

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2021-22/I
Date and Time: 14-06-2021, 11:30 AM
Venue: Online Mode

AGENDA


1. Discussion on departmental presentations


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Dr. Sailaja U
4	Krishnaprabha
5	Rukkiya K M
6	Prof. Shahid P P
7	Prof. Muneera
8	Dr. Nabeel Rashin M

DISCUSSION AND DECISIONS

1. A cursory glance at all department presentations.
2. Evaluation of the quality initiatives incorporated into the department action plan.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

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

Minutes of the meeting: Preparations for NAAC
No. IQAC/2021-22/2
Date and Time: 27-07-2021, 02:30 PM
Venue: AV Hall

AGENDA


1. To apprise the preparations for the NAAC visit to be held on 6 and 7 August 2021
2. To discuss the smooth conduct of the visit.
3. Discussion on work done by SSR preparation committees.

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Nisab T
4	Krishana Prabha
5	Dr. Nabeel Rashin M

DISCUSSION AND DECISIONS

1. The principal directed all the departments to prepare themselves for ensuring smooth functioning of the NAAC Visit.
2. Update pending files on a war footing basis
3. Work done by seven committees of SSR were discussed and impending work is planned step by step.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

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

Minutes of the meeting: Preparations for NAAC
No. IQAC/2021-22/3
Date and Time: 29-07-2021, 11:30 AM
Venue: AV Hall

AGENDA

1. Preparations for the NAAC visit in the departments and by the clubs and forums

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Prof. Krishnaprabha
4	Habeeburahiman Dr. Preetha SR
5	Rukkiya KM
6	Dr. Sailaja U
7	Dhanya Balachandran
8	Soumini C
9	Suhaila MP
10	Muneera K
11	Preetha S R
12	Nisab T
13	Shahil Mon
14	Nuhammed Shibu K
15	Dinil S
16	Dr. Saifunneesa
17	Mridul C Mrinal
18	Jithin Kumar P
19	Ameennudheen
20	Nisar V P
21	Sanoobiya O
22	Dr. Nabeel Rashin
23	Nusrath U
24	Dr. Santhosh Babu

DISCUSSION AND DECISIONS

1. Departments were asked to update any files and do any other beautification necessary.
2. The IQAC requires all departments to submit AQAR's updates as soon as possible.
3. All sub committees of the NAAC organizing committee appraised the meeting of the preparations



Dr. Najila TY
IQAC Coordinator



Dr. C Rajesh
Principal

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Minutes of the meeting: IQAC

No. IQAC/2021-22/4

Date and Time: 05-08-2021, 03:30 PM

Venue: Principal's Chamber

AGENDA


1. Conduct of FDP's
2. Conduct of internal evaluations


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Krishnaprabha
4	Nisab T
5	Dr. Nabeel Rashin
6	Dr. Sailaja U
7	Prof. Rukkiya
8	Dr. Santhosh Babu
9	Prof. Shahid P P
10	Dr. Preetha S R
11	Nusrath
12	Dr. Saleena
13	Dr. Aiswarya Reshmi
14	Dr. Habeeb Rahman

DISCUSSION AND DECISIONS

1. It was decided to conduct subject specific FDP's on pedagogy by all departments by 31.08.2021
2. Internal tests to be conducted this month
3. It was decided to conduct FDP on Teaching Language and Literature, IPR GST Research Methodologies-A Vignette


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

**Internal Quality Assurance Cell
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Minutes of the meeting: IQAC
No. IQAC/2021-22/5
Date and Time: 20-09-2021, 03:30 PM
Venue: Online

AGENDA

1. Discuss the conduct of a webinar on NEP
2. The organizing of an FDP on classroom communication and professional development

