

IQAC meetings & Action taken report (2018-19)

Total number of IQAC meetings during 2018-19: 06

Meeting -I: Date : 06/06/2018

Meeting-II: Date : 18/07/18

Meeting-III: Date : 17/09/18

Meeting-IV: Date : 27/02/19

Meeting-V: Date : 11/03/19

Meeting -VI: Date : 27/03/19

IQAC meetings were conducted in the above dates. The actions taken and out comes are as follows.

1. The Academic calendar was prepared under the supervision of IQAC and was approved by the College Council.
2. Department level meetings were organized to finalize the academic master plan in the beginning of the academic year. The action plans for the departments and college were prepared.
3. Workshop for teachers on curriculum planning and effective teaching was organized.
4. IQAC Conducted academic audit of the departments and evaluated progress of departmental activities.
5. Basic amenities committee was constituted to improve the quality of campus life.
6. Departments were encouraged to conduct workshops, seminars, and invited talk. A total of 64 programs were conducted by various departments during the academic year.
7. Participated in National Institute Ranking Framework (NIRF).
8. Timely submission of data for All India Survey on Higher Education (AISHE) was monitored by IQAC.
9. Student feedbacks were collected at the end of each semester and necessary remedial measures were taken.
10. Department level presentations on teaching learning process and other curricular and co-curricular activities were organized.
11. Curriculum designing workshop for BSc Electronics was conducted.
12. Teachers were encouraged to publish papers and to participate in seminars, workshops, and conferences.
13. Faculty meeting was conducted at the end of the academic year to prepare the academic plan for the coming year.
14. Workshops on teaching learning process were conducted with Prof. Hafiz Muhammed as resource person in February and March 2019.



Principal
W.M.O. Arts & Science College
Muttill P.O., Wayanad

Proceedings of the IQAC meeting held on 6/6/2018
Venue: Dickgo hall
Time: 3 pm.

Agenda:

1. Year plan & Semester plan
2. Duty list of Teachers.
3. Academic hand book
4. Bridge Courses

Participati:

1. T.P. Muhammad Fareed
2. Biju. K G
3. Dr. Nobeel Thomas
4. Viji Paul
5. Muhammed Rafi N
6. Fahim. k. k.
7. Abdul Rasheed
8. Siddique P.S
9. Narayanan. M.S
10. Dr. Najimudeen.

Decisions:

1. The meeting deputed the IQAC Coordinator to collect and check the academic master plans prepared by each department.
2. It is decided to conduct a Curriculum - Planning Teaching - Learning Workshop for teachers. Dr. T.P. Muhammed Fareed is proposed as the resource person.
3. It is decided to finalise the duty list of teachers during the workshop.
4. Mr. Fahim, k.k & Mrs. Siji are deputed to print the academic hand book for the year 2018-19.
5. The meeting proposed to conduct bridge courses for about 10 days at the beginning of each Semester.

Proceedings of Special meeting. (IQA)






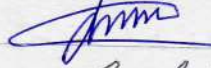

Date: 18/2/18.

Time: 3.30 - 4.30 pm.

Agenda:

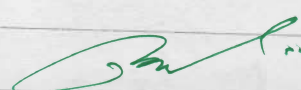
- (I) I I QA Submission
- (II) S. S. R preparation
- (III) Internal examinations

Participants:

1. T. B. M. Fareed 
2. Biju. K. G 
3. Siddique IS 
4. Viji Paul 
5. Dr. Nabeel Thomas 
6. Fahim. K. K 
7. Mohammed Rafiq. N. Rafiq 

Decisions:

1. The meeting decided to check the details of I I QA Submission.
2. Mr. Fahim & Siddique. T. S and Biju. K. G are departed to prepare collect the points and practices that can be incorporated into the qualitative matrix of SSR.
3. It is decided to initiate centralised internal examinations in September for III Sem & V Sem OG students.
4. For III Sem BA students, it is proposed to conduct internal examinations in September itself which may be conducted department wise.

Proceedings of the ISAC meeting held on 17/9/18.

