are to be upload in the college LMS portal by the stipulated time.
4. It is decided to conduct a meeting of all the team members of each criterion from 20 October 2023 to 10 November 2023.

5. All the criterion convenors have to prepare a solid data sheet on the highlights of the institution with respect to their criteria and the areas to be given specific preference are also to be found and made ready for the criterion wise meeting to be held in the end of October/ the beginning of November 2023.

The meeting came to an end by the official vote of thanks of Dr.Usman. A. along with the concluding remarks. He summarized the research promotion activities planned by IQAC for the year2023-24 for implementation through the R&D cell of the institution.

6. The guidelines and application proforma are decided to be circulated at the earliest. It is also decided to appoint one technical staff for the preparation of SSR (report).

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

1. Department and DQAC members were given instructions for data collection and documentation for the year 2022-23.
2. The meeting of all DQAC convenors were organized on 18 October 2023. Schedule of data collection for AQAR and SSR was circulated in the DQAC meeting.  
The schedule was as follows: -  
File Updation of 2022-23 by departments -30 Nov 2023.
3. Each department has given direction to begin even semester certificate/add on courses. All the students will be the beneficiaries of this programme.
4. Various clubs and cells of college were given direction for the preparation of data and annual report for the year 22-23.
5. All the IQAC criteria convenors conducted joint meetings with the respective members who are in charge of various key indicators and prepared the list of programmes to be implemented in view of NAAC reaccreditation in 2024.
6. Since the two senior members of IQAC, Mr. T. T. Abdul Razak and Ms. A. S Anitha Begam are retiring during the end of current academic year, the criterion Convenorship of criterion II and V that the members were in charge of, were handed over to Ms. Vineeth. M. K (Assistant professor of English) and Dr. Deepa. K (Assistant Professor of Chemistry) respectively. Mr. T. T Abdul Razak sir and Ms. A. S Anitha Begam will continue as IQAC members



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**IQAC Coordinator**



  
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**IOAC MEETING 23 NOVEMBER 2023**

**23-11-2023**

**Agenda: -**

1. AQAR 2022 -23
2. IQAC Activities – Implementation
3. DQAC – File updation of the developments
4. Criterion wise planning for SSR
5. SSR Preparation – Discussion
6. Teachers Dairy – submission
7. UG result analysis
8. Other matters

**Members present**

- |     |   |                       |   |
|-----|---|-----------------------|---|
| 1.  | Prof. (Dr.) Muhammed Basheer.<br>Ummathur | Principal             |  |
| 2.  | Dr. Mohammed Ali                          | Member Governing body |  |
| 3.  | Er. O. Abdul Ali                          | Manger                |  |
| 4.  | Dr. Pakkrutty                             | Member Governing body |  |
| 5.  | Dr. Shahina Mol AK                        | IQAC Coordinator      |  |
| 6.  | Dr. Usman A                               | Member                |   |
| 7.  | Dr. Deepa K                               | Member                |   |
| 8.  | Dr. N.V Fathimath Zuhara                  | Member                |   |
| 9.  | Mr. Abdul Rof. V                          | Member                |   |
| 10. | Mr. Rahib B                               | Member                |   |
| 11. | Mr. Shabeer Mon                           | Member                |   |
| 12. | Mrs. M. K Vineetha                        | Member                |   |

## **Minutes of the meeting**

Meeting began with the welcome address of Dr. Shhina Mol A. K, IQAC coordinator, which was followed by the presidential address of the principal. Principal focused on the timely completion of activities (curricular and co-curricular) as per the action plan of IQAC.

Dr. Pakrutty. T. K, Management representative of the IQAC mentioned that the budget allocation for all the college level activities foreseeing the NAAC accreditation in 2024, is done by the governing body and respective committee in the meeting of the planning Board.

Manager informed that the quality initiative to be completed/ taken on behalf of college governing body are to be handed to governing body within a weeks itself.

