



IQAC
MEETING MINUTES
2022-2023



2022-2023

**WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED
STUDIES, VILAYANCODE**

IQAC – Minutes of the Meeting

Date: 25-07-2022

The minutes of the proceedings of the IQAC meeting held on **25-07-2022** in the office of the Chairperson at 11.10 AM

1. Members present :

1	DR MOHAMED ASRAF V, PRINCIPAL	CHAIR PERSON
3	YAHYA Deputy Director of Administration	Member
4	PROF. SAHEED VK	COORDINATOR
5	PRADEEPAN R.C (HEAD OF THE DEPARTMENT OF MALAYALAM)	Member
6	SUBAIR.M (HEAD OF THE DEPARTMENT OF PSYCHOLOGY)	Member
7	NIMITHA. KV (DEPARTMENT OF PSYCHOLOGY)	Member
8	PURUSHOTHAMAN MV (HEAD OF THE DEPARTMENT OF ENGLISH)	Member
9	SOUMYA RISHIN (HEAD OF THE DEPARTMENT OF COMPUTER APPLICATION)	Member
10	DELLA SAMUEL (HEAD OF THE DEPARTMENT OF COMMERCE)	Member
11	SAFEENA SV (HEAD OF THE DEPARTMENT OF PHYSICS)	Member
12	ROOPA VV (DEPARTMENT OF CHEMISTRY)	Member
13	AKHIL K.K (DEPARTMENT OF COMPUTER APPLICATION)	Member
14	MUHAMMED MUBASHIR. N (DEPARTMENT OF COMMERCE)	Member
14	NEETHU T (DEPARTMENT OF COMMERCE)	Member
16	GHANA KV (DEPARTMENT OF COMPUTER APPLICATION)	Member

2. Agenda

1. Action plan for 2022-23
2. Renovation of College Canteen
3. Parking facility
4. Any other matter with permission of the chair

Minutes of the meeting of IQAC held on 25-07-2022:

Coordinator Prof Saheed VK welcomed all the members. Chairman and Principal Dr Mohammed Asraf V briefed the members about the academic and administrative developments since the beginning of the academic year . The minutes of the Last meeting was read out by the coordinator and approved after the discussion.

Meeting discussed the draft action plan of IQAC for the academic year 2022-23 and decided to endorse the plan and to implement all the activities mentioned in the action plan

1. Decided to ask the management to provide sufficient fund for each department to conduct various academic programmes including co-curricular and extra-curricular activities
2. Ms Della Samuel was deputed to collect the report of Addon/Certificate course already conducted from various departments
3. Decided to appoint a college level Course coordinator for Add-on /Certificate course.
4. Mr Akhil K.K was deputed to conduct registration of MOOC and SWAYAM courses for teachers and students
5. It was decided to recommend the College management for renovation of college canteen and to facilitate a permanent parking facility for teachers and students
6. To ask the management to install announcement system in each block of the campus
7. To speed up the furnishing of the College auditorium and Seminar Hall
8. To recommend the management for Toilet facility in staff rooms of each Department

Sd/

Prof Saheed VK

Coordinator IQAC

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

Sd/

Dr Mohamed Asraf V

Chairperson

WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED STUDIES, VILAYANCODE

IQAC – Minutes of the Meeting

Date: 11-08-2022

The minutes of the proceedings of the IQAC meeting held on 11-08-2022 in the IQAC office at 2.30 PM

1. Members present

1	DR MOHAMED ASRAF V, PRINCIPAL (CHAIR PERSON)
2	YAHYA Deputy Director of Administration
3	PROF. SAHEED VK (COORDINATOR)
4	PRADEEPAN R.C (HEAD OF THE DEPARTMENT OF MALAYALAM)
5	SUBAIR.M (HEAD OF THE DEPARTMENT OF PSYCHOLOGY)
6	NIMITHA. KV (DEPARTMENT OF PSYCHOLOGY)
7	PURUSHOTHAMAN MV (HEAD OF THE DEPARTMENT OF ENGLISH)
8	SOUMYA RISHIN (HEAD OF THE DEPARTMENT OF COMPUTER APPLICATION)
9	DELLA SAMUEL (HEAD OF THE DEPARTMENT OF COMMERCE)
10	SAFEENA SV (HEAD OF THE DEPARTMENT OF PHYSICS)
11	ROOPA VV (DEPARTMENT OF CHEMISTRY)
12	AKHIL K.K (DEPARTMENT OF COMPUTER APPLICATION)
13	MUHAMMED MUBASHIR. N (DEPARTMENT OF COMMERCE)
14	NEETHU T (DEPARTMENT OF COMMERCE)
15	GHANA KV (DEPARTMENT OF COMPUTER APPLICATION)
16	MAJIDA C.H (DEPARTMENT OF STATISTICS)

