



IQAC
MEETING MINUTES
2021-2022



Date : 6/01/2021

Time : 2pm

MINUTES OF IQAC MEETING.

The first meeting of Internal Quality Assurance cell (IQAC) was held on 6th January 2021, Wednesday at 2pm at Principals chamber.

Agendas :

1. IQAC action plan preparation
2. Constituting DQAC at department level.
3. Identifying strength & Weakness.
4. LMS purchase.

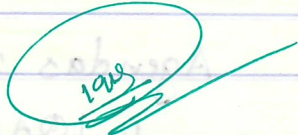


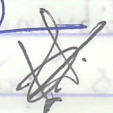





Discussions & Decisions

- Directed IQAC coordinator to prepare a common format for action plan preparation of department and other cells/clubs.
- Decided to prepare annual plan of departments, clubs and cells.
- Directed departments to constitute DQAC at department level and to co-ordinate DQAC meetings periodically.
- Roles and responsibilities of DQAC co-ordinator was discussed.
- Listed strength and weakness of the institution.
- Departments are directed to prepare list of strength and weakness after calling a department level staff meeting.
- It is decided to analyze the possibility of

LMS purchase after taking details from various sources. Principal will be co-ordinating the task.

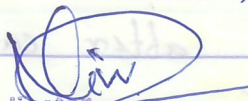
- DQAC coordinators shall attend IQAC meeting.

Members Present:

1. Mr. Muhammed Iqbal P [Principal] 
2. Ms. Nimitha-K-V [IQAC Co-ordinator] 
3. Mr. Subair. M 
4. Ms. Soumya Rishin 
5. Mrs. Della Samuel  [Dpt of Commerce, HOD]
6. Ramachandran M.N. Mr.
7. Mr. Purushothaman M.V. 
8. Saheed V.K. 
9. Sameera 
10. Azha Amina. 

Action Taken Report [ATR].

- IQAC action plan prepared and approved.
- Department DQAC co-ordinators were selected and DQAC constituted.
- Institution SWOT analysis not prepared.
- LMS comparison of campus technology environment has been done.



Date: 3/03/2021

Time: 2pm

Meeting Minutes

Minutes of the IQAC meeting held on 3rd March 2021, Wednesday at Principal chamber.

Agenda's :

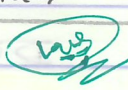
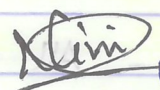


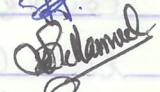

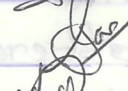
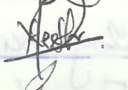
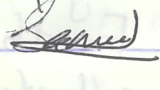
1. Certificate course
2. Feedback - collection.
3. Semester plan
4. LMS purchase status.
5. Online seminars and workshops.

Discussions and Decisions.

- All department heads are directed to prepare curriculum and syllabus for certificate course and the same need to be submitted to IQAC co-ordinator.
- All departments must wind up certificate courses observed during covid period as soon as possible by submitting reports and certificates.
- Feedbacks from all stake holders will be collected and analyzed.
- New format for feedback form shall be prepared if needed.
- Departments are directed to implement semester plan preparations effectively.
- LMS purchase discussions are underway.

- Library book purchase was discussed and will be kept as an agenda in next meeting of HOD's.
- As there is difficulty in organizing offline programmes, departments and clubs are directed to organize online programs with prior intimation to principal and IQAC.
- Department are directed to submit reports of the programs held so far.

Members present

Sl	Name	Designation	Signature.
1	Mr. Muhammad Qbal P	Principal.	
2	Mr. Muhammed Riyas	Manager, WIRAS.	
3	Ms. Nimitha - K-V	IQAC co-ordinator	
4	Mr. Subair, M	IQAC Astcoordinator.	
5	Ms. Soumya Rishin	HOD Dpt. of C.S	
6	Mrs. Della Samuel	HOD, Dpt of Commerce	
7	Mr. Saheed V.K.	HOD, Dept of Chemistry	
8	Ms. Gana - K-V	DQAC, com. - ES.	
9	Ms. Neethu T.	DQAC, Commerce.	
10	Ms. Sarveera.	Superintendent.	