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Krishnaprabha
4	Nisab T
5	Dinil S
6	Dr. Jishs V S
7	Dr. PC Santhosh Babu
8	Dhanya Balachandran
9	Fareeda P
10	Shajid P P
11	Dr. K Muhammed Riyas
12	Najiya KV
13	Dr. Preetha SR
14	Dr. Soumini C
15	Dr. Habeebu Rahman
16	Nusarth U
17	Dr. Saleena E C
18	Muneera K

DISCUSSION AND DECISIONS

1. It was decided to expand the career guidance cell with members from each department.
2. Nominations for suvidya scholarship to be invited
3. Departmental audits will be completed soon
4. A FDP on NEP: Blended Learning- Prospects and challenges to be conducted on September
5. A workshop on professional development to be conducted in the offline mode, with the participation from mentee colleges.



Dr. Najila TY
IQAC Coordinator



Dr. C Rajesh
Principal

Internal Quality Assurance Cell
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Minutes of the meeting: IQAC
No. IQAC/2021-22/6
Date and Time: 07-10-21, 1:00 PM
Venue: Conference Hall

AGENDA


1. Research promotion
2. Activities to be undertaken
3. Celebration of Girl Child Day


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Dr. PC Santhosh Babu
4	Dr. Priya
5	Dr. Sailaja U
6	Dr. Saifunneesa
7	Dr. Preetha SR
8	Dr. Jisha V S
9	Dr. Reji A L
10	Dr. Soumini C
11	Dr. Muhammed Riyas K

DISCUSSION AND DECISIONS

1. Suggestions from various council to be added
2. Framing of Research policies for promoting research culture and organization of Conferences/Workshop/FDP/STTP etc.
3. Decided to recommend to take necessary action to submit proposals and applications
4. Suggested that research culture should be inculcated in academics
5. Conduct of College Making Competition as part of International Girl Child Day on 11th October


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

**Internal Quality Assurance Cell
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Minutes of the meeting: IQAC convened a WEC, IEDC, MANCRE, NBA
No. IQAC/2021-22/7
Date and Time: 07-10-2021, 03: 30 PM
Venue: Principal's Chamber

AGENDA

1. Discussion of the activities to be undertaken.

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Sinija A A
4	Rameena K A
5	Dr. Soumini C

DISCUSSION AND DECISIONS

1. Prepare a proposal to apply to the National Women Commission.
2. Revive the Jeevanam project and allot a day for the sale of girl student's products.
3. Starting Entrepreneurial facilitation centre
4. Entrepreneurial Ventures

Dr. Najila TY
IQAC Coordinator

Dr. C Rajesh
Principal

**Internal Quality Assurance Cell
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Minutes of the meeting: IQAC convened a meeting of Transit and focus convenors
No. IQAC/2021-22/8
Date and Time: 08-10-2021, 3:00 PM
Venue: Principal's Chamber

AGENDA

1. Induction of new students into the programmes

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Resmi M
4	Dr. Reji A L

DISCUSSION AND DECISIONS

1. Career guidance and orientation for and final year students to be conducted as part of FOCUS
2. A meeting of PG students to orient them about NET exams and do sessions for NET general paper and subjects later.
3. Focus students group may be taken on motivational visits to HEIS

Dr. Najila TY
IQAC Coordinator

Dr. C Rajesh
Principal

Internal Quality Assurance Cell
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Minutes of the meeting: IQAC
No. IQAC/2021-22/9
Date and Time: 02-11-2021, 10:30 AM
Venue: Conference Hall

AGENDA


1. Workshop to be conducted on November 5.
2. Skill School for certificate courses in collaboration with Keltron
3. Career guidance and appointment of placement officer
4. International conference to be conducted.
5. Student entrepreneurial development and support (Financial)
6. E-service centre


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Aiswarya Resmi M N
4	Ameenudheen
5	Dinil S
6	Dr. Sailaja U
7	Dr. Gouri
8	Habeeburahiman
9	Rukkiya KM
10	Santhosh Babu
11	Nusrath U
12	Priya T V
13	Fareeda P

