



# NOBLE WOMEN'S COLLEGE, MANJERI

Affiliated to University of Calicut & Recognized by Govt. of Kerala

ISO 9001:2015 Certified Institution & Included in the 2(f) list of UGC

Vettekode, Pullancheri P.O, Manjeri- 676122 | 0483 2766364



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES  
**2018-19**



Venue: Principal's Chamber

DATE: 11/06/2018

TIME: 2:30 PM to 4:30 PM

### AGENDA

- Approval of meeting minutes of staff council.
- Constitution of IQAC as recommended by UGC
- Any other matters permitted by the chair.

The principal welcomed all the members to the meeting.

### ATTENDEES

Dr. PK Abdussalam	Chairman.	<i>PK</i>
Ms. Chitrakala	(Asst. Prof. and Head, Dept of Commerce)	<i>Chitra</i>
Ms. Anupama SR	(Asst. Prof. and Head, Dept of Psychology)	<i>Anu</i>
Ms. Shanla P.	(Asst. Prof. and Head, Dept of Sociology)	<i>Shanla</i>
Ms. Sakkeera -k.k	(Asst. Prof., and Head, Dept of CS)	<i>Sakkeera</i>
Ms. Saritha Mabeesh	(Asst. Prof., and Head, Dept of English)	<i>Saritha</i>
Ms. Susitha Raveendranath	(Asst. Prof., Dept of Hindi)	<i>Susitha</i>
Ms. Jaseela P	(Asst. Prof., Dept of Arabic)	<i>Jaseela</i>
Mr. Biju Mathew	(Asst. Prof, Dept of Psychology)	<i>Biju</i>
Ms. Rajani	(Chief Librarian, NWC)	<i>Rajani</i>
Er. Ismail	(Secretary NWC)	<i>Ismail</i>
Ms. Anitha.	(Superintendent, NWC)	<i>Anitha</i>
Ms. Lathika Jayaraj	(Councilor, Minjery Municipality)	<i>Lathika</i>
Ms. Lubna - P-k	(Alumnus, NWC)	<i>Lubna</i>
Ms. Gayatri	(Student Representative)	<i>Gayatri</i>
Mr. Moideenkutty k.k	(IQAC Coordinator)	<i>Moideenkutty</i>
Mr. Jaseel Rahman -k	(Joint Coordinator)	<i>Jaseel</i>
Ms. Geethu.G	(Joint coordinator)	<i>Geethu</i>



## DISCUSSIONS AND DECISIONS

- The minutes of the staff council was approved.
- The composition of IQAC was finalized and the duties were explained by the principal.
- The first meeting of the IQAC is to be scheduled on 13.07.2018 and it should be intimated to the members.



**Coordinator**  
IQAC  
Noble Women's College  
Manjeri



NOBLE WOMEN'S COLLEGE  
MANJERI, PIN-676122

Venue: Seminar Hall

DATE: 13.07.2018

TIME: 3:30 PM to 5:00 PM

Meeting minutes of the agenda given in the circular reg.no. 10AC/2018/07/01.

Dr. P.K Abdussalam (chairman, 10AC) welcomed the 10AC members to the first official meeting. He read out all the names of the 10AC members to the gathering. He introduced about the accreditation process and how we should prepare of the same. He also explained what all are the requirements of the institute to proceed towards the accreditation process.

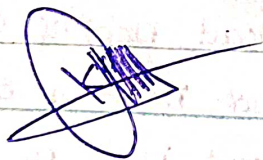
#### ATTENDEES

Dr. P.K Abdussalam	Chairman - <i>P.K.A</i>	
Ms. Chitraka	(Asst. Prof and Head, Dept of Commerce)	<i>Chitraka</i>
Ms. Sharmila P	(Asst. Prof and Head, Dept of Sociology)	<i>Sharmila</i>
Ms. Anupama SR	(Asst. Prof and Head, Dept of Psychology)	<i>Anupama</i>
Ms. Sairthi Mahesh	(Asst. Prof & Head, Dept of English)	<i>Sairthi</i>
Ms. Sakkeena. K.K	(Asst. Prof & Head, Dept of CS)	<i>Sakkeena</i>
Ms. Sairthi Ravindranath	(Asst. Prof, Dept of Hindi)	<i>Sairthi</i>
Ms. Jaseela P	(Asst. Prof, Dept of Arabic)	<i>Jaseela</i>
Mr. Biju Mathew	(Asst. Prof, Dept of Psychology)	<i>Biju</i>
Ms. Rajani	(Chief Librarian, NWC)	<i>Rajani</i>
Et. Ismail	(Secretary, NWC)	<i>Ismail</i>
Ms. Anitha	(Superintendent, NWC)	<i>Anitha</i>
Ms. Lubna PK	(Alumnus, NWC)	<i>Lubna</i>
Ms. Gayatri	(Student representative)	<i>Gayatri</i>
Mr. Jaseel Rahman .k	(Joint coordinator)	<i>Jaseel</i>
Ms. Geethu.G	(Joint coordinator)	<i>Geethu</i>
Mr. Motdeenkudty K.K	(10AC Coordinator)	<i>Motdeenkudty</i>