Action Taken Report

- Certificate course curricular. prepared.

Date: 24/03/2021
Time: 2pm.

MEETING MINUTES

IQAC meeting was held on 24th March 2021, Wednesday at 2pm.

Agendas:

1. Annual plan
2. Website updation
3. Green campus initiatives.
4. MoU and Collaborations.
5. Other relevant matters.

Discussions and Decisions.

- Discussions were held on previous meeting minutes and the same was approved.
- It is decided to prepare annual plan of departments in the format provided by IQAC at the last week of May, and HOD's are directed to do the same.
- Foreseeing the institutional growth all members agreed on bringing modifications in the website. IQAC coordinator will have conduct a detailed discussion on the same with admin officers in a week. A faculty member can be assigned as incharge for the follow up.

- Discussions were held on strengthening green campus protocol within the campus. Nature club and Green club will be incharge of green campus initiatives of the college. Principal will direct the co-ordinators to prepare the action plan for the academic year accordingly.
- Members suggested to conduct greener and clean campus initiatives inside and outside the campus. NSS and Green club will be directed to do the same.
- Department heads and principal will identify educational institutions and industries to sign MoU and collaboration for the enhancement of quality of education offered.
- Discussed about increasing community level activities and involvement in the future. All members agreed on the same.
- It is decided to conduct and support faculty development programs. Institution will provide support for conducting and attending programs under research and faculty development training category.

Members Present

- 1- Mr. Mubanssed Iqbal. Principal.
- 2- Ms. Nimitha K.V. IQAC Co-ordinator.

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K. V. N.

- 3. Subair M [IQAC Asst Co-ordinator.]
- 4. Samya Rishin
- 5. Della Samuel
- 6. Sateena. S.V.
- 7. Saheed V.K.
- 8. Sawcera.



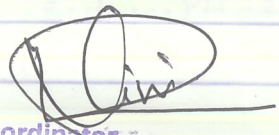

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Action Taken Report (ATR)

- IQAC collected annual plan journal of the department and provided new format.
- MOU and collaborations were signed.
- Website team conducted meeting to update the website.



Coordinator
 Internal Quality Assurance Cell (IQAC)
 Vellore Institute of Technology
 VIT-VELLORE
 Vellore - 690017

Date: 28/04/2021

Time: 2pm

Meeting Minutes

IQAC meeting was held in principal's chamber, on 28th April 2021, at 2pm to discuss and decide about below given agendas

Agendas:

1. Reviewing Annual plans of Department
2. Year report submission & Analysis.
3. Faculty Development Activities.
4. self appraisal system
5. Moodle purchase.

Discussions and decisions.

+ Department heads briefed about the submitted annual plan and suggestions and modifications are given by IQAC coordinator on the basis of analysis. It is decided to include skill development activities, career guidance activities and extension activities with specifications.

* Departments HOD's directed to submit an annual report of the academic year 2020-21 to principal by 5th may 2021. IQAC has assigned the responsibility of sharing a format for year report.

- * Discussions were held on providing faculty development programs for teaching and non teaching faculties.
- * Decided to provide 2-3 training programs for non teaching faculties.
- * Decided to provide sessions on national education policy 2020, outcome based education (OBE), in the college and also encourage faculty participation outside campus programs. There will be induction for new staff.
- * It is decided to collect self appraisal from faculties and principal and management representative will review the appraisal forms. Forms will be distributed to faculties in the first week of may and same need to be submitted to principal ^{or by} ~~on~~ ^{the} 15th may 2021.
- * It is decided to review about the ~~ago~~ moodle cloud purchase as the faculties are using various online platforms for teaching learning purposes.
- * Discussions were held on calling PTA meeting before the commencement of offline regular classes. It is decided to conduct an online department wise PTA meetings to get details about the students learning status.
- * HoD's directed to create an alumni ^{so}

WhatsApp group for the strengthening of Alumni relationship.