DISCUSSION AND DECISIONS

1. Take geo-tagged photos of all programmes
2. Launching of skill school on November 5 and inviting application from students
3. Entrepreneurial support of up to Rs.10,000 for students.
4. Placement officer to be appointed.
5. Workshop on Classroom Communication and Professional Development on November 5 2021.
6. International conference with resource persons from all departments.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
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Minutes of the meeting: IQAC
No. IQAC/2021-22/10
Date and Time: 16-12-2021, 02:30 PM
Venue: Conference Hall

AGENDA


1. Conduct of Student Seminars or programmes
2. Consolidate attendance and ensure regularity.
3. Conduct of Webinars


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Santhosh Babu
4	Nisab T
5	Dr. Jisha V S
6	Dr. Sailaja U
7	Krishnaprabha
8	Habeeburahiman
9	Shajid P P
10	Fareeda P
11	Ameenudheen
12	Dr. Muhammed Riyas K
13	Muneera K
14	Dr. Preetha S R
15	Rukkiya K M
16	Nusrath U

DISCUSSION AND DECISIONS

1. International Student Webinar on Writing Across Boundaries
2. The Committee has recommended to ensure the following attendance percentage as per the regulations for minimum requirement of attendance
3. Students Attendance records must be updated periodically.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
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Minutes of the meeting: IQAC
No. IQAC/2021-22/11
Date and Time: 03-01-2022, 02:30 PM
Venue: Conference Hall

AGENDA


1. Submission of NIRF, AQAR and AISHE data
2. Result analysts
3. Conduct of an International Conference


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Santhosh Babu
4	Suhaila M P
5	Aiswarya Resmi M N
6	Dr. Muhammed Riyas K
7	Dinil S
8	Habeeburahiman
9	Shajid P P
10	Jisha T P
11	Ameenudheen
12	Gouri Priya
13	Muneera K
14	Dr. Preetha S R
15	Rukkiya K M
16	Krishnaprabha
17	Najiya K V

DISCUSSION AND DECISIONS

1. Submit result analysis of the previous two years
2. Submit all other relevant data in a timely manner
3. Conduct extension and certificate courses.
4. Conduct an international conference in the third week of January.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

**Internal Quality Assurance Cell
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Minutes of the meeting: IQAC core committee
No. IQAC/2021-22/12
Date and Time: 05-01-2022, 11:40 AM
Venue: Conference Hall

AGENDA

1. Submission of AQAR

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Raseena P
4	Suraja P V
5	Alag Tarana
6	Krishnaprabha
7	Dr. Nabeel Rashin M

DISCUSSION AND DECISIONS

1. Submit result analysis of the previous two years
2. Submit all other relevant data in a timely manner
3. The committee decided to select and sort the criterion in AQAR in which the write up has to be prepared by the committee.
4. Conduct extension and certificate courses.
5. Conduct of an international conference.



Dr. Najila TY
IQAC Coordinator



Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC core committee
No. IQAC/2021-22/13
Date and Time: 16-02-2022, 11:40 AM
Venue: Principal's Chamber

AGENDA

1. Discussing status of AQAR 2020-21

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Raseena P
4	Suraja P V
5	Alag Tarana
6	Krishnaprabha
7	Dr. Nabeel Rashin M
8	Nisab T

DISCUSSION AND DECISIONS

1. The IQAC coordinator briefed the importance of AQAR submission
2. The IQAC coordinator enquired the status of each criterion to the concerned coordinators and presentation is scheduled for understanding the status
3. The analysis of feedback is to be done immediately
4. A few suggestions for minor changes were made and the Principal and Coordinator IQAC were authorized to make necessary changes and proceed with the submission.
5. Finalize the AQAR for the Academic year 2020-21, and upload it on the NAAC website within stipulated time.
6. Regular follow up by each member

Dr. Najila TY
IQAC Coordinator

Dr. C Rajesh
Principal