## DISCUSSIONS AND DECISIONS.

- The meeting was called to order at 3:30 PM by chairman.
- Members introduced themselves and shared their backgrounds and roles within the institution.
- Plans for upcoming quality assurance activities were discussed including performance evaluation.
- IQAC members unanimously agreed to proceed with the accreditation process.
- Decided to conduct NAAC awareness session.
- Decided to review the current status of the institution and look forward for further quality enhancements.
- Principal directed the IQAC team to look upon all the necessary steps to improve quality of the institution.
- Decided to conduct more programmes to enhance the skills of students in this academic year.



**Coordinator**  
IQAC  
Noble Women's College  
Manjeri



*Signature of Principal*

**PRINCIPAL**  
NOBLE WOMEN'S COLLEGE  
MANJERI, PIN: 676 122



Venue: Seminar Hall

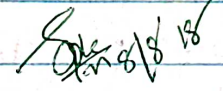
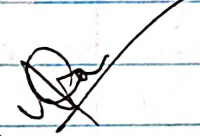
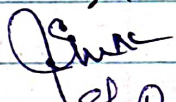
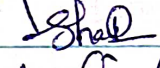
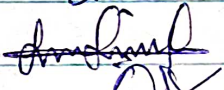

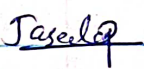

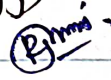


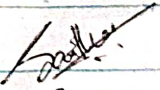
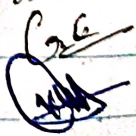


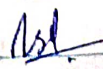
DATE: 08.08.2018

TIME: 3:30 PM to

Meeting minutes of the agenda given in the circular  
reg.no. 18AC/2018/08/02.

The meeting was called to order by the Principal. He highly appreciated the members for the steps put forward for accreditation process of the institution.

#### ATTENDEES

- Dr. P.K. Abdusalam (Chairman) 
- Ms. Anupama R. (Asst Prof & Head, Dept of Psychology) 
- Ms. Chitrakala (Asst Prof & Head, Dept of Commerce) 
- Ms. Shama P. (Asst Prof & Head, Dept of Sociology) 
- Ms. Sakkeena K.K. (Asst Prof & Head, Dept of Co) 
- Ms. Saikha Mahesh (Asst Prof & Head, Dept of English) 
- Ms. Jaseela P. (Asst Prof, Dept of Arabic) 
- Ms. Biju Mathew (Asst Prof, Dept of Psychology) 
- Ms. Rajani (Chief Librarian, NWC) 
- Ms. Anitha (Superintendent, NWC) 
- Er. Ismail (Secretary, NWC) 
- Ms. Saikha Ravindranath (Asst Prof, Dept of Hindi) 
- Ms. Gayatri (Student Representative) 
- Mr. Moideenkutty K.K. (IAC Coordinator) 
- Ms. Geetha G. (Joint Coordinator) 
- Mr. Jaseel Rahman K. (Joint Coordinator) 



## DISCUSSIONS AND DECISIONS.

- The faculty members discussed the possibilities of implementing the recommendations in the campus.
- All the members agreed to plan and work to fulfill the recommendations.
- IQAC decided to share the work among the faculty members based on the NAAC defined 7 criteria's.
- Selected faculty members were given charges as criteria leaders and a committee including members from both teaching and non-teaching departments was assigned under each leader and the duties were assigned accordingly.

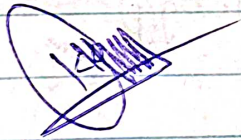
The charge given for faculties is as follows:

- Criteria 1 — Mrs. Chitrakala (Asst. professor, Department of Commerce)
- Criteria 2 — Mr. Jaseel Rahman (Asst. professor, Department of Sociology)
- Criteria 3 — Ms. Anupama S.R (HOD and Asst. Professor, Department of Psychology)
- Criteria 4 — Ms. Ahsana (Asst. professor, Department of Psychology)
- Criteria 5 — Ms. Hasanath Shadiya (Asst. Professor, Department of English)
- Criteria 6 — Ms. <sup>Basheera Sargur</sup> S. Chitrakala (HOD and Asst. Professor, Department of <sup>Journalism</sup> Commerce)
- Criteria 7 — Ms. Rajanath Paramban (Asst. Professor, Department of Arabic).