Members Present

1. Mr. Muhammed Iqbal. F. (Principal).
2. Ms. Nimittha. K.V. (IQAC Co-ordinator).
3. Mr. Subair M. [IQAC Assistant Co-ordinator]
4. Mr. Muhammed Riyas.
5. Mr. Della Samuel
6. Gomya Rishin
7. Sakera. S.V.

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Action Taken Report (ATR).

- Feedbacks given to annual plans of the department and modifications are made.
- Year reports of the department are collected.
- Self appraisal forms created & circulated.

Coordinator
Internal Quality Assurance Cell (IQAC)
Wadhuda Institute of Research and
Advanced Studies (WIRAS)
Vilayancode, Kannur - 670 504

Date: 18/05/2021

Time: 2:30pm - 4:30pm

IQAC Meeting Minutes

An online meeting of IQAC was held on 18th May 2021 on Google Meet from 2:30pm to 4:30pm. Fruitful discussions were held on the prepared agenda.

Agenda's


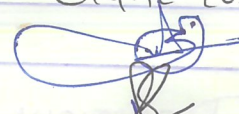
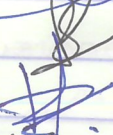

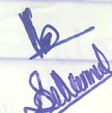


1. HoD Workshop
2. Session on NAAC Accreditation process.
3. Infrastructure upgradation

Discussions and Decisions

- Discussion held on providing a session for HoD's to develop vision and mission statements in accordance with institutional vision and mission. The purpose workshop will be to modify the vision & mission statements if needed. All agreed on conducting the session before the reopening of college.
- It is decided to conduct a session for faculties on NAAC accreditation in the first week of June 2021 to give awareness about various criterion and bench marks of NAAC accreditation process.

- Discussions were held on upgrading the various facilities of the classrooms and camp.
- It is decided to increase ICT facility in classrooms. 50-60% of the classrooms will be provided with ICT facilities during 2021-2022 academic year.
- Computer numbers will be increased based on the requirements.
- It is decided to have CCTV facilities at various places in the campus.

Members Present.

1. Mr. Muhammed Labal F (principal). 12/3
2. Ms. Nimitha K.V. [CIQA coordinator] 
3. Mr. Subair M 
4. Ms. Saheed V K 
5. Ms. Soumya Rishin. 
6. Ms. Ramachandran. M.N.
7. Mr. Purushothaman MV 
8. Ms. Della Samuel T. 
9. Mr. Muhammed Riyas T.K.
10. Ms. Sarany. R.K. 

Action Taken Report.

- * session by academic director was given to HOD's
- * An online session was provided on NAAC accreditation.
- * List of classrooms with and without ICT facilities, was submitted to manager.

Date : 9/06/2021

Time : 2 pm.

Meeting Minutes

First IQAC meeting of the academic year 2021-2022 was held on 9th June 2021, Wednesday at principals chamber to discuss about the below mentioned agendas

Agendas

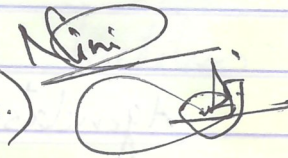
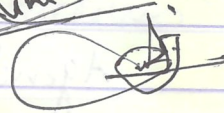
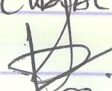
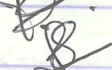
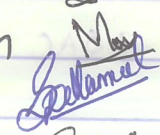
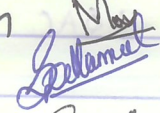
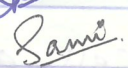
1. Certificate courses for the academic year.
2. Reconstituting IQAC
3. Semester plan
4. Club and cell activity

Discussions & Decisions.

1. Departments are directed to submit details of certificate course they are planning to offer this academic year.
2. Decided to Reconstitute IQAC with new members. The circular on this regard will be published with members' details.
3. All departments and faculties shall submit semester plan on or before 15th June 2021 to principal. IQAC coordinator was directed to share the format for semester plan.
4. Principal shall re-nominate coordinators for

various cell and clubs. The respective co-ordinator must submit action plan for the cell or club. Discussions were held on forming new clubs and cells.

