



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
2021-22



Venue: Google meet.

Date: 24/05/2021

Time: 10:00AM to 11:30AM

Meeting minutes of the agenda given in the circular reg.no IQAC/2021/05/15.

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


ATTENDEES

Dr CK Abdul Rabbi Nistay	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. Raibaranath Paramban	(Asst. Prof and Head, Dpt of Arabic)	✓
Ms. Hajara	(Asst. Prof. Dept of psychology)	Not
Ms. Rajani	(Chief Librarian, NWC)	Prms
Er. Ismail	(Secretary NWC)	✓
Ms. Anitha	(Superintendent, NWC)	✓
Ms. Jisona N.T	(Asst Prof. ^{Head} Dept of CS)	✓
Ms. Basheera Saugui	(Asst prof, IQAC coordinator)	✓
Ms. Saffan-C	(Joint coordinator)	✓
Ms. Abhijith	(Joint coordinator)	✓
Ms. Sameeda	(Student representative)	✓
Ms. Gayatri	(Alumnus, NWC)	✓

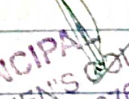
DISCUSSIONS AND DECISIONS

- Previous meeting minutes were read out by the co-ordinator and the initiatives taken was approved by the members.
- The meeting began with a formal welcome to Dr. CK. Abdul Rabbi Nistar, who joined ^{is the} as Principal, the IQAC co-ordinator Mrs. Basheera Sarqui formally welcomed the Principal and other dignitaries present there.
- The minutes of the IQAC meeting held on 20/02/21 were confirmed and the action taken report of the last meeting was tabled for deliberation.
- The agenda of the meeting was the submission of Semester plan.
- Smooth transition to online mode of teaching and learning.
 - Uniform mode of engaging classes must be identified
 - Learning management must be identified
 - To ensure that reading materials are shared, e-contents are developed by the faculty members.
- Mentorship and Counselling activity to be strengthened.
 - Mentors are to interact with students on regular basis.
 - Mentors are to monitor the academic and personal well being of the students on timely basis.
- Faculty Development programmes (FDP): The principal put on record that three online FDP's on "Research methods and Techniques". The feedback received of online workshop were very encouraging.

- A proposal to be submitted to the management for the renovation of medicinal gardens and the beautification of the college campus and also to improve infrastructure facilities.
- Introduction of certificate courses/Add on courses/ value added courses. It was discussed and decided to prepare Syllabus of certificate courses in departments.
- It was emphasized that skill development courses should be encouraged which includes soft skills/ lifeskills and professional skills.
- It was decided to prepare the academic calendar for (2021-22) and class wise master timetable responsibility was assigned to Mr. Safvan. C and Chitrakala. S.
- Remedial Coaching classes: It was discussed and decided to continue remedial coaching classes for slow learners for every department.


Coordinator
IOAC
Noble Women's College
Manjeri




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

Venue: Google meet

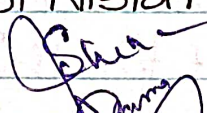
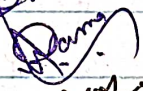
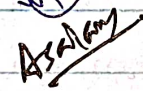



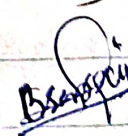
Date: 06/07/2021

Time: 10:00 AM to 11:30 AM

The meeting minutes of the agenda given in the circular reg: no: IQAC/2021/07/16

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

ATTENDEES

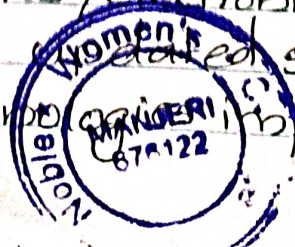
Dr CK Abdul Rabbi Nistar	Chairman	
Dr. Chitrakala	(Asst prof and Head, Dpt of Commerce)	
Ms. Anupama SR	(Asst. Prof and Head, Dpt of Psychology)	
Mr. Abdussalam. MP	(Asst. Prof and Head, Dpt of Sociology)	
Ms. Subada	(Asst. Prof and Head, Dpt of English)	
Ms. Saritha Raveendranath	(Asst. Prof and Head, Dpt of Hindi)	
Ms. Raibhanath Paramban	(Asst. Prof and Head, Dpt of Arabic)	
Ms. Hajara	(Asst Prof, Dpt of Psychology)	
Ms. Rajani	(Chief Librarian, NWC)	
Er. Ismail	(Secretary, NWC)	
Ms. Anitha	(Superintendent, NWC).	
Ms. Biona. N.T	(Asst Prof & Head, Dept of CS)	
Ms. Sameeda	(Student Representative)	
Ms. Gayatri	(Alumnus, NWC)	
Ms. Bashera Saadullah	(IQAC coordinator)	
Mr. Safvan. C	(Joint coordinator)	
Mr. Abhijith. P	(Joint coordinator)	

DISCUSSIONS AND DECISIONS

- The minutes of the previous meeting were read out and confirmed.
- Review and confirmation of minutes of last IQAC meeting.
- The chairman introduced the agenda item, which was to decide on setting MES Keveeyam College, Valanchery as the Mentor College of our college.
- A discussion ensued regarding the sustainability of Keveeyam MES Valanchery College as Mentor College.
- Action taken report for the proposals of last meeting was discussed and confirmed.
- Review of implementation of mentoring and counselling activity was taken.
- To conduct Alumni and Parents Meeting,
 - It was discussed and decided to organize Alumni and parents teacher meeting in the month of November, to strengthen the interaction with Alumni through online platform.
- Decision on more Addon courses and value added education classes for first-year students.
- First installment of Linways management system has been done on first June 2021. The evaluation duty is assigned to Mr. Ishaque.
- The team discussed about the 2F application.
- Chairman informed that in order to improve student performance in competitive examinations, multiple tests were to be conducted for assessment.
- Purchase of library books/electronic equipment in accordance with the stated syllabus that specifies the latest technology implementations.