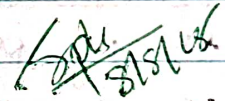
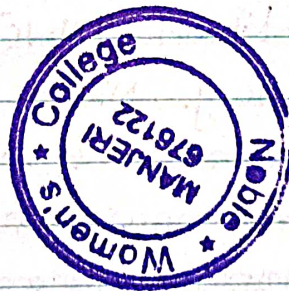
- Previous year annual reports are to be collected by IQAC from the respective HODs and committee members.
- The action plan formulated based on strategic plans should be collected, reviewed and submitted to the management.
- Discussed on new academic programmes and their feasibility and assigned responsibilities for program development and implementation.



- Every department should include more certificate courses, Add on courses, Value added courses, Skill enhancement courses in addition to those already existing to increase the competency of the students.
- Departments should submit the syllabus with course hours and course coordinator names to the IQAC, which is to be further submitted to the staff council for approval.
- Departments should engage students in more extension or outreach activities to bring positive transformations in the behaviour of the students.
- Decided to continue the management scholarship to the students.
- After a detailed discussion with the governing committee representative and other members, they assured to implement the infrastructure facilities as per the recommendations by IQAC.



**Coordinator**  
IQAC  
Noble Women's College  
Manjeri



**PRINCIPAL**  
NOBLE WOMEN'S COLLEGE  
MANJERI, PIN: 676 122



Venue: Seminar Hall

DATE: 12.10.2018

TIME: 3:30 PM to 5:00 PM.

Meeting minutes of the agenda given in the circular  
reg. no. IQAC/2018/10/03.

The Principal welcomed all the members to the meeting.

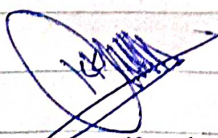
### ATTENDEES.

- Dr PE Abdussalam (chairman) *Spe in 12/10/18*
- Ms. Chitrakala (Asst Prof. & Head, Dept of Commerce) *Chitra*
- Ms. Anupama R (Asst Prof. & Head, Dept of Psychology) *Anu*
- Ms. Shamla P (Asst Prof. & Head, Dept of Sociology) *Shamla*
- Ms. Sakkeena. k.k (Asst Prof. & Head, Dept of Co) *Sakkeena*
- Ms. Saijha Mahesh (Asst Prof. & Head, Dept of English) *Saijha*
- Ms. Saijha Ravindranath (Asst Prof., Dept of Hindi) *Saijha*
- Ms. Taseela. P (Asst Prof., Dept of Arabic) *Taseela*
- Mr. Biju Mathew (Asst Prof., Dept of Psychology) *Biju*
- Ms. Rajani (Chief Librarian, NWC)
- Mr. Ismail (Secretary, NWC)
- Ms. Anitha (Superintendent, NWC) *Anitha*
- Ms. Lubna PK (Alumnus, NWC) *Lubna*
- Ms. Gayatri (Student representative) *Gayatri*
- Mr. Meideankutty KK (IQAC coordinator) *Meideankutty*
- Mr. Jaseel Rahman (joint coordinator) *Jaseel*
- Ms. Geethu G (joint coordinator) *Geethu*

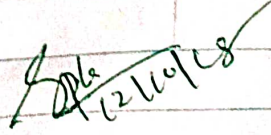


## DISCUSSIONS AND DECISIONS.

- Discussed the progression of accreditation works in the institution so far.
- Initiatives to organize professional development programmes, faculty development programmes, Training programmes, programmes for non-teaching faculties and orientation programmes by management committee members.
- A faculty orientation programme will be conducted annually for providing guidance to the faculties to accomplish the vision and mission of the college. This year Er. Ismail (Secretary of college governing council, NWC) will be addressing the faculty members.
- Departments should submit annual requirements such as lab requirements, library books which will be verified and compiled by the IQAC and submitted to the management for further proceedings.
- Personality development programmes, life skills, capacity building programmes, ICT based learning systems and trainings for effective communication will be provided to the students.
- Teachers should identify the learning levels of students and take appropriate measures to improve their performance to strengthen the teaching-learning process.
- Committees and clubs should focus on identifying the talents of the students.
- Decided to have a frequent interaction with students to know their requirements, if any, and also their feedback on the current system so as to fill the gaps and improve more.

