

IQAC Meetings and Action Taken Reports (2019-20)

Total number of meetings held during 2019-20: 7

Meeting 1 : 6-6-2019

Meeting 2 : 1-7-2019

Meeting 3 : 16-9-2019

Meeting 4 : 20-11-2019

Meeting 5 : 18-12-2019

Meeting 6 : 18-2-2020

Meeting 7 : 16-3-2020

The Internal Quality Assurance Cell (IQAC) at W M O Arts and Science College, had a crucial role in ensuring and enhancing the quality of education and overall functioning of the institution.

The specific actions taken by the IQAC, and outcomes are the following.

1. IQAC monitored the preparation of the academic calendar and preparation of action plans of all departments, various clubs, and Cells in the College
2. The course-wise semester plans of UG and PG programmes were collected and suggested necessary modifications.
3. Special faculty meetings were conducted for the effective implementation of mentoring systems.
4. IQAC approved the syllabus and proposal for certificate courses and value added courses offered by various departments.
5. Monitored the conduct of bridge courses for first year undergraduate students.
6. An academic audit of all departments was conducted and suggestions for improvement were put forward.
7. Centralized internal examinations were conducted for undergraduate students from 14-10-2019 to 18-10-2019.
8. Conducted SWOT analysis and prepared a consolidated report.
9. Organized presentation of activities by departments, clubs, Cells, and other forums. Result analysis was conducted during the sessions.
10. A workshop on Outcome Based Education was conducted on 23-11-2019.

11. Criterion-wise committees were formed in order to speed up the NAAC accreditation process.
12. Suggested various programs for departments as part of Co-curricular activities
13. Prepared the list of awardees for the PTA Scholarship
14. Facilitated conduct of the Convocation Ceremony of the year 2019-20.
15. Collected feedback from various stakeholders and prepared consolidated reports.
16. Organized three training sessions for faculty members and one for NTS.



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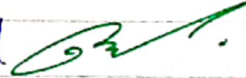
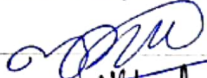

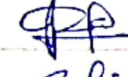
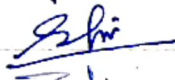








Proceedings of the IQAC meeting held on 06/06/2019

Time: 8pm.

Agenda:

1. minutes and action taken report of the previous meeting.
2. Duty list of Teachers.
3. Academic Calendar/ Year Plan
4. Programme/ Course wise Semester plan
5. Department level documentation
6. Certificate/ Value added Courses
7. Bridge Courses.
8. Mentoring systems.

Participants:

1. T.P. Muhammad Fareed 
2. Vin Paul 
3. Dr. Nohel-Thomas 
4. Abdul Rasheed 
5. Muhammed Rafi. N 
6. Dr. Najmuddeen 
7. P. Subair 
8. Dr. Narayanan. M.S 
9. Siby Joseph 
10. Ashraf. V 
11. Ghameer. Parammal 
12. Mayanmam 
13. Biju K.G 

Decisions

1. As per the decision of the previous meeting all HoD's submitted academic calendar / Year plans. HoD's also submitted the topic proposed some areas for conducting Certificate/ value added courses.

2. The meeting decided to conduct a staff meeting tomorrow (7/6/2019) to finalise the duty list of Teachers.
3. The Academic Calendar/Year plans Submitted by the departments are discussed and IQAC is directed to Consolidate/consolidate the same.
4. The meeting requested all HoD's to complete the Coursewise Semester plan for all the papers of V & III Semester UG and III Semester PG.
5. Decided to conduct a meeting of HoD's to strengthen the mentoring systems.
6. The meeting requested all departments to conduct at least one Certificate / Value added Course in this academic year.
7. The meeting approved the syllabus of the Certificate Courses ① Electrical wiring & ② Net working Proposed by the Electronics department.
8. The meeting requested all departments to submit the syllabus of the bridge Courses before 1st Semester classes begin.

9.



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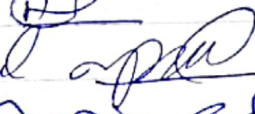

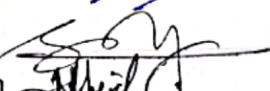
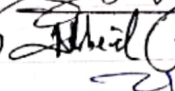
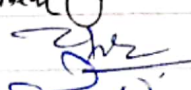
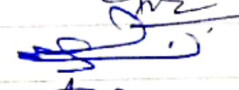
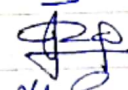
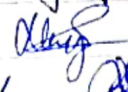

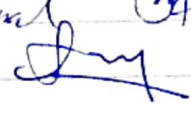
Proceedings of the IQAC meeting held on 01/07/2019

Time: 3 pm


Agenda:

1. minutes and action taken report of the previous meeting.
2. Academic Audit of departments.
3. Certificate / value added Courses.

