

IQAC Meetings and Action Taken Reports (2017-18)

Total number of meetings held during 2017-18: 6

Meeting 1 : 13-9-2017

Meeting 2 : 5-10-2017

Meeting 3 : 10-10-2017

Meeting 4 : 25-10-2017

Meeting 5 : 4-12-2017

Meeting 6 : 10-1-2018

The Internal Quality Assurance Cell (IQAC) at W M O Arts and Science College has a vital role in assuring and improving the quality of education and the overall functioning of the institution.

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

1. The Academic calendar was prepared under the supervision of IQAC and was approved by the College Council.
2. Co-ordinated department level meetings and finalized academic master plan.
3. Facilitated effective implementation of mentoring systems.
4. Conducted bridge courses for first year undergraduate students.
5. Academic audits of all departments were conducted and suggestions for improvement were given.
6. Centralized internal examinations were conducted for undergraduate students.
7. Organized presentation of activities by departments, clubs, Cells, and other forums.
8. Result analysis of Undergraduate and Postgraduate Programmes was conducted and remedial measures were suggested.
9. An Orientation workshop on the NAAC assessment and accreditation process was organized.
10. Proper documentation system for departments and other bodies was implemented through Google drives
11. Suggested various programs for departments as part of Co-curricular activities.
12. Conducted anti-ragging awareness programs in collaboration with Anti-ragging Cell.



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13. Mentoring Program was strengthened by conducting special sessions for faculty members and students.
14. Prepared pending AQARs and submitted in the NAAC portal
15. Collected feedback from various stakeholders and prepared consolidated reports.
16. One training programme conducted for Teachers and one for NTS.



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MINUTES OF MEETING HELD ON 13-9-2017

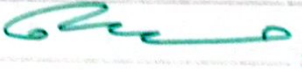


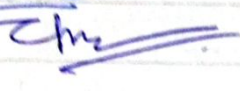



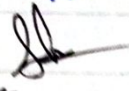

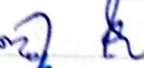





Time: 3:00 p.m

Venue: Principal's Chamber

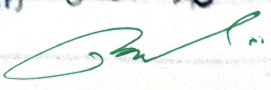
Agenda:

- 1) IQAC Orientation Workshop
- 2) Planning of various activities

Members Present:

- 1) T.P.M. Faveed 
- 2) Biju. K.G. 
- 3) Vija. Paul 
- 4) Dr. H. Nijmudeen 
- 5) Danish Nizam 
- 6) Muhammed Rafiq N. 
- 7) Suma M. 
- 8) Sojin Gopi 
- 9) Hashim N. 
10. 
11. 
12. Shaila. K.H. 
13. Dr. Hemalatha. C.P. 
14. Muhammed Subhan. T. 
15. Shabeerabi P. 

Decisions:

- 1) Decided to conduct the orientation programme and IQAC Department presentation of Annual report 2016-17 action plan 2017-18, and result analysis on 16th Saturday 2017. 

- 2) A detailed discussion and scheduling of various activities in connection with IQAC will be held after the orientation programme.
- 3) Decided to ~~depute~~ continue the deputation of Dr. Najmudheen and Mr. Mohd Rafi ~~as~~ to assist the IQAC related activities. There will be two Asst. Co-ordinators for continuing with the activities. Their roles and responsibilities shall be fixed ~~in~~ after discussion with the Principal.

Mohd Rafi

[Signature]

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IQAC Subcommittee Meeting on October 5, 2017

Time 10:30 a.m.

Venue: Principal's Chamber

Agenda:

- 1) A&AR Performa Submission review.
- 2) Guidelines to design programme/activities of various depts.
- 3) Duty divisions

Members Present -

- 1) Dr. T. P. Mohd Fareed
- 2) Dr. Nobeel Thomas
- 3) Shri. Rafi N
- 4) Mr. Fazeem
- 5) Dr. Narayanan
- 6) Mr. Saif Muhammed

Decisions:

- 1) Some depts - have not submitted the A&AR Performa.
 → Decided to constitute a task force for collecting the same.
- 2) Decided to give the overall charge to design the programmes under various depts to Shri Biju K. G. H.O.D. Dept. of Physics and Dr. Viji Paul H.O.D., Dept. of Mathematics. Mr. Hashim, Mr. Abdul Rasheed, Dr. Najmudheen, Mr. Danish Nizar, Ms. Noorjahan will co-ordinate the activities of the sub groups of having various departments.
- 3) Duties were assigned among the organising subcommittee

members, viz. Shri Rafiq M., Mr. Fakhem, Dr. Narayanan
and Mr. Saif Muhammed

Shri Rafiq M.

Dr. Narayanan

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IQAC Organising Committee Meeting
held on 10.10.2017

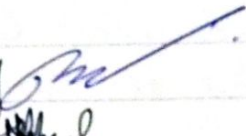
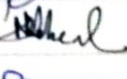




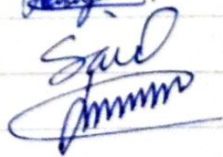

Time: 1:30 p.m

Venue: Principals' Chamber

Agenda:

- 1) Preparation of guidelines for design of programmes/ activities of by various departments
- 2) Any other matter.

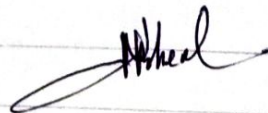
Members Present:

- 1) Dr. T.P. Mohd. Fareed 
- 2) Dr. Roberts Thomas 
- 3) Shri. Biju K.A. 
- 4) Dr. Viji Paul 
- 5) Mr. Rafi N. 
- 6) Dr. Navayanan 
- 7) Mr. Said Muhammed 
- 8) Mr. Fazeem 
- 9) 1

Report

1. Principal Dr. T.P. Muhammad Fareed presided over the meeting.
2. Analysed the status of odd semester courses. Centralized internal examination will be conducted in the last week of October. The Exam cell will prepare a timetable for it.