Members Present

1. Mr. Muhammed Iqbal P
2. Ms. Nimitha K-V (IQAC Coordinator) 
3. Mr. Subair M (IQAC Asst. Coordinator) 
4. Ms. Soumya Rishin 
5. Mr. Sabeed VK 
6. Mr. Ramuchandran 
7. Mrs. Della Samuel 
8. Mrs. Samera K. 

Action Taken Report (ATR)

1. Certificate course was collected and principal approval will be given after analysis of the curriculum.
2. Circular on IQAC for the academic year 2021-22 reconstitution was published from principal office.
3. Semester plans are collected from the faculties.
4. Principal nominated club/cell co-ordinators and details announced in staff meeting.

Date: 14/07/2021

Time: 2-30 pm.

IQAC Meeting Minutes.

IQAC meeting was held on 14th July 2021, Wednesday at principals cabin. The previous meeting minutes and ATR was read and approved by the members.

Discussions and decisions were happened on below given agenda's

Agenda's

1. Induction program
2. Bus facility for faculty.
3. Staff timing.
4. Statutory body constitution.
5. Feedback Analysis Report.
6. Academic calendar.

Discussions and Decisions

- Decided to conduct induction program as per the college induction policy. Departments and CBCSS co-ordinators shall do necessary preparations as per the induction policy document. Schedule for the induction will be decided after the university notification on first year UG and PG class commencement.
- As the offline classes are on regular mode.

discussions were held on accessing college bus facility. Decision will be updated after discussion with management.

- Discussions were held on staff timing. It is accepted that faculty need to spend extra time after class hours to complete the documentation of online period classes. Decided to change staff timing to 9-15am, 4pm.

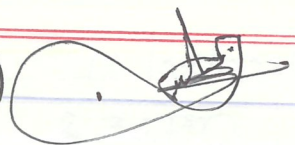
- Discussions were held on statutory body reconstitution as some faculties relieved from the institutions. Circular on statutory body convenors and members will shall publish from principal's office.

- It is decided to publish the feedback analysis report in next. The report shall be shared by IQAC co-ordinator. After reviewing the analysis to stakeholder, necessary action plan shall be developed.

- College academic calendar shall be publish for the academi year 2021-2022. Departments are directed to give details of department level responsibility. Principal and IQAC co-ordinator will co-ordinate the same.


Members present

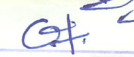
1. Mr. Muhammed Iqbal P
2. Ms. Nimitha. K-V [IQAC, Co-ordinator] (Kino)

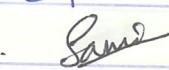
3. Subair. M. (IQAC, Asst, Coordinator) 

4. Yahiya V. U. C. 

5. Della Samuel 

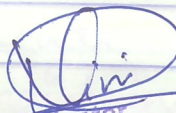
6. Soumya Rishid 

7. Sateers. S. V. Gt. 

8. Sameera. K. 

Action Taken Report (ATR)

- Induction program schedule preparations was assigned to IQAC.
- Staff can access bus facility. Bus will be arranged to Talaparamba route.
- Constitution statutory bodies.
- Feedback analysis not completed.
- Academic calendar draft prepared


 Coordinator
 Internal Quality Assurance Cell (IQAC)
 Wadhwa Institute of Research and
 Advanced Studies (WIRAS)
 Vilayancode, Kannur - 670 504

Date: 12/08/2021.

Time: 2:30pm.

Meeting Minutes

IQAC meeting was held at principals chamber on 12th August 2021. The proceeding of the meeting discussed on following agendas.

Agendas:

1. Department level file maintenance.
2. Skill development Activities.
3. Innovations and Extensions.
4. Student Alumni Progression & Placement.

Discussions and Decisions:

* As it is decided to approach noac accreditation, departments are directed to verify the various files maintained in the departments. List of files maintained need to be submitted to IQAC on 16th August 2021. IQAC shall suggest modifications on the list as needed.

* Departments are directed to include various skill development programmes in the annual plan and the same applies to associations and clubs too.

