

IQAC Meetings and Action Taken Reports (2020-21)

Total number of meetings held during 2020-21: 7

Meeting 1 : 1-6-2020

Meeting 2 : 8-8-2020

Meeting 3 : 4-10-2020

Meeting 4 : 15-12-2020

Meeting 5 : 3-2-2021

Meeting 6 : 25-3-2021

Meeting 7 : 11-5-2021

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 the overall functioning of the institution.

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

1. IQAC finalized the annual plan of activities for the academic year 2020-21.
2. Organized training sessions for faculty members to facilitate online classes.
3. Evaluated the progress of online classes and necessary modifications were suggested.
4. Bridge courses and entry-level tests were conducted through online platforms.
5. Initiated counseling sessions for students using online platforms and special programs were facilitated. Mini Talk Series by the Department of Social Work was one among them.
6. Made necessary arrangements to ensure the availability of devices for students to attend online classes.
7. Approved the syllabus and proposal for the certificate courses and value-added courses.
8. Collected students' feedback about online classes and suggested remedial measures.
9. IQAC put forward suggestions and took proactive measures to facilitate offline classes, following the required health protocols related to the Covid-19 pandemic.
10. Recommended and provided assistance to faculty members in starting their own YouTube channels, producing recorded videos of online lectures, and making them accessible to students.



11. Facilitated conduct of many programs through online platforms
12. An academic audit was carried out across all departments with recommendations for improvement.
13. Academic audit of departments was conducted and constructive suggestions for improvement were subsequently proposed.
14. Consolidated students' feedback on the Teaching and Learning Process and forwarded to the College Council for necessary actions.
15. Participated in NIRF.
16. Internal Academic and Administrative audit is Conducted.
17. Two training programmes each were conducted for TS and NTS.



Principal
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Proceedings of the IQAE meeting held on
01/6/2020 Time: 3:30pm

Agenda:

1. Minutes of the previous meeting
2. Duty list of Teachers.
3. Academic Calendar and ~~Semester~~ ^{Year} Plan, Year Plan
4. Course wise Semester plan.
5. Evaluation of on line classes.
6. Mentoring / Counseling for students.
7. Bridge Courses / Certificate Courses

Participants:

1. Dr. T.P. Muhammad Faveed ~~SS~~
2. Dr. Biju. K.A ~~BA~~
3. Siby Joseph ~~Jay~~
4. Dr. Najmudeen. P. ~~Zhr~~
5. Abdul Rasheed ~~AP~~
6. Ashraf. V ~~Joy~~
7. P-Subair. ~~SS~~
8. Vy. Paul ~~APW~~
9. ~~Murthi~~ ~~AP~~ ~~AP~~
10. Mayammaim
11. Mohamed Satey. T ~~AP~~
12. Narayanan. M.S ~~AP~~
13. Muhammed Rafi. no ~~AP~~
14. Dr. NOBERT THOMAS ~~AP~~

Decisions:

1. Action taken report:
 - (a) As per the decision of the previous meeting two training sessions were conducted on online classes on 19/3/20 & 20/3/20. Mr. Aswin. P, Ast. Professor of Mass Communication was the resource person.

2. The meeting decided to conduct a staff meeting on 3/6/2020 to finalise the duty list of teachers.
3. The HOD's submitted the academic calendar/year plan of the departments as planned in the online meeting on 27/5/20.
4. The meeting evaluated the progress of the online classes and ^{the meeting} expressed satisfaction ^{based on} ~~at~~ ^{per} the reports of the department Heads.
5. The meeting decided to take feed back from students, regarding online classes.
6. The meeting proposed to conduct bridge courses for IUG and I PG classes when the programmes begin.
7. The meeting requested all teachers to provide the necessary counseling to students over the phone or in any other mode to give confidence and to overcome the situations such as loneliness and depression that may happen during the lock down phase.
8. The meeting proposed to continue the II Semester UG classes through online mode up to 31st July and IV Semester UG classes up to 15th June. It is proposed to continue II Semester PG classes up to 31st July. Depending on the nature of the course, the heads of the departments have the freedom to change the schedule.
9. The meeting proposed to submit the syllabus of Bridge courses and Certificate Courses to IQAC.