Participants:

1. Dr. T.P. Muhammad forced 
2. Dr. Biju. KG 
3. Viji Paul 
4. ~~Josephine. Jose~~ 
5. Ashraf 
6. Dr. Nabeel Thomas 
7. Dr. Najmudeen. 
8. P. Subair. 
9. Abdul Rasheed 
10. Dr. Narayanan. M.S 
11. Glemee. Paramant 
12. Siby Joseph 

Decisions:

1. meeting discussed the action taken report of the previous meeting.
 - (a) The study list of teachers is finalised in the all staff meeting conducted on 07/6/2019.
 - (b) IQAC consolidated the academic calendar for the year 2019-20.
 - (c) IQAC conducted a meeting of HoD's 

- on 21/6/2019 to strengthen the mentoring system.
- (d) All departments prepared course wise semester plans.
 - (e) All departments submitted the syllabus for bridge courses. The approximate duration of each course is 10 hours.
2. The meeting requested all departments to ~~start~~ start the bridge course once the UG admission is over.
 3. The meeting decided to conduct an Academic Audit of all teaching departments on 16th & 17th of July. All HoD's are requested to keep the documents ready for verification.
 4. The following members are selected to conduct the academic audit.
 - ① Dr. T.P. Mohammad Feroz (Principal)
 - ② Dr. Viji Paul
 - ③ Dr. Thomas Thevar (
 - ④ Dr. Bijan, KG (IQAC Co-ordinator)
 - ⑤ Mr. Siby Joseph.
 5. The meeting requested HoD's to schedule the bridge courses in the evening hours if needed.
 6. Departments suggested the following Certificate/value added courses.
 - ① Certificate Course in Tally - BCom-CA
 - ② Certificate Course in Electrical wiring - Electronics
 - ③ Certificate Course in Net working - "
 - ④ Certificate Course in Communication English - English
 - ⑤ Certificate Course in Hardware training - Comp. Sci.
 - ⑥ Certificate Course in E Banking - BCom-Comp
 - ⑦ Certificate Course in Arabic translation - Arabic
 - ⑧ Certificate Course in video editing - Mass Com
 - ⑨ Certificate Course in Indesign Software - Mass Com
 - ⑩ Certificate Course in Detergent and Hand Sanitizer - Chemistry

Value added Courses

- ① Electrical equipment maintenance - Electronics
- ② News paper publication - Man Gm
- ③ Environmental chemistry - Chemistry
- ④ Non Conventional Energy Sources - physics
- ⑤ Personal fitness - physical Education



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Proceedings of the IQAC meeting held on 16/9/19

Time: 3 pm.

Agenda:

1. Minutes and action taken report of the previous meeting.
2. Internal examinations.
3. SWOT Analysis
4. NAAC Review meeting with Management.
5. Status of Certificate / value added courses
6. Evaluation of Bridge Courses.
7. Academic Audit Report.

Participants:

1. Dr. F.P. Muhammad Fareed
2. Siby Joseph
3. Abdul Rasheed
4. Viji Paul
5. Muhammed Dethi
6. Dr. Najimudeen
7. Dr. Nabeel Thomas
8. Ashraf V
9. P. Subair
10. Dr. Arayanan M.S
11. Maryamain
12. Phemees Parvathul
13. Biyu.k.G

Decisions.

1. All departments started Bridge Courses for the 1st semester UG.

2. The report of the Academic Audit is discussed in the meeting and suggestions for improvement are given to all departments.
3. The meeting evaluated the progress of the Certificate Courses / Value added Courses proposed by the departments.

4. The meeting approved the syllabus of the following Courses.

(I) Certificate Courses

- (a) Tally (b) Communication English
 (c) Hardware training (d) E-Banking
 (e) Arabic translation (f) video editing
 (g) In design software (h) Detergent and sanitizer making.
 (i) LATEX (j) R-programming.
 (k) Python programming

(II) Value added Courses.

- (a) Electrical equipment maintenance
 (b) News paper publications
 (c) Environmental Chemistry
 (d) Non Conventional Energy sources.
 (e) Personal fitness.

5. The meeting decided to conduct a Centralised Internal examination for all OJ programmes. The following teachers are deputed for the same.

① Mr. Shaila. K H ② Ms. Suma. N ③ Mr. Faiz Abdulla.

6. The meeting discussed the suggestions received from the teachers / students through SWOT analysis and the suggestions of the staff meeting held on 06/9/2019.

7. The meeting requested the HoD's to arrange additional classes to compensate for the classes lost during flood.

8. The meeting decided to conduct a NAAC Review meeting with the management committee members on 15th October.



Proceedings of the IAAE meeting held on 20/11/19

Time: 3pm

Agenda:

1. minutes and action taken report of the previous meeting.
2. Presentation of department level activities and result analysis.
3. Preparation of course wise Semester plan for even semester.
4. Workshop on out come based education.

