

## **IQAC Meetings and Action Taken Reports (2021-22)**

Total number of meetings held during 2021-22: 7

Meeting 1 : 1-6-2021

Meeting 2 : 31-7-2021

Meeting 3 : 10-9-2021

Meeting 4 : 10-11-2021

Meeting 5 : 4-1-2022

Meeting 6 : 03-3-2022

Meeting 7 : 9-4-2022

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 prepared the academic calendar for the academic year 2020-21 and submitted it for the approval of the College Council.
2. Suggested to conduct remedial classes as per students' request.
3. Allocated charges of various clubs, Forums, and Cells to members of the faculty
4. Collected course-wise semester plans of all Programmes and necessary modifications were suggested.
5. Initiated counseling sessions for students and facilitated specialized programs.
6. Bridge courses and Certificate courses were conducted in hybrid mode.
7. Enabled the execution of numerous programs through online platforms.
8. Analyzed the feedback from various stakeholders on curriculum and teaching-learning process, and uploaded the action taken reports to the college website.
9. Conducted Induction Program for first year students through online mode.
10. Ensured to follow the covid-19 protocol instructions while conducting offline classes.
11. Conducted Internal academic audit of all departments.
12. Submitted AQARs on the NAAC website.
13. Energy and Environment audits were conducted.
14. Annual presentations of the departments were conducted and ensured its documentation.
15. Uploaded annual reports of the departments to the college website.



16. Ensured participation of students in the YIP.
17. Facilitated conduct of the Convocation Ceremony of the years 2019-20 and 2020-21 passed out students.
18. Criterion-wise committees for SSR preparation were reconstituted and devised a plan for preparing SSR.
19. Annual presentations of the departments were conducted, and necessary modifications were pointed out.
20. Evaluation reports (Course wise) of all Programmes were verified and suggested modifications.
21. Participated in NIRF.
22. Two training Programmes were conducted for NTS and 4 workshops were conducted for teachers.



Principal  
W.M.O. Arts & Science College  
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# Proceedings of the IQAC meeting with Heads of departments (Hybrid mode)

Date : 1-6-2021

Time : 12.00 Noon to 2.00 PM.

platform : Google meet.

Link : <https://meet.google.com/ldj-uxgp-46j>

## Agenda:-

1. Minutes of the previous meeting.
2. Duty allocation.
3. Academic calendar and Year plan.
4. Coursewise semester plans.
5. Evaluation of online classes.
6. Mentoring / counselling for students.
7. Bridge courses / certificate courses.
8. New website.

## Participants

1. Dr. T.P Muhammad Fareed sd/-
2. Dr Biju K G sd/-
3. Dr Viji Paul sd/-
4. Dr Hemalatha C.P sd/-
5. Dr Naymuddeen P. sd/-
6. Dr Safiq T sd/-
7. Mr Abin Kumar sd/-
8. Ms Abdul Rasheed sd/-
9. Dr. T. C Mini sd/-
10. Dr. Thomas Thevara sd/-
11. Ms. Anu Varghese sd/-
12. Mr. Shabeerali. P sd/-
13. Mr. Suby Joseph sd/-
14. Mr. Sebastian Mathew sd/-

15	Ms. Suma. N	sdl/-
16	Mr. Ashraf Vazhayal	sdl/-
17	Ms. Subair. P	sdl/-

### Decisions taken.

#### 1. Action taken report.

(a) All departments conducted departmental staff meetings in May, to decide on academic plan for the year 2021-22.

(b) Departments reported that remedial classes were conducted as per students' request.

2. Decided to conduct an All-staff meeting on 3-6-2021 to allocate charges of various bodies and cells during the academic year 2021-22.

