

**Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY**

Minutes of the meeting of IQAC with College Governing Body

Date and Time: 27-06-2019

Venue: Principal's chamber

AGENDA

1. Annual Plan of IQAC
2. Analysis of feedback
3. Submission of SSR

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr C Rajesh
3. OC Salahudheen
4. T.K.Saidalikutty
5. TP.Muhammedkutty
6. KTMohammed
7. Dr.K.Hussain
8. K.P.Hassan
9. Muhammed.P
10. N.M.Mujeeb Rahman

DISCUSSION AND DECISIONS

1. The Governing Body members went through the suggestions of various stakeholders on the draft plan of action of IQAC. Modifications were accepted and the annual plan was approved.
2. The Coordinator of IQAC presented the analysis of feedback from various stakeholders. It was recommended that suitable actions shall be taken on the evaluation of feedback.
3. It was decided to speed up the process of preparation of SSR for the third cycle of accreditation

The approved plan of action is:

1. Encourage the enrollment of students from outside the state and international students
2. Encourage departments to start new certificate courses
3. MoU shall be signed with some authorised government agency to conduct certificate courses
4. Innovative ideas for product and process development to be promoted
5. Setting up of E-Content Development Centre
6. Development of e-content by teachers and students to be promoted
7. Development of Learning Management Systems
8. Proper training to teachers and students on e-learning and teaching
9. Mentoring system to be strengthened
10. Reforms in Internal Evaluation System to be implemented
11. Grant for research project by Dr N K Muhammed Chair for value based higher education.

12. Workshop in Media
13. Workshop on Learning outcome analysis
14. Participation of faculty members in the Professional Development Programmes conducted by University Human Resource Centre may be encouraged.
15. Publication of articles in journals/books by the faculty members to be encouraged
16. Award for extension activity
17. Encourage the linkages between institutions for student projects
18. MoU s with institutions of National/international importance
19. Shodhganga Membership, E journals, E books
20. Increase the accession of students and teachers to library
21. Scholarships to students need to be increased
22. Competence building initiatives: Guidance for competitive examinations, career counseling, soft skill development, etc.
23. Promotion of Alumni involvement in developmental activities of college Implementation of e-governance
24. Facilitation Centre for self-employment of girl students
25. Organising academic seminars in connection with 150th birth anniversary of Mahatma Gandhi
26. Seminar on constitutional values
27. News channel for college
28. Green practices in campus
29. Incentives to teachers
30. Professional development programmes for TS and NTS
31. Applying for NIRF
32. Applying for 3rd cycle of NAAC accreditation

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with Dr.R.Selvam For External Academic Audit

No. IQAC/2019-20/02

Date and Time: 22-10-2019, 11.30 AM

Venue: AV Hall

AGENDA

1. External Academic Audit
2. SSR submission

MEMBERS PRESENT

1. Dr.Abdul Hameed.C	2. Dr C Rajesh	3. Nisab.T	4. Haritha.PH
5. Shabna.P	6. Mubeena.C	7. Neethu.PS	8. Dhanya Balachandran
9. Sinija.A.S	10. Sini.V.T	11. Shaheera.T	12. Dr.Amritha.N.P
13. Dr.Divya.M	14. Dr.Deepa Viswan	15. Fasna Nasrin.A.T	16. Sayed Hussain
17. Muhammed Afsal	18. Dr.Jiyas.K	19. Riyas.E.K	20. Mohammed Shehbas
21. Surjith.V.P	22. Shahil Mon	23. Ahsan Vaseem.P	24. Nabeel Rashin
25. V.C.Suresh	26. Muhammed Jaseem	27. Santosh Babu	28. Muhammed Shibu
29. Dinil	30. Saleena.EC	31. Summayya.T	32. Kavitha.P
33. Divya.K	34. Preethy Alex	35. Neeraja.N.M	36. Sajitha.E.M
37. Sivya	38. Jisha Krishnan	39. Summayya m.ali	40. Suraja.P.V
41. Resmi.M	42. Nasla.N.V	43. Basima.P	44. Soumini.C
45. Renuka jyothi	46. Reji.A.L	47. Rukshana	48. Rasheed.K
49. Muneera.K	50. Preetha.S.R	51. Rukkiya.K.M	52. Najiya.K.V
53. Raseena.P	54. Fareeda.P	55. Aiswariya Rasmi	56. Krishna Prabha
57. Salini.K	58. Prabhina.V.P	59. Najla.K	60. Sulfath
61. Najila.T.Y	62. R.Suchitra	63.	64.