Prof. P. N Abdurahiman, the former principal and the invited members of the IQAC meeting of the day, suggested that more ICT facilities and academic infrastructure facilities have to be incorporated during the current academic year.

Afterwards, the members cum criterion convenors presented their observations on the focuses to be given by IQAC of the college to raise the quality benchmarks of the institution, as per seven criteria.

Dr. Fathima Zahra. N. V, the member of criterion I team opined that IQAC has to initiate activities to increase the results of the programmes, activities to give awareness on cross cutting issues. Feedback on syllabus is to be collected from all stakeholders-she added.

Mr. Vineetha. M K. representing the criterion II presented the observations in the areas that need more focus from the side of college IQAC, such as innovative teaching methods, advanced methods of evaluation tools, sustained use of ICT tools in all the classes by all teachers, programmes for slow learners and advanced learners exam reforms etc.

Dr. Usman A, member of IQAC and the convener of criterion 3, opined that management sponsor research Grant for departments, Scopus / UGC circulated journal articles by all the faculty members, seed money for the department etc. are to be given prime importance during the current year.

Mr. Rof V IQAC member and criterion convener (V criterion) mentioned that the number of computers in network resource centre is to be raised and advanced language lab, certificate course facilitation centre, Open air green Theatre, more spaces for Arts and sports cultural gathering etc. are to be made ready for ensuring academic and IT infrastructure of the college. He also said that the effective use of computational lab of department is progressing in proper way. He added that more journals are to be subscribed.

In connection with criterion V, Ms. A.S Anitha Begam, the IQAC member and criterion coordinator, reported that student support program for socio - economic weaker groups of students are to be increased. Graduation ceremony of UG and PG batches are to be conducted at the earliest. Alumni data collection is to be completed soon. Contributions of college alumni and engagement activation of alumni must be increased. The data collections in connection with the promotion and progression of alumni, also to be given focus, she added.

Mr. Rahib B, IQAC member and Criterion VI convener said that there must be move from college governing body to add more funds from philanthropes. There must be regular meetings of Planning board members too. The Website updation and ERP -effective usage are to be ensured by the college IQAC, he added.

Mr. Shabeermon M, IQAC member and criterion VII coordinator said that the audit, green audits (environmental audit, energy audit, green audit) of the current year 2023-24 are to be conducted soon. More differently abled friendly activities and infrastructure development are to be insured.

Prof. PN Abdurahiman mentioned that there must be QR code facility for online books and reference materials for enhancing more online reading.

Result of 1 Sem UG University exams was analysed college IQAC members opined that three must be scholar support programs to address the scholastic difficulties faced by the slow learners. Prof. P.N Abdulrahman sir added that there must be common computer facility centre for all students in general.

The meeting discussed the data preparation and verification for AQAR 2022-23 all the quality initiatives planned by colleges IQAC during 2023-24 must be conducted on time, with the support of Departments / faculty members/ governing body.

