

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

Minutes of the meeting of IQAC  
No. IQAC/2014-15/01  
Date and Time: 02.07.2014, 02.30 PM  
Venue: Conference Hall

**AGENDA**

1. Website updation
2. File checking visit-schedule preparation
3. Review of activity reports

**MEMBERS PRESENT**

1. KH Abdul Razaq
2. PM Khairunnissa
3. Jaleel.TK
4. K.J.Thomas
5. Dr.MP.Uppnikrishnan
6. CK.Hassan
7. Dinil.S
8. Sajid A Latheef
9. Sajid.PP
10. Dr.Sailaja.U
11. Dr.Abdul Hameed.C

**DISCUSSION AND DECISIONS**

1. Departments were encouraged to upload study materials, question papers, and student details to college website
2. A schedule was prepared to visit the departments from 10<sup>th</sup> July 2014 onwards
3. It was decided to conduct a meeting of club coordinators to review the activities.
4. Faculties were asked to conduct tutorial meetings every month
5. A committee was formed to proofread the college union magazine of the year 2014.
6. It was decided to invite Dr.Vinodkumar,Mampad,MES college to give an awareness on API score

**Dr C Rajesh**  
IQAC Coordinator

**Dr P Mohammedali**  
Principal

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Minutes of the meeting of IQAC with non teaching staff

No. IQAC/2014-15/02

Date and Time: 17.07.2014, 03.30 PM

Venue: Conference Hall

**AGENDA**

1. Preparation of office files for NAAC visit.
2. Discussion regarding office matters

**MEMBERS PRESENT**

1. M.Anitha
2. P.T.Begum
3. Haneefa.CP
4. Muhammed Abdurahiman
5. CP.Alavikutty
6. CH Usman
7. Bindu
8. Mansoor

**DISCUSSION AND DECISIONS**

1. NTS were asked to prepare the files promptly for upcoming NAAC visit
2. Opinions were collected among the office staff regarding the updation of TCS
3. Decision was made to allot ADHOC staffs to assist office work.

  
**Dr C Rajesh**  
IQAC Coordinator

  
**Dr P Mohammedali**  
Principal

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Minutes of the meeting of IQAC

No. IQAC/2014-15/03

Date and Time: 05.08.2014, 03.00 PM

Venue: Conference Hall

**AGENDA**

1. Conduct of extension activities
2. Preparation regarding college election
3. Conducting bridge course for first year students

**MEMBERS PRESENT**

1. PM Khairunnissa
2. Jaleel.TK
3. K.J.Thomas
4. Dr.MP.Unnikrishnan
5. KH Abdul Razaq
6. CK.Hassan
7. Dinil.S
8. Sajid.PP
9. Dr.Sailaja.U
10. Dr.Abdul Hameed.C
11. Sajid A Latheef

**DISCUSSION AND DECISIONS**

1. Depts. were encouraged to conduct extension activities
2. Dept of chemistry was asked to speed up the publication of chemistry journal
3. Prof.KJ Thomas was being requested by IQAC team to make necessary arrangements for smooth conduct of union election.
4. A tentative date was decided for Onam celebration
5. HOD's of the Depts were entrusted with the tasks to conduct a bridge course for first sem students
6. A decision was made to chalk out the activities of student support programme

  
**Dr C Rajesh**  
IQAC Coordinator

  
**Dr P Mohammedali**  
Principal



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Minutes of the meeting of IQAC

No. IQAC/2014-15/04

Date and Time: 16.09.2014, 03.00 PM

Venue: Conference Hall

**AGENDA**

1. NAAC awareness meeting for students.
2. Discussion on infrastructural facilities.
3. Association inauguration

**MEMBERS PRESENT**

1. Sajid.A.Lathif
2. Musadhique.V.P
3. Athira Radhakrishnan
4. Krishnaprabha.KS
5. Nisab.T
6. Jaleel.TK
7. Jayaram.P

**DISCUSSION AND DECISIONS**

1. In order to orient the students towards the NAAC visit, it was decided to give a NAAC awareness class for students.
2. Proposals regarding the setting up of new facilities for the commencement of PG classes were made.
3. Union members were asked to hasten the union inauguration and also the association inaugurations of the departments.