Coordinator
IQAC
Noble Women's College
Manjeri



Principal
NOBLE WOMEN'S
MANJERI, PIN: 674122

Venue:- Principal's chamber

Date: /10/2021

Time: 2:30 PM to 3:30 PM

Meeting minutes of the agenda given in the circular reg: no IQAC/2021/10/17

The meeting was called to order by the principal. The convener read out the last meeting minutes and it was approved by the members.

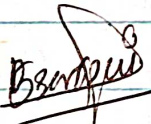
ATTENDEES.

Dr CK Abul Rabbi Nistar	Chairman
Dr. Chitrakala.	(Asst. Prof and Head, Dpt of commerce)
Ms. Anupama SR	(Asst. Prof and Head, Dpt of psychology)
Mr. Abdussalam MP	(Asst. Prof and Head, Dpt of Sociology)
Ms. Hasanath Shadiya	(Asst. Prof and Head, Dpt of English)
Ms. Sanitha Raveendranath	(Asst. Prof and Head, Dpt of Hindi)
Ms. Raibanath Paramban	(Asst. Prof and Head, Dpt of Arabic)
Ms. Hajara	(Asst. Prof, Dpt of Psychology)
Ms. Rajani	(Chief Librarian, NWC)
Er. Ismail	(Secretary, NWC)
Ms. Anitha	(Superintendent, NWC)
Ms. Sameeda	(Student representative)
Mr. Mohammed Saleem	(Accountant, NWC)
Ms. Basheera Saigui	(IQAC Coordinator)
Mr. Safwan C	(Joint Coordinator)
Ms. Abhijith	(Joint Coordinator)
Ms. Jisna N.T	(Joint Coordinator)


DISCUSSIONS AND DECISIONS.

- Previous meeting minutes were readout by the coordinator and the initiatives taken was approved by the members.
- To conduct add-on/value added course.
 - All departments planned and conducted value added courses to enhance skills of students and provide value addition to their undergraduate courses.
- Conducting programs by various departments on gender, equality, Professional ethics etc.
- IQAC suggested to conduct a year long program in connection with Gandhi Jayanthi. Such as Elocution competitions, postermaking competitions. All the departments, clubs and committees are requested to plan for the same.
- A meeting with management and IQAC team is planning to conduct at this month.
- Planned to conducting a webinar on career guidance in association with CIGI Calicut.
- The Rain water Harvesting Project is going to start at this month, not only to prevents water scarcity in the campus, but also provides a sense of water conservation and environment consciousness among students.
- According to the discussion has been done in the previous meetings, Alumni Registration is going to be done at this month, before the grand alumni meet.
- To appoint staff in corridors to maintain discipline. It was discussed & decided to appoint staff in corridors to maintain discipline and also to observe the

- students, whether they are following covid protocols.
- There is a planning to conduct a webinar on IPR
 - Decided to conduct a moral class for students.
 - Discussed about the Net coaching workshop to be given to the students as early as possible.
 - Discussed about the registration of entrepreneurship development club, as a part of this, a food fest is decided to conduct.
 - Discussion regarding the students industrial visits and Internship.


Coordinator
IQAC
Noble Women's College
Manjeri




PRINCIPAL
NOBLE WOMEN'S COLLEGE
MANJERI, PIN: 676122

Venue: Seminar Hall

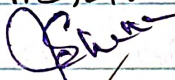





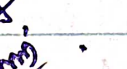


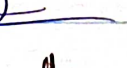





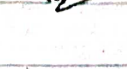
Date: 14/02/2022

Time: 10:00AM to 11:30AM

The meeting minutes of the agenda given in the circular reg.no: IQAC/2022/02/18

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

ATTENDEES


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. Abdussalam MP	(Asst Prof and Head, Dpt of Sociology)	
Ms. Hasurath Bhadiya	(Asst Prof and Head, Dpt of English)	
Mr. Saritha Ravindranath	(Asst prof and Head, Dpt of Hindi)	
Ms. Raibaranath Paramban	(Asst prof and Head, Dpt of Arabic)	
Ms. Hajara	(Asst prof, Dpt of Psychology)	
Ms. Rajani	(Chief Librarian, NWC)	
Er. Ismail	(Secretary, NWC)	
Ms. Anitha	(Superintendent, NWC).	
Ms. Sameeda	(Student Representative)	
Ms. Gayatri	(Alumnus, NWC)	
Ms. Biona-N.T	(Asst Prof & Head, Dept of CS)	
Ms. Basheera Saegai	(IQAC Coordinator)	
Mr. Saivan.C	(Joint coordinator)	
Mr. Abhijith-P	(Joint coordinator)	

DISCUSSIONS and DECISIONS

- To review and confirm the minutes of the last meeting. The co-ordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
- The chairman appreciated the initiatives taken by the staff regarding the Alumni meet.
- Decided to conduct induction program and bridge course.
- It was decided to prepare the department diary, Mentoring register and class diary. The duty was assigned to Mr. Safvan.
- Discussion regarding the feedback analysis: Feedbacks were collected from the students regarding teaching.
- Curricular feedbacks were taken from the faculty members. The faculty members were asked to submit revision in the syllabus.
- The IQAC team is planned to conduct an interaction with faculty members.



Coordinator
IQAC
Noble Women's College
Manjeri



Principal
Noble Women's College
Manjeri, Pin. 676122