DISCUSSION AND DECISIONS

1. Dr Selvam presented the findings of external academic audit of the year 2018-19. He made certain suggestions for improvement
2. Discussion was done on the draft SSR prepared. Discussed about the modifications responses of qualitative matrices

Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of meeting of IQAC with SQAC members

No. IQAC/2019-20/03

Date and Time: 29-11-2019, 10.30 AM

Venue: AV Hall

AGENDA

1. Discussion on preparation for NAAC visit
2. Suggestions from students for quality improvement

MEMBERS PRESENT

SL#	Name	Dept
1.	Dr.Abdul Hameed.C	Principal
2.	Dr.C.Rajesh	Vice Principal
3.	Surjith.VP	Malayalam
4.	Saniga Subramaniyan	1 st Psychology
5.	Fathima Rashida	1 st Mcom
6.	Karthika.P	1 st Msc Phy
7.	Supriya.K	1 st MA Eng
8.	Fathima Suhaila.V.K	1 st Mcom Fin
9.	Fathima P.M	1 st Bcom CA
10.	Ameena Murshida	1 st BVOC Opto
11.	Nazrin.K.P	1 st BVOC Opto
12.	Akshaya.K	1 st BA Eng
13.	Aysha Sunayna	1 st BA Eng
14.	Hannath Saidalavi	1 st Bsc Psychology
15.	Sadiya Thasni	1 st Bsc Zoology
16.	Namitha P	1 st Bcom Self

	Thasna Sherin	1 st BCA
18	Shaika Shareef	3 rd Bcom Fin Self
19	Fathimath Shaheera	3 rd Bcom Self
20	Haneena Nasreen K	2 nd Bvoc Optometry
21	Ihsana TP	1 st PC
22	Muneesha Thesni	1 st Bsc Physics
23	Shabeeba Thesni	3 rd PC
24	Riyan Mirsha	3 rd PC
25	Shamna	3 rd Psychology
26	Nidha	3 rd Psychology
27	Vismaya.K.Vijayan	3 rd Bsc Physics
28	Fathima.KK	1 st Bsc Psychology
29	Safna Binsi	3 rd Bcom CA
30	Vidhya NP	3 rd Bcom Fin
31	Shadiya.KP	3 rd Bsc Physics
32	Midhun.G	3 rd Bsc Physics
33	Mohammed Imran.T.P	3 rd Bsc Physics
34	Prinshu Prasad	3 rd Bsc Zoology
35	Shamnas.MK	3 rd Bsc Zoology
36	Jabin Farhan	3 rd Bcom Fin
37	Fayas.Ck	1 st Bcom Fin
38	Mohammed Haizam	1 st Bcom Fin
39	Aiswarya.D.Nair	1 st Bcom Fin


	Saood	2 nd Bvoc Opto
41	Mohammed Hashim	2 nd Msc Che
42	Faseel	1 st BCom CA
43	Hiba Parveen	3 rd BA Eng
44	Ankul	1 st Bvoc Opt
45	Sai Krishna	1 st Bvoc RM
46	Muhammed Ashiq P	1 st Bsc Zoo
47	Ayisha Hiba	1 st Bvoc RM
48	Sameela.MK	1 st Bvoc RM
49	Hadiya.A	1 st Msc Zoology
50	Nidha Hasmi	1 st Msc Zoology
51	Bushra	1 st Bsc Physics
52	Ajmal Shareef	1 st Bsc Physics
53	Lahan	1 st PC
54	Fathimath Shana	1 st PC
55	Nabeela.K	2 nd Bvoc RM
56	Santra	2 nd Bvoc RM
57	Nausharina Parveen	3 rd BA FE
58	Fida Lulu	1 st Msc PC
59	Mohammed Mirash	3 rd Bcom Self
60	Salmanul Faris	2 nd Bvoc RM
61	Ahammed Safwan	1 st Bcom Self
62	Jawahir Jamal	1 st BCA

	Shahinsha Abdurahiman	3 rd Bcom CA
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DISCUSSION AND DECISIONS

1. IQAC coordinator intimated the students about the preparations for NAAC visit
2. Suggestions were invited from SQAC members for quality improvement
3. There was a suggestion for improvements in the OPAC system of library. Some of the members suggested the facility for digital learning.