Participants:

1. Dr. T. P. Muhammad Farooq
2. Viji Paul
3. Dr. Najmudeen
4. Abdul Rashid
5. Ashraf. V
6. Dr. Nabeel Thomas
7. P. Subair
8. Dr. Narayanan - MS
9. Siby Joseph
10. Muhammed Rafiq
11. Ghameer. Farooq
12. Biji. K. A

Decisions:

1. Action taken report: Internal examinations in (a) centralised manner is conducted for all UG

Programmes from 14.10.2019 to 18.10.2019. The meeting congratulated the team conducted the examination.

(b) A NAAC review meeting is conducted with IQAC and Management Committee members.

2. The meeting decided to conduct a presentation by all departments on the various programmes and activities initiated by the department. The meeting also decided to present a result analysis report during the meeting by each department.

3. The meeting requested all departments to get ready with the course wise semester plans for the even semesters.

4. The meeting decided to conduct a workshop for teachers on outcome based education (OBE).



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Proceedings of the IQAE meeting held on 18-02-2019

Time: 3pm

Agenda:

1. Minutes and action taken report of the previous meeting
2. I I QA Submission.
3. A QAR Submission.
4. SSR Preparation.

Participants:

1. Dr. T. P. Muhammad Farooq
2. Dr. Nayanar. M S
3. Ashraf. V
4. Dr. Najmuddin.
5. Dr. Nabeel Thomas
6. P. Subair.
7. Muhammed Rafi. N
8. Viji Paul
9. Abdul Rasheed
10. Sheameer Farhan
11. Siby Joseph
& Mayammam
12. Bigy. ka

Decisions:

1. Action taken report:
(a) All departments made presentations on the programmes conducted and other initiatives of the department on 11/12/2019. The results of the

previous academic year is also discussed.

(b) All departments prepared the course-wise Semester plans for the even semester.

(c) Workshop on Outcome based Education (OBE) is conducted

2. on 23/11/19 with Mr. Abdul Rasheed (Dept. of electronics) as resource person.

2. As the link for AQAR Submission ~~2018-19~~ ^{of} ~~2019-20~~ 2018-19 was not available, IQAR contacted the NAAC help desk and they advised to submit the IQAR and SSR. As a result of which the meeting decided to speed up the accreditation process.

3. The meeting nominated the following teachers ~~as~~ to supervise the criteria-wise committees.

1. Criteria-I - Dr. Viji Paul.

2. Criteria-II - Mr. Abdul Rasheed.

3. Criteria-III - Dr. Neelamudheen

Criteria-IV - Mr. Siby Joseph.

Criteria-V - Mr. Muhammed Shafeeq.

Criteria-VI - Mr. Kabir P.

Criteria-VII - Dr. Thomas Thevara.

4. The meeting decided to schedule meetings of the criteria wise committees to speed up the SSR preparation.



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Proceedings of the IQAC meeting held on 18-02-2020

Time: 3pm

Agenda

1. Minutes and action taken report of the previous meeting
2. Convocation
3. SSR Preparation - Progress.

Participants:

1. Dr. F.P. Muhammad *Fareed*
2. Mayamma
3. Dr. Narayanan. M.S. *Narayanan*
4. Dr. Narayanan. M.S. *Narayanan*
5. Dr. Najmudeen. *Najmudeen*
6. P. Subair. *Subair*
7. Dr. Robert Thomas *Robert*
8. Dr. Viji Paul *Viji Paul*
9. Abdul Rasheed *Abdul Rasheed*
10. Chemoor Pinnammal *Chemoor Pinnammal*
11. Ashraf. V. *Ashraf. V.*
12. Siby Joseph *Siby Joseph*
13. Biju. K. H. *Biju. K. H.*

Decisions:

1. Action taken report:
 - (a) Three meetings of Criteria-wise Committees are conducted on 3/2/20, 04/2/20 & 12/2/20 to speed up the SSR preparation.

2. The meeting evaluated the arrangements for the Convocation Ceremony which is scheduled on 24.2.2020.

3. The meeting evaluated the progress of the SSR preparation and advised to complete the process by April 2020.



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Proceedings of the IQAC meeting held on 16/3/20

Time: 3 pm.

Agenda:

1. Minutes and action taken report of the Previous meeting
2. Conduct of classes in the wake of Corona Pandemic
3. Training for online classes.

Participants:

1. Dr. T.P. Muhammad Fareed
2. Dr. Nabeel Thomas
3. Dr. Viji Paul
4. Dr. Najmudeen
5. Abdul Rasheed
6. Muhammed Rafiq
7. Siby Joseph
8. Ashraf V
9. P. Subair
10. Dr. Nazim M S
11. Pijy K R
12. Khameer Parammal

Decisions:

1. Action taken Report: The Convocation Ceremony was conducted on 24-02-20. Dr. Anil Vellathal Hon. Vice Chancellor of Calicut University was the Chief Guest.

2. The meeting decided to conduct training programmes for faculty members for online classes. Mr. Aswin Sange of Mass Communication department is deputed to handle the sessions.

3.



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