**Dr C Rajesh**  
IQAC Coordinator



**Dr P Mohammedali**  
Principal

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Minutes of the meeting of IQAC

No. IQAC/2014-15/05

Date and Time: 16.10.2014, 03.00 PM

Venue: Conference Hall

**AGENDA**

1. Meeting with Non Teaching Staffs (NTS)

**MEMBERS PRESENT**

1. Dr.MohammedAli
2. Dr.C.Rajesh
3. P.T.Subaida Begum
4. Khoualath.KP
5. Abdul Razaq
6. Hussain.M
7. Mansoor.VV
8. Abdulla
9. Bindu.PK
10. Aysha.K.M
11. Abdul Azeez.N
12. P.M.Muhammed AbduRahiman
13. Haneefa.CP
14. P.Mohammed
15. V.K.Jayarajan
16. K.P.Saidalavi
17. CH.Usman
18. Saidalavi.PP
19. Sirajuddhin
20. Moideenkutty
21. M.Anitha
22. Abdul Majeed

**DISCUSSION AND DECISIONS**

1. Proposal was made to conduct a class for introducing the updated TCS software.
2. NTS were reminded about the updation of files.
3. NTS were asked to modify the files base on suggestions made by IQAC team.

  
**Dr C Rajesh**  
IQAC Coordinator

  
**Dr P Mohammedi**  
Principal

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Minutes of the meeting of IQAC  
No. IQAC/2014-15/06  
Date and Time: 22.10.2014, 03.00 PM  
Venue: Conference Hall

**AGENDA**

1. Reminding about the mock visit.
2. Implementation of entry into service cell.

**MEMBERS PRESENT**

1. Dr P Mohamedali
2. Dr.C.Rajesh
3. Jaleel.T.K
4. Nisab.T
5. Dr.U.Sailaja
6. Krishnaprabha.KS
7. Athira Radhakrishanan
8. Mujeeb
9. Sajid.A.Latheef

**DISCUSSION AND DECISIONS**

1. The dates for second round of mock visit fixed
2. It was decided to organize a blood donation camp by next month.
3. It was decided to remind the PG departments to commence NET/SET coaching at the earliest.
4. A schedule was prepared to start walk with the scholar by selecting internal mentors.
5. Instruction was also given to SSP to start remedial sessions.
6. IQAC encouraged the entry into service cell coordinator to implement the coaching classes as soon as possible.

**Dr C Rajesh**  
IQAC Coordinator

**Dr P Mohammedali**  
Principal



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Minutes of the meeting of IQAC

No. IQAC/2014-15/07

Date and Time: 22.10.2014, 05.00 PM

Venue: Conference Hall

**AGENDA**

1. Awareness about NAAC Visit
2. Other items followed by the chair


**MEMBERS PRESENT**

1. Dr Mohamedali P
2. Dr C Rajesh
3. Minshiya P
4. Umesh CV
5. Sreejith MP
6. Ibrahim CV
7. Anwar P
8. Noorudheen
9. Akhilesh K. V
10. Shakkira Mohamed
11. Rekha K
12. Bibin C Jacob
13. Mohammed Rafeeq M

**DISCUSSION AND DECISIONS**

1. Alumni members were encouraged to give their opinions on the upcoming NAAC visit.
2. It was decided to air-condition the audio visual room on the request of Alumni. Consent was also given by alumni to contribute the cost of air-conditioning the audio visual room.
3. Suggestions were also taken from the Alumni regarding the modification of college campus

  
**Dr C Rajesh**  
IQAC Coordinator

  
**Dr P Mohammedali**  
Principal

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Minutes of the meeting of IQAC  
No. IQAC/2014-15/08  
Date and Time: 14.11.2014, 04.00 PM  
Venue: Conference Hall

**AGENDA**

1. Preparations for the peer team visit

**MEMBERS PRESENT**

1. Dr.C.Rajesh
2. Jaleel.T.K
3. Nisab.T
4. Dr.U.Sailaja
5. Krishnaprabha.KS
6. Athira Radhakrishanan
7. Mujeeb
8. Sajid.A.Latheef

**DISCUSSION AND DECISIONS**

1. It was decided to conduct a mock peer team visit by first week of December as the expected visit date is on 2<sup>nd</sup> week of December.
2. A proposal was made to form committees for the feasible conduct of the NAAC peer team visit
3. Dept.of zoology was encouraged to complete the work of wall magazine at the earliest, and to exhibit it by first week of December.