Dr C Rajesh
IQAC Coordinator


Dr. Abdul Hameed.C
Principal



**Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY**

Minutes of the meeting of IQAC on Analysis of learning outcome

No. IQAC/2019-20/04

Date and Time: 04-12-2019, 1.30 PM

Venue: AV Hall

AGENDA

1. Tools for evaluation of learning outcome

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Dr.Nabeel Rashin
3. Shahilmon.PP
4. Sulfath.P
5. Salini.K
6. Rukkiya.K.M
7. Jaseela.M.A
8. Anagha.O.N
9. Raseena.P
10. Reji.AL
11. Krishnaprabha.K.S
12. Resmi.M
13. Muneera.K
14. Dr.Divya.M
15. Riyas

DISCUSSION AND DECISIONS

1. IQAC coordinator in his welcome address stressed the need of outcome based education. Prof. Muneera K and Dr Nabeel Rashin detailed the process for analysis of Course and Programme outcome.



Dr C Rajesh
IQAC Coordinator



Dr.Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with Women Development Cell

No. IQAC/2019-20/05

Date and Time: 06-12-2019, 11.30 AM

Venue: AV Hall

AGENDA

1. Discussion on activities under Women Development Cell

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Reji.AL
3. Preethy Alex
4. Soumini.C
5. Dr.Amritha.NP
6. Dhanya Balachandran
7. Nasla.NV

DISCUSSION AND DECISIONS

1. IQAC Coordinator in his welcome addressed stressed the need for strengthening of activities under Women Development Cell. He suggested the launching of a facilitation centre for the self-employment of girl students. There was discussion on the functioning of the cell. There was discussion on the celebration of international women's day,

Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with SSR core group members

No. IQAC/2019-20/06

Date and Time: 12-12-2019, 03.30 PM

Venue: AV Hall

AGENDA

1. Discuss The Submission Of SSR

MEMBERS PRESENT

1. Dr.C.Rajesh	2. Sumayya Mohammedali	3. Muneera.K
4. Nisab.T	5. Sivya Vasudevan	6. Harsha.K
7. Dhanya Balachandran	8. Dr.Jisha.VS	9. Dr.Soumini.C
10. Nasla.N.V	11. Basima.P	12. ShahilMon.PP
13. Dr.Suraja.PV	14. Dr.JishaKrishanan	15. AthiraRadhkrishnan
16. Fareeda	17. Haritha.PH	18. Dr.Najla.TY
19. Dr.Saifunnessa.TK	20. Mohammed Shehbas	21. Dr.Nabeel Rashin
22. Dr.Abdul Hameed	23.	24.

DISCUSSION AND DECISIONS

1. IQAC Coordinator intimated about the acceptance of IIQA. There was discussion on the draft SSR prepared. Modifications were suggested on the responses of qualitative matrices.

Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with teaching staff

No. IQAC/2019-20/07

Date and Time: 04-01-2020, 10.00 AM

Venue: Conference Hall

AGENDA


1. Reading of the SSR, before submission.
2. Discussion about programmes in connection with 150th birth anniversary of Mahatma Gandhi


MEMBERS PRESENT

1. Dr.Abdul Hameed	2. Dr.C.Rajesh	3. Dr.Muhammed Riyas
4. Dr.HabeebRahiman	5. Salmanul Haris	6. KrishnaPrabha
7. Sumayya Mohammedali	8. Nasla.NV	9. Resmi.M
10. Muneera.K	11. Dr.Preetha.SR	12. Sulfath.P
13. Dr.AiswariyaRasmi	14. R.Sujithra	15. Mubeena.C
16. Raseena.P	17. Fareedha.P	18. Haritha.PH
19. Neeraja.NM	20. Neethu.PS	21. Dr.Saifunneesa
22. Sivya Vasudevan	23. Sajitha.EM	24. Harsha.K
25. Najla.K	26. Divya.K	27. Surjith.VP
28. Rasheed.K	29.	30.