3. All departments have to submit a report on the status of even semester classes, on or before Jun 10, 2021.

4. All Heads of departments have to submit year plan of the department on or before 15.6.2021. The academic calendar will be prepared by 25.6.2021

5. Evaluation reports of the ongoing Semesters will be prepared by July 15, 2021.



6. Coursewise semester plans are to be prepared by each faculty including provisions for hybrid learning.
7. It was observed that many students are having various issues related to pandemic induced social circumstances. The mentoring and counselling will be strengthened in order to cope up with the situation.
8. Bridge courses and certificate courses will be conducted on hybrid mode. The syllabus of certificate courses are to be submitted to IQAC before June 20, 2023 in order to approve the same.
9. It was instructed to conduct Lab sessions keeping covid protocol and prepare for lab practical examinations.
10. Second semester UG and PG classes will be conducted upto July 31 as per university calendar. At least two internal examinations will be conducted for each course, using online mode.
11. All departments will conduct Co-curricular programs including seminars, workshops, invited talks students' presentations etc. using online mode.

12. The progress of development of new website was evaluated and found satisfactory.



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# Proceedings of the meeting of the COAC with Heads of departments on hybrid mode.

Date: 31.7.2021

Time: 7.30 PM to 8.30 PM.

Platform: Google meet.

Link:

## Agenda:

1. Minutes of previous meeting
2. Online classes and evaluation  
process.
3. Certificate and value added courses.
4. Mentoring / Counselling for students.
5. Feedback Analysis

## Participants

1. Dr. T.P. Muhammed Fareed Sd/-
2. Dr. Byju K.G Sd/-
3. Dr. Viji Paul Sd/-
4. Dr. Najmuddaem P Sd/-
5. Mr. Abdul Rasheed Sd/-
6. Dr. Mohammed Saifeg Sd/-
7. Dr. Hemalatha C.P Sd/-
8. Mr. Abin Kumar K.R Sd/-
9. Ms. Anu Varghese Sd/-
10. Mr. Siddique T.S Sd/-
11. Ms. Suma X Sd/-
12. Dr. V.C Mini Sd/-
13. Dr. Thomas Thermana Sd/-
14. Ms. Siby Joseph Sd/-

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|-----|---------------------|------|
| 15. | Ms. Shabeena K. P   | sdl- |
| 16. | Ms. Ahammed Munavir | sdl- |
| 17. | Ms. Subair . P      | sdl- |
| 18. | Mr. Ashraf . V      | sdl- |

## Report of the meeting.

### 1. Actions taken

(a) A meeting of all staff members were conducted on 3.6.2021 to finalize duty allocation of various bodies and cells.

(b) Practical sessions and university lab examinations are completed keeping covid protocol.

(c) Syllabus of bridge courses and certificate courses of all departments are collected by I&AC.

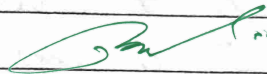
2. Heads of departments reported the status of online classes. All semester UG and PG classes will be started before August 15.

3. Approved the syllabus of newly initiated certificate courses for the academic year 2021-22.

4. Analysed the student's feedback on curriculum and teaching learning process, collected in May 2021 and June 2021.



5 Feedback from parents will be collected during class P.T.A meetings.



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Proceedings of the meeting of  
IQAC with Heads of departments  
on hybrid mode.

Date: 10.9.2021

Time: 2.30 pm to 3.30 pm.

Platform: Google meet.

Link:

Agenda:

1. Preparedness for commencement of offline classes.
2. Admission process for 2021-22.
3. Induction program for first year students.

Participants.

1. Dr. T-P Muhammed Fareed sdl
2. Dr. Biju K.G. sdl
3. Dr. Naymuddeen sdl-
4. Dr. Viji Paul sdl-
5. Dr. Hemalatha C.P sdl-
6. Mr. Abin Kumar sdl-
7. Ms. Anu Varghese sdl-
8. Mr. Praveen Mathew sdl-
9. Mr. Abdul Rasheed sdl-
10. Dr. Mohammed Sadeeq 7 sdl-
11. Mr. Siddique T.S sdl-
12. Ms. Suma N. sdl-
13. Ms. Subaida, 1 sdl-



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|-----|--------------------|------|
| 14. | Dr T. C Mini       | sd/- |
| 15. | Dr. Thomas Thevara | sd/- |
| 16. | Ma Siby Joseph     | sd/- |
| 17. | Mr. Shabeeba P     | sd/- |
| 18. | Ma. Ashraf. V      | sd/- |
| 19. | Ma Subair. P       | sd/- |

### Report of the meeting.

#### 1. Actions taken report.

(a) All departments started III semester UG and PG classes before Aug 15 through online mode.