**Following decisions were taken in the meeting: -**

1. It is decided to implement a bus service from Manjeri to the college on every Saturday for smooth conduct of certificate course / add on courses /project works of the students/ enhanced library usage etc.
2. It is decided to introduce a college level special support programme for needy students/slow learners to upgrade them in the curricular aspects . it will be implemented with the support of departments by utilising the expertise of alumni /peer group/faculty members etc. Special timetable will be prepared by the IQAC for the same.
3. Criterion wise team members will have to be conducted before Nov 2023, in connection with AQAR submission
4. A video demonstration of auto generation of teacher's dairy with EMBASE is to be prepared.
5. Dr. Shahina Mol. A.K, Dr. Usman.A, Mr. Haris.U are given the charge of studying the prospects of more e-governance related modules / plug in facilities in ERP-EMBASE digital facility.
6. IQAC has to take initiative for conducting activities related with cross cutting issues, like gender, environment, human rights, either etc. Dr. Fathimath Zuhra will facilitate the programme. They are to be organized within first week of January 2024.
7. Each faculty has to publish one UGC care listed / SCOPUS indexed paper in the journals during 2023-24.
8. 40 % of the publication fee will be given to each faculty on publication of the same, by the college governing body as a part of research promotion.
9. AMC for various purposes has to be renewed by the college. Charges for the same are given to Mr. Rof. V & Dr. C.M Abdul Salam.
10. The projectors that are to be fixed/ repaired will have to be fixed at the earliest.
11. Measures to release the MLA fund for purchase of books are to be taken at the earliest. College governing body will do the same.
12. The amount to purchase the journals and e-books is to be hiked.
13. The measures to get institutional e mail id for all must be taken. Principal informed that he will contact the IT team of the college.
14. KINDLE devices to boost the e-reading are to be purchased.
15. Programme for slow learners and advanced learners must be conducted in the department level and in the college level too.
16. A session on effective integration of ICT tools for teaching, learning and evaluation is to be organized as a part of faculty focus in the beginning of December 2023. Resource person - Ms. Vineetha.M.K.
17. Visit to premier institutions must be conducted as an activity for advanced learners.
18. Applications are to be invited from the department for management sponsored research grant.
19. Grant will be given for the student research activity like presentations, participation in the research level seminar/ conference etc. and for publication, by the IQAC with the financial aid of college governing body.
20. Decided to repair the computers and projectors of the college on need base
21. Decided to start two multidisciplinary journals for institution on behalf of IQAC under the research promotion cell.

22. A common network facility centre and computer lab will have to be setup at library.
23. Decided to organize the graduation ceremony of the previous batch of UG and PG passed out students on behalf of IQAC.
24. Action plan of the departments, clubs, cells etc. must be monitored by college IQAC.
25. Alumni registration and data collection for AQAR and SSR have to be fastened. Secretary UCCA will coordinate the same.
26. Decided to conduct a meeting of tutor, respective head and principal to discuss the first Sem result and result analysis.
27. Principal suggested to have a separate column for university marks in the progress report, which was agreed by the committee members.
28. Office space for all clubs/cells/forums etc. women skill park, college level incubation centre etc. are to be setup at the earliest.
29. Measures for the CSR- fund utilization permission by the institution has to be done.
30. IQAC team must visit three best institutions to see the quality initiatives and quality sustenance.
31. Decided to create E-contents of select students and teachers of various departments through EDC of the college in association with IQAC & MIELES.


**Action taken report:**

1. Bus Service facility implemented on Saturday for smooth academic process
2. Departments were given directions to implement special support programme for slow learners through open mentoring programme
3. Criterion wise meeting of all criterion heads and members were held as per schedule and clear directions were given on AQAR planning and preparation.
4. Talked to EMBASE pursuit team members about the faculty of teacher's dairy in the digressional mode.
5. Gave instruction to women cell teacher coordinator to conduct session on gender parity for various students.
6. Session for advanced leaners and slow learners and slow learners will be held in the first week of March 2024.
7. E- content preparation have been enhanced with the support of EDC.
8. AQAR 2022-23 has been prepared.
9. College submitted data of NIRF
10. College received ISO certification.
11. IQAC organized AI orientation for selected students.
12. Career in science has been organized for final year students in association with Kerala Digital University.
13. A session on effective integration of ICT is carried out as part of faculty focus on Jan 2023.

  
**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  
 Unity Women's College, Manjeri  
 Narukara (PO), Malappuram (DT), Kerala  
 PEN: 469626

**Principal**

**INTERNAL QUALITY ASSURANCE CELL**  
**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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**IOAC MEETING**

Notice: -

25/1/2024

A meeting of IQAC members and criterion convenors will be held at 3 :45 pm in the conference hall. All are requested to join without any fail.


