



# 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  
**2020-21**



Venue: Googlemeet

Date: 05/05/2020

Time: 10:00 AM to 11:00 AM

Meeting minutes of the agenda given in the circular reg. no. IQAC/2020/05/11

The meeting was called to order by the principal. He welcomed all the members of the meeting.


### ATTENDEES

|                           |   |
|---------------------------|---|
| Dr. CK Abdul Rabbi Nistar | Chairman.                                 |
| Mrs. Chitrakala           | (Asst. Prof. and Head, Dpt of Commerce)   |
| Ms. Anupama SR            | (Asst. Prof. and Head, Dpt of Psychology) |
| Mr. Jaseel Rahman .K      | (Asst. Prof. and Head, Dpt of Sociology)  |
| Ms. Sanitha Mabesh        | (Asst. Prof. and Head, Dpt of English)    |
| Ms. Sanitha Raveendranath | (Asst. Prof. and Head, Dpt of Hindi)      |
| Ms. Raibhanath Paramban   | (Asst. Prof. and Head, Dpt of Arabic)     |
| Ms. Hajara                | (Asst. Prof. Dept of psychology)          |
| Ms. Rajani                | (Chief Librarian, NWC)                    |
| Er. Ismail                | (Secretary NWC)                           |
| Ms. Anitha                | (Superintendent, NWC)                     |
| Ms. Jisna .N.T            | (Asst. Prof. & Head, Dept of CS)          |
| Ms. Basheera Sargui       | (IQAC Coordinator)                        |
| Mr. Safvan .c             | (Joint Coordinator)                       |
| Mr. Abhijith              | (Joint Coordinator)                       |
| Ms. Sameeda               | (Student Representative)                  |



## DISCUSSIONS AND DECISIONS

- The minutes of the previous meeting were read out and confirmed.
- The principal informed all the college will be closed due to covid19 pandemic till the next circular from the university. All the faculty members should follow the guidelines for digital learning.
- The chairman appreciated the initiatives taken by faculty regarding online teaching. It was strongly felt that faculty should keep updating their skills for online teaching.
- Management took an initiative to buy thermal scanner and sanitizer for the college.
- Discussed about the implementation of studios in the college as a part of online class.
- It was decided to prepare the academic calendar for (2020-21) and class wise master timetable
- Online teaching fears were expressed regarding whether all students would have access to the online platform for financial reasons. Or internet due to connectivity issues.
- chairman and IQAC co-ordinator suggested that, Google classroom as one of the platforms, which could be used for assisting the teaching learning process.
- A brief discussion on result analysis was done by the members. Dpt heads discussed various plans formulated to identify advanced and slow learners, the remedial coaching for the slow learners should be conducted on a regular basis

  
Coordinator  
IQAC  
Noble Women's College  
Manjeri



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



Venue:- Google meet

Date: 03/07/2020

Time: 11:00 AM to 12:30 PM

Meeting minutes of the agenda given in the circular reg.no. IQAC/2020/07/12

The meeting was called to order by the principal. He welcomed all the members of the meeting.


### ATTENDEES

Dr CK Abdul Rabbi Nistar chairman. ✓  
Mrs. Chitrakala (Asst. Prof and Head, Dpt of Commerce) ✓  
Ms. Anupama SR (Asst. Prof and Head, Dpt of psychology) ✓  
Mr. Jaseel Rahman K (Asst. Prof and Head, Dpt of sociology) ✓  
Ms. Sanitha Mahesh (Asst. prof and Head, Dpt of English) ✓  
Ms. Sanitha Raveendranath (Asst. prof and Head, Dpt of Hindi) ✓  
Ms. Raihanath Paramban (Asst. prof. Dnd Head, Dpt of Arabic) ✓  
Ms. Rajani (Chief Librarian, NWC) ✓  
Ms. Anitha (Superintendent, NWC) ✓  
Ms. Jisna N.T (Asst Prof & Head, Dept of cs) ✓  
Ms. Basheera Saegui (IQAC coordinator) ✓  
Mr. Safvan C (Joint coordinator) ✓  
Ms. Abhijith (Joint coordinator) ✓  
Ms. Sameeda (Student representative) ✓

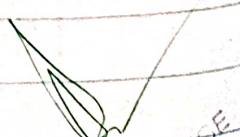


## DISCUSSIONS AND DECISIONS

- The minutes of the previous meeting were readout and confirmed.
- Academic calender:- Mr. Safvan expressed that, due to the pandemic and Online classes, this year's Academic calender is subject to major change. So only an outline has been prepared, which is most likely subject to major changes.
- Cell suggested to conduct webinars to various departments in association with IQAC.
- The Online classes are to be monitored by the respective Heads and Deans.
- Faculty members are instructed to organize mentor - Mentee meetings with their respective departments, with an agenda that includes academic program, grievance, feedback etc.
- IQAC team analysed previous year annual report and improvements have to be done for this year.
- Co-Curricular activity: Students to be instructed to mandatorily enroll in any one club.
- Action plan have to be prepared for this year and the action taken report is analysed.
- It was appreciated that the blocks to online teaching are gradually being overcome by faculty who were initially worried about online teaching.
- Awareness class has been taken for the students about online presentation of seminars.