Time: 11.30 - 12.30 pm

Agenda:

1. S.S.R. preparation
2. Departmental visits.

Participants:

1. T. P. Muhammad Farced
2. Biju. K.G.
3. Ashiff. K.
4. P. KABIR.
5. Siby Joseph
6. Dr. Nobel. Thomas
7. Hashim. N.K.
8. Abhin Kumer.
9. Dr. Yousuf Nadwi. V.K.
10. Abdul Rasheed
11. Dr. Nazeemman. M.S.
12. Danish Nigaz. K.K.
13. Shaila. K.H.
14. Suma N.
15. Dr. Hemalatha. C.P.
16. Dr. Saiedmohammed. V.H.
18. Sonima. V.
19. Muhammad Rafi. N.
20. Siddique T.S.
21. Vys Paul

Decisions:

1. The meeting decided to conduct department visits to see the status of departmental level documentation.

2. The meeting proposed to conduct more programmes in department level in this academic year.
3. It is recommended to complete the SSR by the end of this academic year.

(AP)



Principal
W.M.O. Arts & Science College
Muttil P.O., Wayanad

Proceedings of the IQAC meeting held on 27/2/19
at 3pm.

Agenda:

1. IQAC & SSR
2. Departmental visits & presentation
3. Department level programmes and findings
4. National & International day celebrations.
5. AISHE / NIRF
6. Student feedback / SWOT / S.S.S
7. Any other items of relevance.

Participants:

1. TP.M. Fareed
2. Bij.K.G.
3. Muhammed Rafi.N
4. Viji Paul
5. Naayanan.M.S
6. Dr. Najimuddeen.
7. Muhammed Rafi.N
8. Siby Joseph
9. Abdul Rasheed
10. P. Subair.
11. Dr. Nobel Thomas
12. V. Ashraf

Decisions:

1. IQAC coordinator explained the status of SSR preparation.
2. The meeting suggested to visit departments to evaluate the progress in documentation of activities.
3. The meeting suggested to arrange department level presentations on 13th & 14th March 2019.

4. The meeting proposed to conduct a training session for teachers on teaching-learning process. The suggested resource person is Prof. Hafis Muhammad (Rtd Prof. Farook College). The proposed date is 23/3/2019.
5. The meeting approved the data to be submitted to NIRF.
6. IQAC Co-ordinator explained the student feedback on teachers and presented the analysis report.
7. The meeting proposed to conduct a SWOT analysis among teachers.

(H)



Principal
W.M.O. Arts & Science College
Muttill P.O., Wayanad

Proceedings of the IQAC meeting held on 11/3/19.

Time: 3pm.

Agenda:

1. Departmental presentations
2. other items of academic interest.

Participants:

1. T.P. Mahammad Fareed 
2. Biju, K.C. 
3. Dr. Najmudeen. 
4. Muhammed Rafi-N 
5. Viji Paul 
6. P. Subair. 
7. Siby Joseph 
8. Dr. Robert Thomas 
9. Abdul Rasheed 
10. V. Ashraf 

Decisions:

1. The meeting proposed to arrange presentations by all the departments on 13/3/2019 & 14/3/19.
2. Each department will be given 15 minutes time, and all are supposed to present all activities and teaching-learning process, student progression and results very briefly.
3. It is decided to schedule the presentation after the class hours for the smooth running of regular classes.
4. The departments scheduled for presentation on 13/3/19 are
 1. Social work
 2. Mathematics
 3. Man & Women
 4. English

5. Commerce (Aided)

6. Computer Science.

5. The ^{Presentations} departments scheduled for ~~presentation~~ the following departments on 14/3/19.

- | | |
|---------------|-----------|
| ① Electronics | ② Arabic |
| ③ Chemistry | ④ Physics |
| ⑤ Statistics | ⑥ |



Principal
W.M.O. Arts & Science College
Muttill P.O., Wayanad

Proceedings of the IQAC meeting held on 27/3/19

Agenda:

1. Academic plan for the academic year 2019-20.
2. Add on Courses.
3. Staff training program conducted on 25-03-19.

Participants:

1. T.P. Muhammad Fareed 
2. Biju K.G. 
3. Siby Joseph 
4. Abdul Rasheed 
5. Viji Paul 
6. Dr. Najimodeen 
7. P. Subair. 
8. Dr. Nobeel Thomas 
9. V. Ashraf 

Decisions:

1. The meeting decided to conduct a meeting of teaching staff to discuss the preparation of Academic master plan for the year 2019-20.
2. The meeting decided to request the departments to start add on Courses in the next academic year.
3. The meeting evaluated the training program conducted on 23/3/19. The response from the teachers about the program was very positive. and Prof. Hashis Mahammed handled the sessions in a very well manner.