3. All programs and activities of the departments will be properly documented so that preparation of annual reports can be done easily.
4. Faculty members will be encouraged to attend workshops or seminars. The registration fee for the same can be reimbursed from the office for teachers of self financing departments.
5. All departments have to conduct invited talks or seminars with prior planning. Honorarium for the resource persons can be availed from the college office. Proposals for workshops or seminars can be forwarded through IQAC for further assistance.



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STAFF MEETING HELD ON 25.10.2017

Time: 3:30 p.m

Venue: Dialogue Hall.

Agenda:

- 1) Mentoring programme
- 2) Discipline

Members Present:

- 1) T.P. Muhammad Farzeed
- 2) Biju K.G.
- 3) Dr. Nobeel Thomas
- 4) Viji Paul
- 5) Muhammad Sayeed
- 6) Dr. Yoosuf Nadwi
- 7) Muhammed Rafiq N
- 8) Shabeerali P
- 9) Shabeer T
- 10) Abbaal Wafiq
- 11) Saide Mohammed V.H
- 12) Shakeel Salman
- 13) Rajina P.M
- 14) Pathomen Febin
- 15) Sibin Sebastian
- 16) Midhun Gopi
- 17) Sharona K.S
- 18) Munli h. k
- 19) Abdul Rasheed
- 20) NOUFAL.N

55 - Shaelheer Pk 

86 - Shamu Salman C-S ~~dis~~

Decisions:

1) Decided to conduct mentors training programme on 30.10.2017.

2) Discipline issues:

i) Decided to restrict use of mobile phones completely in working hours. Use of mobile phone may distract students' attention during study time.

ii) College union inauguration is to be conducted 27.10.17.

iii) Decided to monitor discipline related matter by all teachers.

iv) Decided to monitor ragging related issues by all departments.

v) Conduct mentoring programme effectively to correct misbehavior of students.

vi) id tag design finalised.





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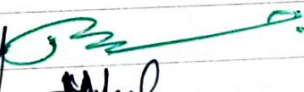
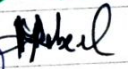
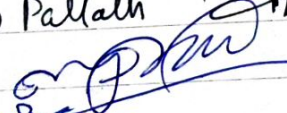


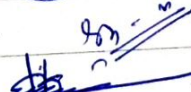
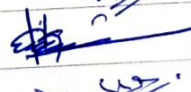
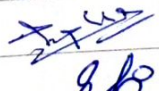
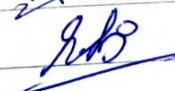
IQAC Meeting with Department Coordinators (IQAC)

Time: 3:30 p.m Date: 4.12.2017
 Venue: Dialogue Hall

Agenda:

- 1) AQAR Status
- 2) S.S.R Online Submission - Constitution of team.
- 3) Any other matter.

Members Present:

- 1) Dr. T.P. Mohammed Fareed 
- 2) Dr. Nohert-Thomas Pallath 
- 3) Dr. Viji Patal 
- 4) Shri. Biju K.G. 
- 5) Shri. Soby Joseph 
- 6) Smt. Shaila K.H. 
- 7) Sri P. Kabeer 
- 8) Sri. Shakeerati 
- 9) Sri. Mohd. Rafi 

Decisions

- 1) Evaluated AQAR ^{Proforma} Submission status by various departments. Submission of documents in time was ensured.
- 2) Constitution of team for preparing S.S.R was formed.
- 3) Discussed the roles and responsibilities of the team in the preparation of the S.S.R.

I Q A C MEETING FOR TEACHING STAFF (Aided) & LIBRARIAN Held on 10.1.2018

Time: 3:00 p.m. Date: 10.1.2018 Venue: Dialogue Hall

Agenda

- 1) I I Q A Submission Enquiry.
- 2) U.G.C Funded Sports Hostel status
- 3) Lesson Plan Distribution of template - Mr. Biju K. G. will coordinate.
- 4) Moodle training
- 5) Inflibnet. status
- 6) Library usage & membership of guest faculty
- 7) Mentoring - Formation of the team for mentoring, planning etc.
- 8) Student-details & CAMPUS - Data entry
- 9) Student- Feedback
- 10) AQAR - ^{Formation of} review by a committee

Decisions:

- 1) It was decided to ensure the I I Q A Submission deadline.
- 2) It was decided to evaluate the status regarding U.G.C. funded Sports Hostel ~~for~~ submission of accounts.
- 3) It was decided to entrust the ~~disp~~ distribution of lesson plan to Sri Biju K. G.; Dept. of Physics.

4. It was decided to conduct a Moodle training class by Mr. Abdul Rasheed, Dept. of Electronics.
5. It was decided to evaluate the status of INFILIBNET.
6. It was decided to ^{take a decision} decide ^{upto} upon the criterion of providing ^{library} membership to guest lecturers.
7. Mentoring - Planning of programme was entrusted with Ms. Noorjahan.
8. Decided to enter the student details with the help of the all departments.
9. Decided to conduct student feedback online using computers and internet facilities in the library.
10. Decided to entrust the duty for review of AQAR by a committee of teachers involving Mr. Najimudheen, Mr. Santhosh, Mr. Aslam and headed by Dr. Vijipaul.

Abdul

Principal