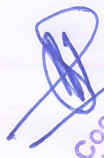
Agenda:

- 1) Review of IQAC activities
- 2) Independence Day Celebration
- 3) Excellence award Ceremony
- 4) Any other matter with the permission of the chair

Coordinator Prof Saheed VK welcomed all the members. Chairman and Principal Dr Mohammed Asraf V briefed the members about the academic and administrative developments made since the last meeting. The minutes of the meeting held on 25-07-2022 was read out by the coordinator and approved after the discussion

1. Meeting discussed the various activities to be conducted in this academic year and decided to go on as per the action plan of IQAC
2. Decided to celebrate 75th anniversary of Independence Day as 'Azadi ki Amrit Mahotsav 'with great enthusiasm and splendor.

3. Prof Purushothaman Head of the Department of English is appointed as the coordinator for conducting various activities on Independence Day
4. Decided to conduct Excellence Award Ceremony on 19-08-2022 to felicitate the University toppers and Class toppers and students with brilliant performance in cocurricular and extracurricular activities also
5. Decided to invite Mr P Santhosh Kumar Honorable Member of Parliament to inaugurate the excellence award ceremony.


Coordinator
Internal Quality Assurance Cell (IQAC)
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Vilayancode, Kanner - 670 504

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WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED STUDIES, VILAYANCODE

IQAC-ACTION TAKEN REPORT

Meeting held on: 11-08-2022

Report presented on: 06-12-2022

Agenda	Decision made	Action taken
Celebration of 75 th anniversary of Independence	To Celebrate the Independence Day with great enthusiasm and splendor.	Celebrated the Independence Day with much enthusiasm and fervor. All the faculty members ,non-teaching staff and students were participated in various activities. Students made freedom wall portraying the role of freedom fighters in northern region of Kerala
Excellence award Ceremony	To conduct excellence award ceremony and conferring awards to students for their excellent performance in examinations, sports and cultural activities To invite Mr P Santhosh Kumar Honorable Member of Parliament to inaugurate the excellence award ceremony.	Conducted excellence award ceremony on 19-08-2022 which was inaugurated by Mr P.Santhosh ,Honorable MP of Rajya Sabha . Dignitaries from Taaleemul uloom Trust were also present in the function

S/d
IQAC Coordinator


Coordinator
Internal Quality Assurance Cell (IQAC)
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Advanced Studies (WIRAS)
Vilayancode, Kannur - 670 504

S/d
Chairperson IQAC

**WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED
STUDIES, VILAYANCODE**

IQAC – Minutes of the Meeting

Date: 06-12-2022

The minutes of the proceedings of the IQAC meeting held on **06-12-2022** in the IQAC office at 2.30 PM

Members present

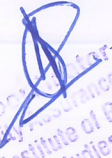
S.No	Name
1	DR MOHAMED ASRAF V, PRINCIPAL (CHAIR PERSON)
2	RIYAS TK Manager WIRAS
	ALIKUTTY
3	YAHIYA Deputy Director of Administration
4	PROF. SAHEED VK (COORDINATOR)
5	PRADEEPAN R.C (HEAD OF THE DEPARTMENT OF MALAYALAM)
6	SUBAIR.M (HEAD OF THE DEPARTMENT OF PSYCHOLOGY)
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14	NEETHU T (DEPARTMENT OF COMMERCE)
16	GHANA KV (DEPARTMENT OF COMPUTER APPLICATION)
17	MAJIDA C H (DEPARTMENT OF STATISTICS)
18	SAMEERA

Agenda:

- 1) Review of IQAC activities
- 2) Academic & Administrative Auditing
- 3) IPR Seminar
- 4) Applying new courses in Kannur University
- 5) Commencement of newly sanctioned courses
- 6) Any other matter with the permission of the chair