**Dr C Rajesh**  
IQAC Coordinator

**Dr P Mohammedali**  
Principal



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Minutes of the meeting of IQAC

No. IQAC/2014-15/09

Date and Time: 05.12.2014, 04.00 PM

Venue: Conference Hall

**AGENDA**

1. Discussion Regarding NAAC visit

**MEMBERS PRESENT**


SL#	Name	Designation
1	Sarath Govind.VK	Chairman
2	Muhammed Musthafa.m	Fine Arts secretary
3	Mohammed Ashiq.KN	Class coordinator 1 <sup>st</sup> Mcom
4	Deepak.MV	Class coordinator 1 <sup>st</sup> MSc PC
5	Susmi Jose.T	Class rep-1 <sup>st</sup> BCA
6	AKhila.SP	Joint Secretary
7	Bijina Balan CT	Class coordinator 2 <sup>nd</sup> Physics
8	Shahnas.K	Association Secretary (phy)
9	Thasneena.T	Class rep-che
10	Safwa Basheer	Class rep-che
11	Bushra.K	Class coordinator 1 <sup>st</sup> Mcom
12	Shajeelath.P	Association Secretary(ENG)
13	Niveditita.V.K	Magazine Editor
14	Rafeeda:CK	Class rep-zoo
15	Sabna.VP	Class rep-eng
16	Sareena.KP	Union Vice Chairperson(3 <sup>rd</sup> Phy)
17	Shaheema Febin CK	Class rep-che
18	Hasna.CP	Class rep-che
19	Anshiba Mohammed	Class rep-1 <sup>st</sup> BA
20	Soumya.T	Class rep-1 <sup>st</sup> BA
21	Fathima Shahana.KP	Class rep-1 <sup>st</sup> MSC
22	Sandhya EK	Class rep-1 <sup>st</sup> MA
23	Sathya.A	Class rep-2 <sup>nd</sup> MA
24	Ameena.CV	Class rep-1 <sup>st</sup> Bcom
25	Fathima Thasni	Class rep-1 <sup>st</sup> Bcom-CA
26	Muhammed Faisal.KK	Class coordinator 3 <sup>rd</sup> Bcom
27	Jafar Sadhiq KP	Class rep-3 <sup>rd</sup> Phy
28	Abdul Samad PC	Class rep-2 <sup>nd</sup> Phy
29	Mohammed Hashif	Association Secretary
30	Abhinand	Class rep-1 <sup>st</sup> Phy
31	Mohammed Anas.PK	Class rep-2 <sup>nd</sup> Bcom

32	Aiswarya Menon.G	Class rep-3 <sup>rd</sup> Bcom
33	Ranjusha.V	Association Secretary 3 <sup>rd</sup> Bcom
34	Reshma.AK	PG rep-2 <sup>nd</sup> MSc PC
35	Sajida.P	Coordinator 2 <sup>nd</sup> MSc
36	Aparna.N	Class rep-1 <sup>st</sup> Bsc zoo
37	Shahma.P	Class rep-1 <sup>st</sup> Bsc zoo
38	Shameela.M	Class rep-2 <sup>nd</sup> Bsc zoo
39	Najma.NK	Association Secretary 2 <sup>nd</sup> BSc Zoo

### DISCUSSION AND DECISIONS

1. Students were asked to render their suggestions regarding the visit of NAAC.
2. Students were encouraged to make their opinions on the academic quality of the college.
3. Union members were requested to provide their full cooperation during the visit of NAAC