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Proceedings of the I & A meeting held on
08/08/20 with staff members.

Time: 2.00 - 3.30 pm.

Online mode - Google meet

Link: <https://meet.google.com/tsp-toeg-ogv>

Agenda:

1. Minutes and action taken report of the previous meeting.
2. Staff-duty allocation - modification.
3. Online classes and evaluation process.
4. Certificate Courses of ~~B~~ Bridge Course Syllabus
5. Mentoring and ~~Group~~ Counseling for students.
6. Feed back from students.

Participants:

1. Dr. T.P. Muhammad Farid. Sd/-
2. Dr. Biju K.G. Sd/-
3. Dr. Viji Paul Sd/-
4. Dr. Najmadheen P. Sd/-
5. Dr. Nobut Thomas Pallath Sd/-
6. Mr. Siby Joseph Sd/-
7. Mr. Abdul Rasheed Sd/-
8. Mr. Muhammad Rafiq N Sd/-
9. Dr. Nancy Anu. M.S Sd/-
10. Mr. Ashraf. V Sd/-
11. Mr. Subair P Sd/-
12. Mr. Shameer Pammal Sd/-
13. Mr. Shavee father Sd/-
14. Mr. Mayan Mahima Sd/-
15. Dr. Siddique. T.S Sd/-
16. Ms. Anu Ann Varghese Sd/-
17. Mr. Hashim. N.K Sd/-

18. Mr. Shaberali. P. Sd/-
19. Mr. Kabir . P. Sd/-
20. Ms. Shaik. A.H Sd/-
21. Ms. Suma. N Sd/-
22. Mr. Rasheed. N.K Sd/-
23. Mr. Aswin P. Sd/-
24. Mr. Santhos Kumar C.H Sd/-
25. Dr. Saïd Muhammad Sd/-
26. Mr. Praveen Malik Sd/-
27. Mr. Noufal Muneer Sd/-
28. Mr. Faiz Abdulk Sd/-
29. Mr. Mahmood Aslam Sd/-
30. Mr. Johnson A.J. Sd/-

Decisions:

1. Action taken report: (a) ~~The~~ A meeting of faculty members is convened on 03/06/2020, strictly following Covid protocol and assigned duties to teachers. (b) departments have taken feed back ~~an~~ from students regarding on line classes. (c) The II Semester and IV semester UG classes and II Semester PG classes ~~started~~ ~~can~~ were completed as per schedule and the next semester classes started.
2. The meeting discussed the duties allocated to faculty and decided to continue ~~the~~ with the teachers in charge of clubs and forums for one more year in the event of Covid-19 Pandemic.
3. The meeting expressed satisfaction over the progress of on line classes.
4. The meeting requested the HODs to identify those students who do not have devices for online classes.

5. The meeting approved the syllabus of Certificate and bridge courses offered by each department.
6. The meeting proposed to postpone the introduction of Certificate courses, as some of the students have net work issue and data related issues.
7. The meeting again requested the tutors to be in touch with the students to provide timely guidance and counseling.



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Proceedings of the IQAE meeting held on 04/10/2020
with HODs.

Mode: Online - Google meet Time 10.45 - 11.45am.

via Google meet link: <https://meet.google.com/wys-gmxm-gwh>

Agenda:

1. Minutes and action taken report of previous meeting
2. Bridge Courses for I Semester UG and PG students.
3. Online class progress.
4. remedial classes

Participants:

1. Dr. T.P. Muhammad Fazel Sd/-
2. Dr. Biju. K.G Sd/-
3. Dr. VIJI PAUL Sd/-
4. Mr. Siby Joseph Sd/-
5. Mr. Abdul Rasheed Sd/-
6. Mr. Shabeerali Sd/-
7. Ms. Suma. N. Sd/-
8. Mr. Anu Ann Varghese Sd/-
9. Mr. Noufal Muneer Sd/-
10. Mr. Ashraf. V Sd/-
11. Mr. Sabari P Sd/-
12. Mr. Najmudheen. P Sd/-
13. Dr. Muhammad Shafeeq. Sd/-
14. Dr. Robert Thomas P Sd/-
15. Mr. Muhammad Rafi. N Sd/-
16. Mr. Shameer Parammal Sd/-
17. Mr. Narayanan. M.S Sd/-
18. Mr. Sebastian Mathew Sd/-
19. Dr. Thomas Thevara Sd/-
20. Ms. Shaik. KH Sd/-
21. Dr. Hema Kts Sd/-
22. Mr. Hashim. N.K Sd/-

Decisions:

1. Action taken report: (a) HOD's collected the list of students not having smart devices and gave support to buy the same.
2. The meeting proposed to start bridge courses for I Sem UG and I Sem PG through online mode, when the classes begin.
3. The meeting expressed satisfaction over the progress of online classes and decided to give at least three live sessions per day.
4. The meeting also proposed to give conduct a sufficient number of online examinations and give assignments to students as part of continuous evaluation.
5. The meeting requested faculty members to give more recorded classes through Youtube, so as to reduce the data consumption of students.
6. The meeting requested the departments to conduct remedial / revision classes for ~~IV~~ I Sem UG and III Sem PG students before their IV Semester^{UG} and II Semester^{PG} University ~~exams~~ University examinations.



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Proceedings of the IQAE meeting held on 15/12/20

Time: 3 pm

Agenda:

1. Minutes and action taken report of the previous meeting.
2. On line classes and Evaluation process.
3. Internal examinations
4. Commencement of Even Semester classes.
5. Starting of offline classes.
6. Starting of Certificate Courses.
7. Student feed back.

Participants:

1. Dr. T.P. Muhammad Farzeed
2. Dr. Biju. K. G.
3. Abdul Rasheed
4. Dr. Najmuddeen. P.
5. Siby Joseph
6. Viji Paul
7. Bharat. V.
8. P. Subair.
9. Manjith P.
10. Mayan maizma
11. Shreya chennil
12. Dr. Mohamed Sahy. T.
13. Dr. Narayanan. M. S.
14. Muhammed Ruffi. N.
- 15.
16. DR. NOBERT THOMAS

Decisions:

1. Action taken report: (a) First Semester UG classes started by 10th November and PG classes on 25th November 2020. (b) The classes started with bridge Courses.

- (c) Teachers created recorded classes and uploaded to Youtube.
2. The meeting expressed satisfaction over the progress of the online classes.
 3. The meeting proposed to start IV semester (2019 Admission) and VI semester (2018 Admission) UG classes on 1st January 2021 and 16th December 2020 respectively.
 4. The meeting proposed to contact the health department for proper guidance to clean and sanitize the class rooms and hostels when the offline classes begin.
 5. The meeting proposed to start offline classes with final year UG and PG students and continue the online sessions for I and II year UG students.
 6. The meeting proposed to arrange more desks and benches in the class rooms so as to accommodate the students as per the Covid protocol.
 7. The meeting requested the faculties to conduct certificate courses in the evenings, without affecting the regular classes.
 8. The meeting discussed the student feedback on online classes consolidated by IQAC. Overall 90% or more of the students are highly satisfied with the online classes. A few percentage of the students are facing signal issues. All the students have smart devices to attend the classes.



Proceedings of the IQAC meeting held on 03/21/21.
Time: 3:30 pm.

Agenda:

1. Minutes and action taken report of the previous meeting.
2. Progress of Certificate courses.
3. Centralised Internal examinations.
4. Commencement of II Semester UG and PG classes.