Coordinator Prof Saheed VK welcomed all the members. Chairman and Principal Dr Mohammed Asraf V briefed the members about the academic and administrative developments made since the last meeting. The minutes of the meeting held on 11-08-2022 was read out by the coordinator and approved after the discussion

1. Meeting discussed the various activities conducted in this academic year and decided to go on as per the action plan of IQAC
2. Decided to verify the documents as part of Internal Academic And Administrative Auditing from each department year wise, after the Christmas vacation
3. Decided to conduct IPR seminar with the collaboration of National Intellectual Property Awareness Mission (NIPAM) in February 2023
4. HoD are entrusted to monitor the discipline of the students of the concerned department
5. Decided to conduct the various activities in each department according to the action plan
6. Department head of Computer Science shall submit a report on the present lab facility with the system specifications to DDA at the earliest
7. Members discussed the viability of various courses including new generation courses to be applied for in the University in next academic year and suggested for applying the courses like BSW, BBA, Home Science BSc Computer Science, Data Analysis etc.
8. Decided to apply for new courses after the deliberation and discussion in management meeting
9. Decided to start newly sanctioned courses BSc Chemistry and MSc Applied Psychology in the next academic year


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WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED STUDIES, VILAYANCODE


IQAC-ACTION TAKEN REPORT

Meeting held on: 06-12-2022

Report presented on: 20-12-2022

Agenda	Decision made	Action taken
Internal Academic and Administrative Auditing	To conduct AAA after Christmas	Time extended upto march 2023 as the documents of NAAC to be verified year wise for last five years
IPR Seminar	To conduct the IPR seminar by collaborating with NIPAM in February	Request sent to NIPAM for IPR Awareness seminar to be held on 14-02-2023
Discipline	HoDs are entrusted to manage discipline problem if any in the departments	HoDs and other faculty members with discipline committee constantly monitoring the problems and take necessary solution if any problems arise
Computer facility in BCA lab	Head of the Department is asked to submit the specification of computer to DDA of WIRAS as soon as possible	Head of the department is entrusted to submit the specification
New courses	Decided to apply more courses for the next academic year	Management agreed to apply more courses after for the next year
Starting BSc Chemistry and MSc Applied Psychology Courses	To start these courses in the next academic year	Department of Psychology was entrusted to prepare the Curriculum by consulting experts in this field and submit it to Kannur University as soon as possible

S/d
IQAC Coordinator


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S/d
Chairperson IQAC

**WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED
STUDIES, VILAYANCODE**

IQAC – Minutes of the Meeting

Date: 20-12-2022

The minutes of the proceedings of the IQAC meeting held on **20-12-2022** in the office of the Chairperson at 9.30 AM

1. Members present :

S.N o	Name
1	DR MOHAMED ASRAF V, PRINCIPAL (CHAIR PERSON)
2	RIYAS TK Manager WIRAS
3	ALIKUTTY Management Representative
4	YAHYA Deputy Director of Administration
5	PROF. SAHEED VK (COORDINATOR)
6	PRADEEPAN R.C (HEAD OF THE DEPARTMENT OF MALAYALAM)
7	SUBAIR.M (HEAD OF THE DEPARTMENT OF PSYCHOLOGY)
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17	GHANA KV (DEPARTMENT OF COMPUTER APPLICATION)
18	MAJIDA C.H (DEPARTMENT OF STATISTICS)

Agenda:

- 1) Review of IQAC activities
- 2) International Pre conference workshop
- 3) Any other matter with the permission of the chair.

Coordinator Prof Saheed VK welcomed all the members. Chairman and Principal Dr Mohammed Asraf V briefed the members about the academic and administrative developments made since the last meeting. The minutes of the meeting held on 06-12-2022 was read out by the coordinator and approved after the discussion

1. Meeting discussed the various activities conducted in this academic year and decided to go on as per the action plan of IQAC
2. Decided to conduct the international preconference work shop on 17- January 2023 and formed a programme committee for the smooth conduct of the programme
3. Prof Subair M is appointed as the programme committee coordinator
4. Decided to convene programme committee meeting on 23-12-2022


Coordinator
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WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED STUDIES, VILAYANCODE