**Agenda: -**

1. AQAR 2022-23 Review
2. Data Verification of NACC
3. Follow up of Action Plan 2023-24
4. Follow up of Data Collection 2019 -2023
5. Other matters



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











**IQAC Coordinator**



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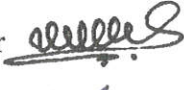





**Principal**

Notice To: -

1. Mr. Abdul Razak T. 
2. Mrs. Anitha Begum 
3. Dr. Usman A 
4. Dr. Jyothi. P 
5. Dr. Deepa K 
6. Mr. Abdul Rof. V 
7. Mr. Rahib B 
8. Mr. Shabeer Mon 
9. Mrs. Sainaba 
10. Mrs. M. K Vineetha 



### Members present

1.	Prof. (Dr.) Muhammed Basheer Ummathur	Principal	
2.	Er. O. Abdul Ali	Manger	
3.	Dr. Shahina Mol AK	IQAC Coordinator	
4.	Dr. Usman A	Member	
5.	Dr. Deepa K	Member	
6.	Dr. Jyothi. P	Member	
7.	Mr. Abdul Razak T. T	Member	
8.	Mrs. Anitha Begum	Member	
9.	Mr. Abdul Rof. V	Member	
10.	Mr. Rahib B	Member	
11.	Mr. Shabeer Mon	Member	
12.	Mrs. M. K Vineetha	Member	

### Discussions and decisions: -

1. Its id decided to collect the data stock of annual data for the year 2018-19 ,2019-20,2020-21,2021-22 & 2022-23. the convenors have to submit the same to IQAC by 11 March ,2024 the discussion with experts, management committee members, principal IQAC members and head of the departments will be held on 14 March 2024.
2. AQAR 2023 23 IQAC coordinator Dr.Shahina Mol A. K informed that the AQAR of 2022-23 is ready. All the IQAC members and criterion convenors are given in strictions of the to verify and validate the college data, by 15 March 2024 by the principal. It is decided to submit the AQAR after the review by IQAC And faculty members in charge.
3. It is decided to consolidate the data of all college activities from 2019-20 to 2023-24, for the self-study of the institution. Criterion convenors are informed to prepare an analysis report based on the same.
4. It is decided to do the follow up activity of action plan 2023-24, as stipulated by college IQAC. Heads and DQAC convenors are to be given instructions for the same too.
5. Furnishing of the IQAC office including conference facility, curtains etc are to be completed in March 2024.
6. Decision has been taken to purchase on smart TV, a smart phone for the purpose of effective implementation of college level activities and fruitful documentation.
7. It is decided to conduct job-oriented certificate courses in food processing and fashion designing for the students under the begin of women skill park in association with JSS, Malappuram district. The financial support will be given by college governing body.


8. IQAC, under the aegis of women skill park, decided to organize a certificate course in food processing for rural women in the neighborhood area, in association with JSS, Malappuram district. It will be coordinated by Dr. Shahina Mol. A. K, IQAC coordinator.
9. Dr. Usman. A, IQAC member, Haris. U IQAC coordinator and have been given charges to study the effective implementation of the institution. Principal and college management agreed to extend the service of ERP to the office administration for total e-governance of the institution.
10. A meeting of all cells/forum/other platforms convenors is to be conducted to monitor the activities of various bodies. It is decided to visit two institutions. Meeting came to end with the conducting remarks of IQAC coordinator and vote of thanks by Mr. Abdul Rof. V; IQAC member.