  
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Venue: Google meet

Date: 07/10/2020

Time: 2:00PM to 3:30PM

Meeting minutes of the agenda given in the circular reg.no. IQAC/2020/10/13

The meeting was called to order by the principal. He welcomed all the members of the meeting.

ATTENDEES.

- Dr CK Abdul Rabbi Nistar Chairman ✓
- Mrs Chitrakala (Asst. Prof. and Head Dpt of Commerce) ✓
- Ms. Anupama SR (Asst. Prof and Head, Dpt of Psychology) ✓
- Mr. Jaseel Rahman K (Asst. Prof and Head, Dpt of Sociology)
- Ms. Subada (Asst. prof and Head, Dpt of English)
- Ms. Sanitha Raveendranath (Asst. Prof and Head, Dpt of Hindi)
- Ms. Raibhanath Paramban (Asst. Prof and Head, Dpt of Arabic) ✓
- Ms. Hajara (Asst. prof. Dept of psychology) ✓
- Ms. Rajani (Chief Librarian, NWC) ✓
- Ms. Anitha (Superintendent, NWC) ✓
- Ms. Jisona N.T (Asst) Prof & Head, Dept of CS)
- Ms. Basheera Begum (IQAC coordinator) ✓
- Mr. Sarvan C (Joint coordinator)
- Mr. Abhijith (Joint coordinator)
- Ms. Sameeda (Student representative)
- Ms. Gayatri (Alumnus, NWC)



Coordinator  
IQAC  
Noble Women's College  
Mangalore

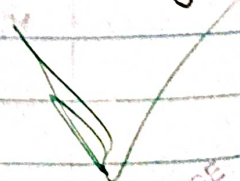


## DISCUSSIONS AND DECISIONS.

- Previous meeting minutes were read out by the co-ordinator and the initiatives taken was approved by the members.
- Internal examinations and assessment is done through online and advised Internal examination cell (IEC) to conduct exams smoothly without any grievances.
- The collection of data for NAAC to be completed at earliest. A review meeting for all seven criteria meet teams of NAAC should be scheduled to update the current status.
- Discussed and analysed the teachers learning outcome.
- The cell encouraged faculties and students to ensure their participation in online presentation.
- Discussed and decided the maximum utilization of digital learning resources
- Decided to conduct university examinations as per university guidelines.
- IQAC organized webinars with the maximum utilization of online platforms.
- Ensured that the online submission of the assignments and seminars are uploaded.
- Discussed about the conduction of induction programs



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Venue: Google meet

Date: 10/02/2021

Time: 10:00AM to 11:30AM

Meeting minutes of the agenda given in the circular reg: no. IQAC/2021/02/14

The meeting was called to order by the principal. He welcomed all the members of the meeting.


### ATTENDEES

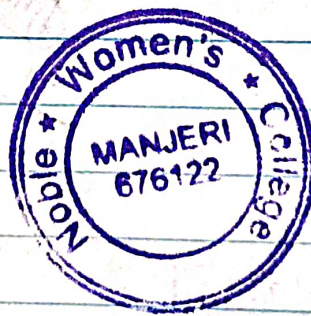
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|---------------------------|--|
| Dr CK Abdul Rabbi Nistar  | Chairman                                 |
| Dr. Chitrakala            | (Asst prof and head, Dpt of Commerce)    |
| Ms. Anupama SR            | (Asst. prof and Head, Dpt of psychology) |
| Mr. Jaseel Rahman K       | (Asst. prof and Head, Dpt of Sociology)  |
| Ms. Subada                | (Asst. prof and Head, Dpt of English)    |
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| Ms. Hajara                | (Asst prof, Dpt of psychology)           |
| Ms. Rajani                | (Chief Librarian, NWC)                   |
| Er. Ismail                | (Secretary, NWC)                         |
| Ms. Anitha                | (Superintendent, NWC)                    |
| Ms. Jisna N.T             | (Asst Prof & Head, Dept of CS)           |
| Ms. Basheera Saeed        | (IQAC Coordinator)                       |
| Mr. Safvan C              | (Joint Coordinator)                      |
| Mr. Abhijith P            | (Joint coordinator)                      |
| Ms. Geeyatri              | (Alumnus, NWC)                           |
| Ms. Sameeda               | (Student representative)                 |

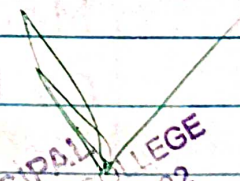


## DISCUSSIONS AND DECISIONS

- The minutes of the previous meeting were readout and confirmed.
- Discussed about the submission of annual report for this academic year.
- Discussed about the preparation of action taken report.
- A brief discussion on result analysis was done by the members.
- The student feedback analysis report on digital teaching during the lockdown imposed due to covid-19 was reviewed.
- Decided to collect feedback from teachers of the academic year.
- IQAC team ensured that that online internal examinations are running smoothly.
- NAAC orientation workshop conducted.
- Decided to purchase podium and psychology lab equipments.

  
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