IQAC-ACTION TAKEN REPORT

Meeting held on: 20-12-2022

Report presented on: 06-02-2023

Agenda	Decision made	Action taken
International Preconference Workshop of Psychology	To conduct the workshop on 17-01-2023. A programme committee with Prof Subair , HoD of Psychology as the coordinator , was formed for the smooth conduct of the programme	Conducted the workshop on 'Finding Solutions with Children Adolescent and Parents' Dr Arnould Huibers, Psychotherapist from Netherland was the resource person
Participation of WIRAS in International Conference ITCBP 2023	Decided to participate all the faculty members of PG Department Psychology	PG Department of Psychology WIRAS collaborated with IMHANS and ASFP-I in International Training Conference on Brief Psychotherapies ITCBP 2023 on 20 th and 21 st January 2023. All the faculty members and some students of Department of Psychology participated the conference held in IMHANS Kozhikode

S/d


IQAC Coordinator
Wadihuda Institute of Research and
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Vilayancode, Kannur - 670 504

S/d

Chairperson IQAC

**WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED
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IQAC – Minutes of the Meeting

Date: 06-02-2023

The minutes of the proceedings of the IQAC meeting held on **06-02-2023** in the office of the IQAC at 3.15 PM

Members present :

S.No	Name
1	DR MOHAMED ASRAF V, PRINCIPAL (CHAIR PERSON)
2	RIYAS TK Manager WIRAS
3	ALIKUTTY Management Representative
4	YAHIIYA Deputy Director of Administration
5	PROF. SAHEED VK (COORDINATOR)
6	PRADEEPAN R.C (HEAD OF THE DEPARTMENT OF MALAYALAM)
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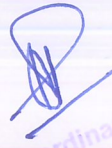
Agenda:

1. IPR Awareness Seminar
2. Collection of Feedback from students, teachers and Alumni
3. Any other matter with the permission of the Chair

Coordinator Prof Saheed VK welcomed all the members. Chairman and Principal Dr Mohammed Asraf V briefed the members about the academic and administrative developments made since the last meeting. The minutes of the meeting held on 20-12-2022 was read out by the coordinator and approved after the discussion

The following decisions were taken in the meeting

1. It was decided to conduct IPR awareness seminar of NIPAM on AN Session of 14-02-2023.
2. Decided to collect the stakeholders' feedback on Curriculum, teaching & learning activities and Campus ambience in March 2023
3. Meeting decided to conduct a two-day workshop on OBE sponsored by KSHEC in February/ March 2023
4. Decided to conduct a National Webinar on NAAC accreditation and Documentation in March 2023.
5. Decided to verify documents prepared by each department for NAAC on the basis of new NAAC manual.
6. It was decided to conduct a higher education fest or exhibition on April/May 2023


Coordinator
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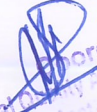
WADIHUDA INSTITUTE OF RESEARCH AND ADVANCED STUDIES, VILAYANCODE

IQAC-ACTION TAKEN REPORT

Meeting held on: 06-02-2023

Report presented on: 07-03-2023

Agenda	Decision made	Action taken
IPR Awareness Seminar of NIPAM	To conduct the IPR Awareness Seminar on 14-02-2023	Conducted the IPR Awareness Seminar of NIPAM on 14-02-2023. M.AJITH Deputy Controller of Patents and Designs Indian Patent Office, Chennai Was the resource person of the seminar 116 students and 36 faculty members were participated.
Feed back	Decided to collect the feed back from stakeholders in march 2023	Feed back will be collected before 31 March 2023
OBE Workshop	Decided to conduct two-day workshop on OBE	Principal Send the request letter to KSHEC Trivandrum but no reply was obtained.
National Webinar on NAAC Accreditation and Documentation	Decided to conduct the National Webinar on 14-03-2023	National Webinar will be conducted on 14-03-2023 Dr Dharmadhikari, Educationalist from Pune, NAAC and UGC committee member consented to participate as Distinguished Resource person
Document verification	Decided to verify documents in departments	The verification is being done by IQAC
Higher Education fest/Exhibition	Decided to conduct a Higher Education fest/Exhibition in April/ May	Will be conducted on April/ May. The date will be decided later

S/d

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S/d
 Chairperson IQAC