**Action taken report: -**

1. All the criterion convenors prepared the analysis of quantitative data of the year 2018-19 to 2022-23 and submitted to the IQAC on 11 March 2024.
2. DQAC meeting has been conducted to evaluate and do the follow up activities to complete all the programmes as per action plan 2023-24.
3. The review of AQAR 2022-23 is done by the criterion convenors and other faculty members and the suggestions on incorporation of data were given to IQAC.
4. Job oriented certificate course on fashion designing for select 26 students under the aegis of college women skill park in association with JSS, Malappuram and college governing body has been started on 13.02.2024.
5. Job oriented certificate courses on food processing of rural women, with the support of JSS Malappuram has been started and the session are progressing, under the coordinator ship of Dr. A. K Shahina mol, IQAC coordinator.
6. Institutional visit by IQAC team, institutional visit for advanced learners, and two-day international Conference are got to be conducted due to the unexpected academic schedules including 3 consecutive valuation camp.
7. Meeting of all cells/forums convenors has not been conducted due to the inability to find a proper time with availability of all faculty members in charge
8. The implementation of ERP in the administration for total e-governance is to be completed.
9. Smart phone and smart TV are to be purchased for the effective implementation and documentation.

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



  
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**IOAC MEETING**

**14 -03-2024**

**Notice: -**

A Special meeting of IQAC will be conducted on 14, March 2024 at 10: 40 am in the conference hall. All are informed to be present in the meeting without any fail.

**Agenda: -**

1. Evaluation of Data 2018-23

**Notice To: -**

1. Mr. Abdul Razak T. T
2. Mrs. Anitha Begum.
3. Dr. Usman A
4. Dr. Jyothi. P
5. Dr. Deepa K
6. Mr. Abdul Rof. V
7. Mr. Rahib B
8. Mr. Shabeer Mon
9. Mrs. Sainaba
10. Mrs. M. K Vineetha

**Members present**

- |  |                  |   |
|--|------------------|---|
| 1. Prof. (Dr.) Muhammed Basheer Ummathur | Principal        |  |
| 2. Er. O. Abdul Ali                      | Manger           |   |
| 3. Dr. Shahina Mol AK                    | IQAC Coordinator |  |
| 4. Dr. Usman A                           | Member           |   |
| 5. Dr. Deepa K                           | Member           |   |
| 6. Dr. Jyothi. P                         | Member           |  |

7.	Mr. Abdul Razak T. T	Member	
8.	Mrs. Anitha Begum	Member	
9.	Mr. Abdul Rof. V	Member	
10.	Mr. Rahib B	Member	
11.	Mr. Shabeer Mon	Member	
12.	Mrs. M. K Vineetha	Member	

**Minutes of the meeting**

The meeting began with the welcome address of IQAC coordinator, Dr. Shahina mol AK., Principal Dr. Muhammed Basheer Ummathur Presided over the meeting. The meeting was specially convened for evaluating the last five-year performance of the institution with respect to the NAAC accreditation. Parameters provided by UGC and NAAC committees, particularly on the basis of quantitative metrics. Dr. Usman, NAAC assessor and former principal of Amal college of advanced studies was the expert for the day.


After the introductory address of the college manager E.g. O.Abdul Ali ,each criterion convenors presented the report of respective criterion during a period of last five years 2018-23.

Evaluating the reports presented by the convener and IQAC coordinator on the last five years performance, the expert Dr. Usman opined that it is better to go for the accreditation process at the earliest as per the existing accreditation manual since the institution has completed the maturity period for new accreditation. He also opined that as the institution has completed and submitted the AQARs based on the existing evaluation method at may be perhaps difficult for the institution undergo the accreditation in annual new guidelines and process.


IQAC coordinator Dr. Shahina Mol A. K expressed the anxiety that since the collage has already submitted last four AQAR as per existing evaluation method of the new and revised system is implemented in the next academic year, whether it will affect the institution is a concern

That as the faculty members are assigned with election duty, research activity and duties in connection with the implementation of FYUGP it will be impossible to coordinate the work far the preparation of SSR during the vacation, in the IIQA in submitted in March / April 2024

After the thorough evaluation, it is decided to submit IIQA after the re- opening of the college in June 2024 based on the accreditation manual, which is in the force, them

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



  
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**IOAC MEETING**

**27-03-2024**

**Notice: -**

A meeting of IQAC will be held on 27 March 2024 at 10: 40 am in the conference hall. All are informed to be present in the meeting without any fail.