  
Coordinator  
IQAC  
Noble Women's College  
Manjeri



  
PRINCIPAL  
NOBLE WOMEN'S COLLEGE  
MANJERI, PIN: 676 122



Venue: Seminar Hall

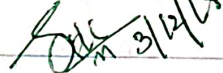
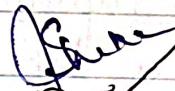

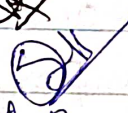

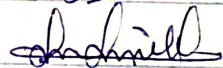
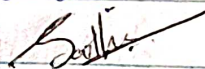
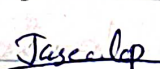
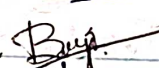


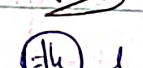
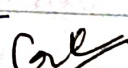


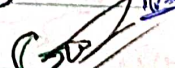
DATE: 03/12/2018

Time: 3:30 PM to 5:00 PM.

Meeting minutes of the agenda given in the circular  
reg.no. QAC/2018/12/04

The meeting was called to order by the Principal. The convened  
read out the minutes of the meeting held on 12-10-2018 confirmed  
and recorded.

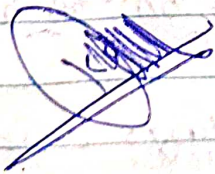
### ATTENDEES

- Dr. P.K. Abdussalam (Chairman). 
- Ms. Chitrakala (Asst. Prof. & Head, Dept. of Commerce) 
- Ms. Anupama R. (Asst. Prof. & Head, Dept. of Psychology) 
- Ms. Saetha Mahesh (Asst. Prof. & Head, Dept. of English) 
- Ms. Shambha P. (Asst. Prof. & Head, Dept. of Sociology) 
- Ms. Sakkeena. K.K. (Asst. Prof. & Head, Dept. of CS) 
- Ms. Sasitha Ravindranath (Asst. Prof., Dept. of Hindi) 
- Ms. Jaseela P. (Asst. Prof., Dept. of Arabic) 
- Mr. Biju Mathew (Asst. Prof., Dept. of Psychology) 
- Ms. Rajani (Chief Librarian, NWC) 
- Er. Ismail (Secretary, NWC) 
- Ms. Anitha (Superintendent, NWC) 
- Ms. Gayatri (Student representative) 
- Mr. Moldeenkutty K. (IAC Coordinator) 
- Mr. Baseel Rahman. K. (Joint Coordinator) 
- Ms. Geetha. G. (Joint Coordinator) 



## DISCUSSIONS AND DECISIONS

- All HoDs are informed to conduct a result analysis for their departments and submit the same to IQAC for compilation and evaluation to review the teaching-learning process in the campus.
- Centralized internal examinations committee were advised to keep all the documents necessary. Ms. Geethu.G (Asst. Professor, Department of English), was given the charge and make regulations and other necessary arrangements for the smooth conduct of the system.
- A tentative date to conduct induction programme for the first year was decided. The College Committee convenes should introduce the role of various committees and clubs to the students and parents.
- The Scholarship Committee should collect the details of minority students and address the updates of the scholarships informed to the students.
- All Heads and Committees were requested to submit their annual action plan.
- The need for a professional development programme for teachers was discussed and many requested to organize training and Faculty Development Programmes related to NAAC Accreditation process.



**Coordinator**  
IQAC  
Noble Women's College  
Manjeri



*Spic 8/12/18*

**PRINCIPAL**  
NOBLE WOMEN'S COLLEGE  
MANJERI, PIN: 676 122



Venue: Seminar Hall

DATE: 07/01/2019

TIME: 3:30 PM - 5:00 PM

Meeting minutes of the agenda given in the Circular  
reg.no. IQAC/2019/01/05.

The Principal called to order the meeting and welcomed the members to the meeting. The coordinator read out the minutes of the meeting conducted on 07-01-2019, and the members approved the same.

### ATTENDEES

### Discussions and Decisions

- A common unique mechanism should be established to evaluate and identify students of different learning levels (slow learners and advanced learners) to provide necessary assistance to their respective learning levels.
- Decided to strengthen the morning activity conducted in each classroom to uplift the knowledge of students in all areas.
- The list of files to be kept and documented by each departments were discussed.
- Decided to give incharge a faculty in each department as department IQAC coordinator for the smooth running of files and activities.
- IQAC was entrusted to conduct the meetings of various committees as and when required.
- All the maintenance work in the campus is to be cleared at the earliest.



DISCUSSIONS AND DECISIONS.ATTENDEES.