Participants:

1. Dr. J-P. Muhammad Faveed
2. Dr. Biju. K. G.
3. Sabe Joseph
4. Dr. Najmudeen P.
5. Ashraf. V.
6. Abdul Rasheed
7. Mohamed Sabeeq. T.
8. Muhammed Rafi. M.
9. P. Subair.
10. Viji Paul
11. DR. NOBERT THOMAS

Decisions:

1. Action taken report: (a) IV Semester UG classes started from 1st June 2021 and VI Semester UG classes from 16th December 2020.
- (b) The Campus ~~is~~ has been properly cleaned and

and sanitized with the advice of health department.
 (2) ~~The meeting~~ offline classes for final year UG and PG students started from 4th January 2021.

2. The following Certificate Courses started from January 2021.

1. Communicative English.
2. Hardware assembling and Software Installation
3. Certificate Course in digital Banking.
4. Certificate Course in House hold Wiring.
5. Certificate Course in Vlogging.
6. Certificate Course in detergent and Hand sanitizer making.
7. Certificate Course in Environmental Chemistry.
8. Certificate Course in Personal fitness.
9. Certificate Course in Recreational Mathematics.
10. Certificate Course in Astronomy.
11. Certificate Course in Non Conventional Energy Sources.

3. The meeting Proposed 16th March as the tentative date to start II Semester UG and PG classes.

4. The meeting discussed the feasibility of conducting Centralised internal examinations for the VI semester and IV semester UG students and the idea has been canceled, due to the pending examinations of previous Semesters. So the meeting requested the faculty to schedule sufficient number of examinations at the department level.

Proceedings of the IQAC meeting held on 25/5/2021
Time: 3 pm.

Agenda:

1. Minutes of the previous meeting.
2. Vacation classes.
3. Internal academic audit of departments.

Participants:

1. Dr. P. Muhammad Farced
2. Dr. Bismillah
3. Mayammaim
4. P. Subair
5. Siby Joseph
6. Dr. Najimudeen P.
7. Abdul Rasheed
8. Ashraf V.
9. Vin Paul
10. M. K. P.
11. Sharifudheen K.
12. Dr. Mohamed Saif
13. DR. NOBERT THOMAS
14. Dr. Narayana. M. S.
15. Muhammed Rafi. N.

Decisions:

- ① Action taken report: II Semester UG and PG classes started in most of the departments. Other departments will continue the classes for a few more days and the next semester classes will start after that.
- ② The meeting discussed about continuing the classes during vacation. It is decided that, if there is no lockdown,

In the event of increasing Covid cases, the offline classes can be continued in the vacation to complete the syllabus.

3. The meeting decided to conduct academic audit in all departments by the end of March 2022. The following are deputed for the same:

1. Dr. Viji Paul.
2. Mr. Abdul Rasheed.
3. Dr. Biju. K. G.



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Proceedings of the IQAC meeting held
on 11.5.2021. At 11.00 Am.

Google meet link : <https://meet.google.com/by2-vvzk-aga>.

Agenda :

1. Minutes of the previous meeting
2. Academic Calendar - Discussion
3. Conduct of departmental staff meetings.
4. Coursewise semester plans.
5. Online classes.
6. Other matters.

Participants

1. Dr. T.P. Muhammed Fareed sd/-
2. Dr. Bijju K.G sd/-
3. Dr. Nazimudheen P. sd/-
4. Suma N sd/-
5. Muhammad Sadeeq sd/-
6. Saby Joseph sd/-
7. Dr. Viji Paul sd/-
8. Shabeer Ali P sd/-
9. Abdul Rasheed sd/-
10. Dr. Hemalatha C.P sd/-
11. Ashraf. V sd/-

Decisions :

1. Action taken report
(1) Internal academic audit of all departments are conducted during 26.3.2021 to 30/3/2021.
- (2) The offline / online classes were continued during April and May.

2. All departments will conduct departmental meetings before June 1, and finalize the academic plan for year 2021-22.
3. Heads of departments explained the status of online classes in the meeting.
4. Decided to prepare semester plans for the coming semester, assuming, offline classes may begin in June 2021.
5. Considering request from students, req remedial classes will be arranged for those who could not attend online classes.



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