* Detailed discussion held on various innovations and extension activities

to be conducted in the campus and community. It is directed to organize various extension activities at community level. NSS and PGT Department psychology is suggested to conduct such programmes more frequently at various levels of community and other departments are suggested to organize the same and include them in annual plans.

* It is directed to maintain details of Alumni systematically. Departments are directed to collect the alumni higher education and placement details through the whatsapp group formed. The collected data need to be submitted to IQAC coordinators.

* updations were taken regarding the department IQAC functioning and meeting. Insisted to maintain IQAC minutes and it is decided that IQAC shall monitor department level activities and documentation.

Members Present

1. Mr. Muhammed Iqbal P.
2. Nimitha. K.V.
3. Della Samuel
4. Soumya Rishir
5. Safana. SV
6. Subair M.

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Subair M.

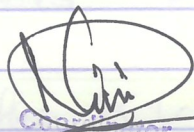
Soumya Rishir

Safana. SV

7. Sameera. K. Same

Action Taken Report

- File list and number of files ~~also~~ provided
- List of skill development activities: notes and assigned to Mr. Muhammed Mahroof inchiney.



Internal Quality Assurance Cell (IQAC)
 Waddur, Kollam District and
 Advanced Education (WIAS)
 Vilayambad, Kannur - 670 564

22/09/2021

IQAC Meeting Minutes

Meeting of the IQAC members were held at principal's chamber on 22nd September 2021. to discuss about below mentioned agendas: from 2pm to 3:30pm.

Agendas:

1. Induction program
2. Certificate Course
3. Statutory body awareness.
4. Increase utilization of ICT facilities.

Discussion and Decisions

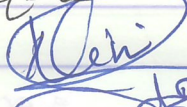





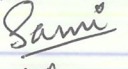

It is decided to conduct induction program for UG and PG students. HoD's are directed to arrange offline and online sessions as part of induction. Common sessions for the students will be co-ordinated by IQAC.

Evaluated the progress of certificate course and directed to start certificate course planned for first year UG and PG students.

It is decided to conduct awareness session for students regarding various statutory bodies and introduce members of the same.

- Discussions were held on various teaching methodologies used in class rooms. It is observed that ICT facility usages are not at optimal level. Principal directed department heads and others to include blended mode of teaching process. Same need to be mentioned in teachers diary.

Members Present

1. Muhammed Iqbal P. 19/2
2. Nimitha K.V.  (Co-ordinator)
3. Subair M. 
4. Sameera 
5. Della Samuel 
6. Soumya Priship 
7. Sateena S.V. 
8. Sameera K. 
9. Ajeena 

Action Taken Report [ATR]

- * Conducted evaluation program for UG & PG first year
- * Enrollment for certificate course completed.
- * Awareness sessions for students on statutory bodies conducted.



22/09/2021

IQAC Meeting Minutes

Meeting of the IQAC members were held at principal's chamber on 22nd September 2021. to discuss about below mentioned agendas: from 2pm to 3:30pm.

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1. Induction program
2. Certificate Course
3. Statutory body awareness.
4. Increase utilization of ICT facilities.

Discussion and Decisions

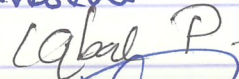
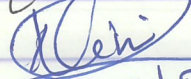





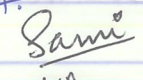

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Evaluated the progress of certificate courses and directed to start certificate course planned for first year UG and PG students.

It is decided to conduct awareness session for students regarding various statutory body and introduce members of the same in a common session.

- Discussions were held on various teaching methodologies used in class rooms. It is observed that ICT facility usages are not at optimal level. Principal directed department heads and others to include blended mode of teaching/ process. Same need to be mentioned in teachers diary.

Members Present

1. Muhammed Qabul P. 
2. Nimitha K.V.  (Co-ordinator)
3. Zubair M. 
4. Sameera 
5. Della Samuel 
6. Geesya Puship 
7. Sateena S.V. 
8. Sameera K. 
9. Ajeena 

Action Taken Report [ATR]

- * Conducted evaluation program for UG & PG first year
- * Enrollment for certificate course completed.
- * Awareness sessions for students on statutory bodies conducted.