DISCUSSION AND DECISIONS

1. The draft of SSR was read before the teaching staff. Suggestions and modifications were raised by some of the teachers.
2. IQAC coordinator briefed the meeting about the programmes being organized in connection with the 150th birth anniversary of our father of nation.


Dr C Rajesh
IQAC Coordinator


Dr.Abdul Hameed.C
Principal



**Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY**

Minutes of the meeting: Staff meeting preparation of NAAC visit

No. IQAC/2019-20/08

Date and Time: 17-01-2020, 03:30 PM

Venue: ICT Lab

AGENDA

Preparations for NAAC visit

MEMBERS PRESENT


1	Dr C Abdul Hameed
2	PC Santhosh Babu
3	Athira Radhakrishnan
4	Neeraja NM
5	Mubeena C
6	Saline K
7	Jaseela MA
8	Resmi M
9	Dr. Jisha Krishnan EK
10	Sulfath P
11	R Sujithra
12	Febina K
13	Raseena P
14	Vichithra K
15	Neethu PS
16	Fareeda P
17	Dr. Jiyas K
18	Muhammed Jaseem A
19	Ahsan Vaseem P
20	Sayed Hussain
21	Dr. Nabeel Rashin
22	Dr. Muhammed Riyas K
23	Rasheed K
24	Salmanul Haris EK
25	Jisha VS
26	Saleena EC
27	Nufaila K
28	Shabeera T
29	Sini VT
30	Dr. Rukhsana K
31	Sinija AS
32	Fasna Nasrin AJ
33	Krishna Prabha KS

34	Sumayya Mohammed Ali
35	Shabna P
36	Nasla NV
37	Basma P
38	Soumini C
39	Harsha K
40	Dr C Rajesh

DISCUSSION AND DECISIONS

1. IQAC coordinator briefed the meeting about the SSR submission. He started discussion on the preparations for NAAC visit. Members of staff expressed their own suggestions about preparations.


Dr C Rajesh
IQAC Coordinator


Dr. Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: Staff Meeting
No. IQAC/2019-20/09
Date and Time: 28-01-2020, 03.30 PM
Venue: AV Hall

AGENDA

1. Preparation for NAAC visit

MEMBERS PRESENT

1	Nisab T
2	Rasheed K
3	Muhammed Shibu
4	Surjith VP
5	Abdul Gafoor KP
6	Muhammed Jaseem A
7	Dhanya Balakrishnan
8	Dr. Sailaja U
9	Dr. Nabeel Rashin
10	Dr. K Muhammed Riyas
11	Sayed Hussain
12	Muhammed Afsal A
13	Sinija AS
14	Divya M
15	Shaheera T
16	Shahil Mon PP
17	Shabna P
18	Hasnath T
19	Febina K
20	Fasna Nasrin At
21	Nufaila K
22	Salcena EC
23	Harsha K
24	Reji AL
25	Sini VT
26	Neeraja NM
27	Neethu PS
28	Dr. Jisha VS
29	Mubeeba C
30	Haritha PH
31	Sumayya Tharayil
32	Kavitha P

DISCUSSION AND DECISIONS

1. IQAC Coordinator started discussion on the preparation for NAAC visit. Principal stressed the importance of up keeping of files in the departments and the updation of infrastructural facilities also. Suggestions were made by teachers.

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: Meeting of coordinators of clubs and forms

No. IQAC/2019-20/10

Date and Time: 31-01-2020, 03:45 PM

Venue:

AGENDA

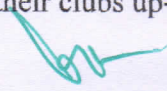
1. NAAC Visit preparation


MEMBERS PRESENT

1	Dr. Rukhsana K
2	Athira Radhakrishnan
3	Dr. Aiswarya Rasmi MN
4	Dr. Muhammed Riyas K
5	Najiya KV
6	Sivya Vasudevan KK
7	Dr. Nabeel Rashin M
8	Dr. Divya M
9	Sinija AS
10	Sayed Hussain
11	Dr. Suraja PV
12	Dr C Rajesh

DISCUSSION AND DECISIONS

1. IQAC Coordinator started the discussion. He asked the coordinators of various clubs and forum to prepare the annual reports urgently and to make all the documents related to their clubs up-to-date. It was also directed to prepare a draft presentation of the club.