- Dr. PK Abdussalam (Chairman) *PK 2/11/19*
- Ms. Chitrakala (Asst Prof. & Head, Dept of Commerce) *[Signature]*
- Ms. Arupama S.R. (Asst Prof. & Head, Dept of Psychology) *[Signature]*
- Ms. Sharmila P. (Asst Prof. & Head, Dept of Sociology)
- Ms. Saktheena K.K. (Asst Prof. & Head, Dept of CS) *[Signature]*
- Ms. Savitha Mahesh (Asst Prof. & Head, Dept of English) *[Signature]*
- Ms. Savitha Ramachandrab (Asst Prof. & Head, Dept of Hindi) *[Signature]*
- Ms. Tasleem P. (Asst Prof. & Head, Dept of Arabic)
- Mr. Biju Mathew (Asst Prof, Dept of Psychology) *[Signature]*
- Ms. Rajani (Chief Librarian, NWC) *[Signature]*
- Er. Ismail (Secretary, NWC) *[Signature]*
- Ms. Anitha (Superintendent, NWC) *[Signature]*
- Mr. Mohammed Saleem (Chief Accountant, NWC)
- Ms. Lathika Jayaram (Councillor, Manjeri Municipality)
- Ms. Gayatri (Student Representative) *[Signature]*
- Ms. Lubna P.K. (Alumnus, NWC) *[Signature]*
- Ms. Moidenkutty (IQAC Coordinator) *[Signature]*
- Mr. Taseel Rahman K. (Joint Coordinator) *[Signature]*
- Ms. Geethu G. (Joint Coordinator) *[Signature]*

*[Signature]*

Coordinator  
IQAC  
Noble Women's College  
Manjeri



*[Signature]* 2/11/19

PRINCIPAL  
NOBLE WOMEN'S COLLEGE  
MANJERI, PIN: 676 122



Venue : Seminar Hall

DATE : 04/03/2019

Time : 8:30 pm - 5:00 pm

Meeting minutes of the agenda given in the circular reg.no. 12 AC / 2019 / 03 / 06.

The principal called to order the meeting and welcomed the members to the meeting. The coordinator read out the minutes of the meeting conducted on 04.01.2019 and the members approved the same.

### ATTENDEES

Dr Ph Abdussalam (Chairman) *Ph*

Ms. Chitakkala (Asst Prof. & Head, Dept of Commerce) *Chit*

Ms. Anupama SR (Asst Prof. & Head, Dept of Psychology) *Anu*

Ms. Shamla P (Asst Prof. & Head, Dept of Sociology) *Sham*

Ms. Sakthina. K. K. (Asst Prof. & Head, Dept of CS) *Sakthina*

Ms. Jaseela P (Asst Prof. & Head, Dept of Arabic)

Mr. Biju Mathew (Asst Prof. & Head, Dept of Psychology)

Ms. Rajani (Chief Librarian, NWC) *Rajani*

Er. Ismail (Secretary, NWC) *Ismail*

Ms. Anitha (Superintendent, NWC) *Anitha*

Mr. Mohammed Saleem (Chief Accountant, NWC) *Mohammed*

Ms. Lubna. P. K. (Alumnus, NWC) *Lubna*

Ms. Gayatri (Student Representative) *Gayatri*

Mr. Moideenkutty KK (IAC Coordinator) *Moideen*

Ms. Geetha. G. (Joint Coordinator) *Geetha*

Ms. Basal Rahman. K. (Joint Coordinator) *Basal*

→ Decided to submit the action plans of all the departments for next academic year as early as possible.



## DISCUSSIONS AND DECISIONS

- Discussed the current quality measures in the institution, highlighting areas of strength and areas that require improvement.
- The committee identified key gaps in the current quality standards, including faculty-student ratios, infrastructure and student support services.
- A Quality Enhancement plan was proposed, focusing on enhancing teaching and learning facilities, faculty development, etc.
- It was suggested to allocate funds and resources for the proposed QEP, prioritizing areas that need immediate attention.
- Discussed to diversify pedagogical approaches to accommodate various learning styles and improve engagement.
- Decided to establish a feedback system to assess the teaching learning evaluation process and also for the NAAC purpose. The process is entrusted to the IQAC team, and emphasized the need to ensure the anonymity and confidentiality of the feedback to encourage honest responses.
- Decided to collect and analyze parental feedback & integrate valuable suggestions into the quality improvement.
- Decided to collect teachers feedback at the end of each academic year by the IQAC and take proper actions based on the same.
- Decided to improve library facilities and infrastructures.
- Decided to involve the students in various extension activities which will be beneficial for the growth and development of local community and to build the social responsibility of the college.

Coordinator  
IQAC  
Noble Women's College  
Manjeri



PRINCIPAL  
NOBLE WOMEN'S COLLEGE  
MANJERI, PIN: 576 122  
4/8/19