(b) Report of feedback analysis and actions taken report will be uploaded in the college website.

2. Evaluated the ongoing admission process lead by Mr. N.K. Rashed and found satisfactory.

3. The meeting entrusted Mr. Kabeeba P and Dr Younat V.K to take necessary measures to begin offline classes as per the directions from the government and Health department.

4. Decided to conduct induction program for first year UG students through online mode.



5. Class P.T.A meetings of all final year students will be conducted before the commencement of offline classes in order to inform parents and students regarding covid protocol related instructions for reopening of offline classes.



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# Proceedings of the meeting of IQAC

Date : 10.11.2021

Venue : Dialog Hall.

Time : 3.00 PM.

## Agenda:

1. Minutes of previous meetings
2. Academic matters
3. Criterionwise documentation  
on the departments.
4. Internal academic Audit.

## Participants:

1. Dr. T. Muhammad Fareed
2. Vys Paul
3. Biju. K.G
4. P Subair.
5. Sunma - N
6. Dr. Najmuddin. P.
7. V. Ashraf
8. Siby Joseph
9. M. M. M. P.
10. Dr. Nohat Thomas
11. Noufal Muneer
12. Abdul Rasheed
12. Mohamed Saifeg. T.

## Report of the meeting.

### 1. Action taken report

(a) Final year UG classes are conducted in offline mode from Oct 4, 2021 onwards. It was observed that students and teachers are following covid protocol.

(b) Class P.T.A meetings of all final year UG students are conducted through Google meet. Necessary measures are taken for smooth running of offline classes.

(c) Induction program for 2 year UG students were conducted through Zoom in the last week of October.

2. Decided to conduct academic audit of all departments in the month of December.

3. All departments have to complete criterionwise documentation process on or before 10.12.2021



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# Proceedings of the meeting of IBAC

Date: 4.1.2022.


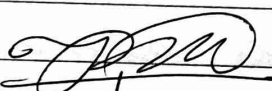

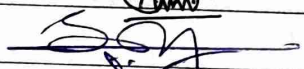
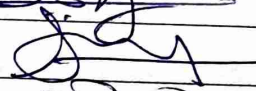



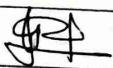
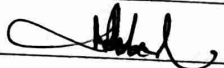

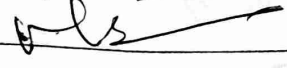
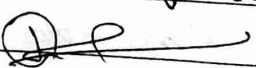
Venue: Dialog Hall

Time: 3.00 pm.

## Agenda.

1. Minutes of the previous meeting
2. Academic Audit.
3. Young Innovators program
4. Annual reports of departments
5. Finalization of AQAR 2020-21
6. Green audit and Energy audit.

## Participants

1. Dr. T.P. Muhammad Fareed 
2. Viji Paul 
3. Suna. N 
4. V. Ashraf 
5. Siby Joseph 
6. P. Subair. 
7. Dr. Najimudeen P 
8. Muthaifa. 
9. Abdel Rasheed 
10. Dr. Nobeel-Thomas 
11. Mohamed Saifeq. T 
12. Noufal Maneer 
13. Bijan K. G 

## Proceeding

### Report of the meeting.

1. Actions taken on previous minutes  
(a) The academic audit could not be completed in December. Audit of Dept. of Commerce was done on 3.1.2021.

Dr Viji Paul, Mr. Abdul Rasheed and Dr. Biju K.G (IQA Coordinator) are in charge of academic audit.