Dr C Rajesh
IQAC Coordinator


Dr. Abdul Hameed.C
Principal



**Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY**

Minutes of the meeting: Staff meeting
No. IQAC/2019-20/11
Date and Time: 03-02-2020, 03:45 PM
Venue: AV hall

AGENDA

Preparation for NAAC visit

MEMBERS PRESENT


1	
2	
3	Sini VT
4	Shabna P
5	Preethy Alex
6	PC Santhosh Babu
7	Rukkiya KM
8	Dinil S
9	Jaseela MA
10	Fareeda P
11	Basima P
12	Sumayya Tharayil
13	Haritha PH
14	Mubeena C
15	Sulfath P
16	Dr. Aiswarya Rasmi MN
17	Sinija AS
18	Soumini C
19	Muncera K
20	Reji AL
21	Surjith VP
22	Dr. K Muhammed Riyas
23	Sayed Hussain
24	Dhanya Balakrishnan
25	Salmanul Haris EC
26	Fasna Nasrin AT
27	Febina K
28	Muhammed Shibu
29	Resmi M
30	Muhammed Jaseem A
31	Dr. Rukhsana K
32	Nasla NV
33	Mohamed Shehbas C

34	Abdul Gafoor KP
35	Dr. Divya M
36	Shabeera T
37	Raseena P
38	Neethu PS
39	Ahsan Vaseem P
40	Neeraja NM
41	Sajitha EM
42	Muhammed Afasl A
43	Harsha K

DISCUSSION AND DECISIONS

1. IQAC coordinator started discussion on the preparation for NAAC visit. Guidelines were issued to departments for the preparation of PowerPoint Presentations.


Dr C Rajesh
IQAC Coordinator


Dr. Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting IQAC with nodal officers of various statutory committees

No. IQAC/2019-20/12

Date and Time: 04-02-2020, 03:30 PM

Venue: Conference hall

AGENDA

1. Preparations for NAAC visit

MEMBERS PRESENT

1	Dr. Abdul Hameed C
2	Dr. C Rajesh
3	Rukkiya
4	Preethy Alex
5	Jaseela MA
6	Nisab T
7	Mohammed Shibu
8	Dr. Preetha SR

DISCUSSION AND DECISIONS

1. IQAC coordinator started discussion on the preparation of NAAC visit. He asked the nodal officers to update all the files related to their committees

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with SSR core committee

No. IQAC/2019-20/13

Date and Time: 12-02-2020, 11:30 AM

Venue: Conference hall

AGENDA

1. Discussion on DVV clarifications

MEMBERS PRESENT

1	Dr. C Abdul Hameed
2	Dr C Rajesh
3	Dr Najila TY
4	Dr Nabeel Rashin
5	Dr Sailaja U
6	Nisab T
7	Dr Soumini C
8	Athira Radhakrishnan
9	Dr Jisha VS
10	Rasheed K
11	Sumayya

DISCUSSION AND DECISIONS

1. IQAC coordinator reported that the NAAC has sought some clarifications about the SSR. Meeting discussed about the DVV clarifications.

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with SSR core committee

No. IQAC/2019-20/14

Date and Time: 30-03-2020, 11:30 AM (Online)

Venue: Conference hall

AGENDA


1. Promotion of extension activities in the wake of COVID 19 pandemic
2. Initiatives for E-Teaching and learning
3. Analysis of feedback

MEMBERS PRESENT

1. Dr C Abdul hameed
2. Dr C Rajesh
3. Dr. Najila TY
4. Dr Sailaja U
5. Prof. Nisab T
6. Prof. Krishnaprabha KS
7. Dr Santhoshbabu PC
8. Prof. K M Rukkiya
9. Dr Habeebrahman
10. Prof. K P Hassan

DISCUSSION AND DECISIONS

1. IQAC Coordinator started discussion about the conditions awakened due to COVID 19 pandemic.
2. The importance of involvement of various departments in extension activities in support of the pandemic is stressed
3. Department of Chemistry may take initiative in the production and distribution of hand sanitisers
4. NSS units can take initiative in the distribution of face masks
5. Importance of promotion of online teaching-learning was discussed. It was decided to conduct online workshop about digital learning to students and teachers
6. Feedback on curriculum received from various stakeholders was analysed.


Dr C Rajesh
IQAC Coordinator


Dr. Abdul Hameed.C
Principal