Date: 17/11/2021

Time: 2-30pm - 3-30pm

Meeting Minutes.

A meeting of college IQAC was held at principal's chamber on _____, _____ to discuss about the below mentioned agenda.

Agenda's

1. Green Campus initiative.
2. Extension activities.

Discussions and Decision.

1. It is decided to strengthen green campus initiatives activities in the campus. Green club and nature club coordinators are directed to follow up the same.
2. It is observed that extension activities for the present academic year has not met a satisfactory level. Hence the NSS co-ordinator is directed to co-ordinate and propose a plan. IQAC ~~is~~ directed to follow up the same.

Members present.

1. Muhammed Iqbal P.
2. Nimitha K-V
3. Saranya R-K
4. Sahla Abdurahman.
5. Smrithi Nair
6. Subair M
7. Soumya Rishin
8. Sateena S-V

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Nair

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Action Taken Report.

- List of college green campus initiatives prepared and assigned to NSS & Green club.
- More number of Extension activities conducted.

Nini

Coordinator
Internal Quality Assurance Cell (IQAC)
Wadhwa Institute of Research and
Advanced Studies (WIRAS)
Vilayanode, Kannur - 670 504

05/01/2022.

Time: 3pm to 4pm

Meeting Minutes - IQAC

A meeting of College IQAC was held on 5th January 2022, Wednesday at principal's cabin to discuss about the following agenda.

Agenda:

1. Student progression & Placement Data
2. Document maintenance of
3. Appreciation Letters.

Decisions

1. It is decided to share google forms to collect student progression and placement data. IQAC coordinators are in charge for the same. HOD's are directed to update.
2. It is decided to maintain activity report in a structured way without fail. IQAC's are directed to monitor department file maintenance. and minutes book maintenance.
3. Directed to collect appreciation letters from


experiences and organizations in relation to various collaborated activities held.

Members Present

1. Principal
2. IQAC Co-ordinator.
3. IQAC Asst Co-ordinator.
4. HoD Computer Science.
5. HoD Commerce.
6. Subair.M.

Action Taken Report

- shared google forms and collected needed data.
- Department verification was done by IQAC to ~~assure~~ the documentations.
- Appreciation letters are collected -


 Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 Wadhwa Institute of Research and
 Advanced Studies (WIRAS)
 Vilayancode, Kanner - 670 604

10/03/2022
Time: 11am to 12:30pm

Meeting Minutes

The meeting of IQAC was held on 10/03/2022, Thursday at principal cabin from 11 am to discuss about the agenda given below.

Agenda

1. Review of college activity 21-22
2. Plan for next academic year.
3. Admission strategies.

Decision and Discussion


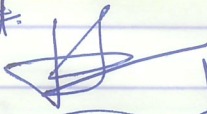
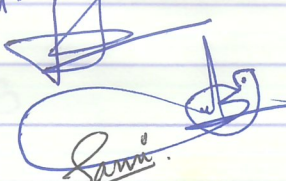
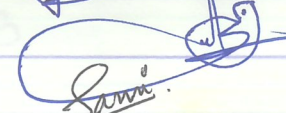
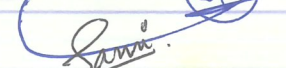
- It is decided to conduct the review of the activities held during 21-22 in all staff meeting with presentations by HoPs and various co-ordinators. A one day program will be conducted by the IQAC. IQAC co-ordinator will announce the date.
- Decision regarding next academic year will be finalized in the management representation meeting. All are directed prepare annual plan for the academic year 2022-2023. Date will be finalized and updated by the principal.

3. Discussed about the admission strategies proposed and publicity through social media will be increased
4. Strengthening of website and digital wing was designed & decided.

Members Present

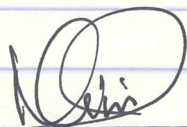
1. Nimitha. K. V
2. Della Samuel
3. Sateena. S. V
4. Soumya Rishid
5. Subair. M
6. Sameera. K

Principal -

Action Taken Report

- Annual presentations of departments presented at management meeting
- Annual plan for 22-23 collected.
- Admission strategies created and circulated by the Admission team.



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