**Agenda: -**


1. AQAR 2022-23 Submission
2. Action plan of IQAC for March, April, and May
3. Action 2024-24
4. NACC visit preparation
5. Other matters

**Notice To: -**


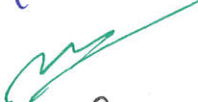




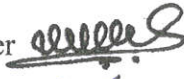





1. Mrs. Anitha Begum
2. Mr. Abdul Razak T. T
3. Dr. Usman A
4. Dr. Jyothi. P
5. Dr. Deepa K
6. Mr. Abdul Rof. V
7. Mr. Rahib B
8. Mr. Shabeer Mon
9. Mrs. Sainaba
10. Mrs. M. K Vineetha

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



  
**Prof. (Dr.) Muhammed Basheer Ummathur**  
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**Principal**

## Members present

1.	Prof. (Dr.) Muhammed Basheer Ummathur	Principal	
2.	Er. O. Abdul Ali	Manger	
3.	Dr. Shahina Mol AK	IQAC Coordinator	
4.	Dr. Usman A	Member	
5.	Dr. Deepa K	Member	
6.	Dr. Jyothi. P	Member	
7.	Mr. Abdul Razak T. T	Member	
8.	Mrs. Anitha Begum	Member	
9.	Mr. Abdul Rof. V	Member	
10.	Mr. Rahib B	Member	
11.	Mr. Shabeer Mon	Member	
12.	Mrs. M. K Vineetha	Member	

## Discussions and decisions: -

Meeting begins with the welcome address of IQAC coordinator Dr. Shahina Mol. AK, followed by the presidential address of the principal and chairman of IQAC, Prof. (Dr.) Muhammad Basheer Ummathur. Agenda wise discussions were followed after the address of principal.

Coordinators informed that AQAR 2022-23 is ready for submission. The thanked principal, all the IQAC member and criterion conveners, staff and management for wholehearted support and hard work.

As part of Action Plan of fourth quarter of the academic year 2023-24 it is decided to complete the pending activities for the year 2023-24 within 31 May 2024. All the departments have a to be given instruction to complete the activities based on the Action Plan prepared by them, on the basis of IQAC guidelines within 31 May 2024.

The USEED research grants for faculty members and students are to be awarded within 31 May 2024.

It is decided to conduct an online conference/seminar following the action plan 2023-24 within 31 May 2024 college Action Plan for the upcoming academic year 2024 -25 is to be prepared by IQAC and to be circulated in the first week of June 2024

The annual reports of each department, clubs, cells, forums and other platforms for curricular and co-curricular activities is to be presented as PowerPoint presentation as part of academic audit of the year 2023-24 before 15 June 2024 the data will be intimated by College IQAC

All the criterion conveners are decided to prepare the proposal to the college governing body with respect to their criteria among the NACC visit 2024, by 15 June 2024

It is decided to finish the furnishing of IQAC office with conference facility within the earliest.

It is decided to promote the research (publication and presentation) activities of the faculty members during April and May with the support of IQAC including financial assistance for faculty empowerment.

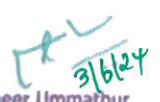
Principal informed that the effective and total E- governance will be completed through proper ERP system, at the earliest in view of accreditation of the institution as per the 4th cycle.

**Action taken report: -**

1. AQAR 2022-23 is submitted 30 April 2024 and the same is accepted by the authority.
2. All the departments were given directions to complete the activities based on the action plan 2023-24 within May 2024.
3. Action Plan 2024-25 is prepared by the IQAC through a one-day workshop titled quality circle. Ms. Vineetha M. K, Dr. Usman A, Mr. Abdul Rof.U, Mr. Shabeermon V, Mr. Rahib. B, Dr. Deepa. P and Dr. Shahina Mol A. K were present in the one-day workshop.
4. Criterion convenors prepared the proposal to the governing body in view of NACC visit 2024. The same will be submitted on 15 June 2024.

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



  
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