- (b) The progress of documentation will be evaluated during the academic audit.

The internal academic audit will be completed by January 11, 2022.

2. It was decided to inform all departments to ensure the participation of students in the YIP program of the Govt. of Kerala. Dr. Robert Thomas will be in charge of YIP.

3. Decided to schedule a meeting of mentors to promote the registration of students in the YIP.

4. Departments were requested to modify the annual reports by incorporating photos to add in the newly created website of the college.



5. The meeting discussed the progress of the ARAR 2020-21 submission. It was decided to prepare all relevant documents in this regard.

6. IGAC has congratulated the National Service Scheme volunteers for updating the Bio-diversity registers of the campus.

7. The meeting deputed the following staff members for conducting Energy and Environment audit.

1. Dr. Thomas Thevasa

2. Mr. Hashim N.K.

3. Ms. Shakeesa K.A.

4. Mr. Hasanul Banna.



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# Proceedings of the IQAC meeting

Date: - 3.3.2022







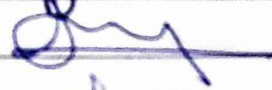




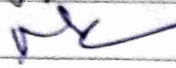

Time: 3.00 PM

Venue: Dialog Hall.

## Agenda:

1. Minutes of the previous meeting
2. Convocation
3. Annual reports.

## Participants

1. Dr. T.P. Muhammad Farzeed 
2. V. Paul 
3. P. Subair 
4. Sume N 
5. Dr. Najmuddeen P. 
6. V. Ashraf 
7. Siby Joseph 
8. M. Mustafa 
9. Dr. Nohel Thomas 
10. Mohamed Sifeg. T. 
11. Abdul Rasheed 
12. Noufal Muneer 
13. Biju K.G. 

## Decisions taken

1. Actions taken on previous minutes
  - (a) Academic audit of the departments was completed by Jan 11, 2022. Some suggestions were given for proper documentation and preparing annual reports.
  - (b) Meeting of student mentors was conducted on 11.1.2022. Fifteen ideas by students are registered for Young Innovators program.
  - (c) Annual reports of departments are uploaded on the college website.
2. The criterion wise committees for SSR preparation was reconstituted.
3. The convocation ceremony for 2019-20 and 2020-21 passed out students will be conducted on 16.3.2022. Dr. Naymuddeen was entrusted to co-ordinate the same.
4. Presentation of annual reports of departments and other bodies will be held from April 15 onwards, after university examinations.



# Proceedings of the meeting of IQAC with Heads and Tutors of the department.

Date: 9.4.2022

Time: 9.00 Am to 10.00 Am.

Platform: Google meet

Link: <https://meet.google.com/xag-csdu-gon>

## Agenda:-

1. Minutes of the previous meetings.
2. Implementation of CUSSP in the academic year.

## Participants

1. Dr. T. P. Muhammed Fareed sdf
2. Dr. Biju K. G. sdf
3. Dr. Najmuddeen. P sdf
4. Mr. Abdul Rasheed sdf
5. Dr. Mohammed Saifeg. T sdf
6. Dr. Thomas Thevara sdf
7. Dr. Viji Paul sdf
8. Ms. Suma. V sdf
9. Mr. Siby Joseph sdf
10. Ms. Anu Vaighese. sdf
11. Dr. Hemalatha C. P. sdf
12. Dr. Faiz Abdulla sdf
13. Mr. Abinomas sdf
14. Mr. Subair. P. sdf



15 Mr Ashraf. V

sd/-

16

### Decisions taken.

1. Actions taken on previous minute  
(a). The convocation ceremony for two academic years was conducted on 11.3.2022.  
10AC congratulated the Co-ordinator and Team for successful conduct of the ceremony.
2. It was suggested to depute class tutors as department level Co-ordinators of CUSSP
3. It was suggested to plan programs to use students strength for maintaining plastic free campus as part of CUSSP.
4. Heads of departments were requested to promote participation of students in Swachh Bharat mission pain an palliative care activities