  
**Dr C Rajesh**  
 IQAC Coordinator

  
**Dr P Mohammedali**  
 Principal



**Internal Quality Assurance Cell  
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Minutes of the meeting of IQAC

No. IQAC/2014-15/10

Date and Time: 10.12.2014, 10.30 AM

Venue: Conference Hall

**AGENDA**

1. Infrastructural Developments.
2. NAAC Visit Awareness.
3. Other items followed by the chair.

**MEMBERS PRESENT**

1. C.S.Narayanan
2. Abdulkareem
3. Dr.Aliyammu
4. V.P.M.Sahib
5. Aboobacker Siddhiq
6. T.M.Padmakumar
7. Hassan
8. Mohammed Abdul Nazar
9. Sharaffudhin
10. Basheer
11. Sreeja Suresh
12. Sailaja.P
13. Deepa.C.S
14. Sajitha
15. K.Aravindakshan
16. Aswanth

**DISCUSSION AND DECISIONS**

1. Informed NAAC peer team visit dates and seeked the cooperation from their side.
2. Decided to contribute incinerator to the college campus.
3. Decision was made to water purifier on every floor of the campus.
4. Suggestions were made to conduct more placement related activities in the campus.

  
**Dr C Rajesh**  
IQAC Coordinator

  
**Dr P Mohammedali**  
Principal



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Minutes of the meeting of IQAC  
No. IQAC/2014-15/11  
Date and Time: 15.12.2014, 10.30 AM  
Venue: Conference Hall

**AGENDA**

1. Peer team Visit

**MEMBERS PRESENT**

1. Dr.C.Rajesh
2. Jaleel
3. Nisab
4. Sajid.A.Latheef
5. Mujeeb
6. Dr.U.Sailaja
7. Athira Radhakrishnan
8. Krishnaprabha

**DISCUSSION AND DECISIONS**

1. Requested Principal to conduct a class on blue print making.
2. Faculties were asked to go on with their final preparations for the NAAC visit.
3. Departments were asked to submit the final ready to print copy of their respective department profile.
4. Convenors of different committees were requested to monitor the activities.
5. Appreciated the CSS coordinator Prof .Minshiya for successfully running the "Team up to Clean up "programme in the campus.
6. Department of Zoology was asked to speed up the matters pertaining to the Limca book of records entry of their wall magazine.

  
**Dr C Rajesh**  
IQAC Coordinator

  
**Dr P Mohammedali**  
Principal

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Minutes of the meeting of IQAC

No. IQAC/2014-15/12

Date and Time: 05-03-2015, 10.30 AM

Venue: Conference Hall

**AGENDA**

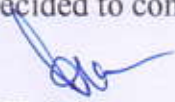
1. Analysis of NAAC accreditation result
2. Student feed back
3. Internal Academic auditing
4. Development of Strategic plan

**MEMBERS PRESENT**

1. Dr.C.Rajesh
2. Jaleel
3. Nisab
4. Sajid.A.Latheef
5. Mujeeb
6. Dr.U.Sailaja
7. Athira Radhakrishnan
8. Krishnaprabha

**DISCUSSION AND DECISIONS**

1. Principal and the IQAC members shared happiness over the 'A' Grade in NAAC accreditation. Analyzed the performance of the college in the accreditation
2. Recommended the governing body to develop a strategic plan for the development of the college in tune with the recommendations of the peer team.
3. Decided to take student feedback on curriculum
4. Decided to conduct internal academic auditing.

  
**Dr C Rajesh**  
IQAC Coordinator

  
**Dr P Mohammedali**  
Principal



**Internal Quality Assurance Cell**  
**MES Keveeyam College Valanchery**

Minutes of the meeting of IQAC

No. IQAC/2014-15/13

Date and Time: 01-06-2015, 11.30 AM

Venue: Principal's chamber

**AGENDA**

1. Action Plan for the year 2015-2016
2. Other matters

**MEMBERS PRESENT**

1. Dr.Mohammed Ali
2. Dr.C.Rajesh
3. C.K.Hassan
4. Dr.M.P.Unnikrishnan
5. Dr.Shailaja
6. Raziya
7. P.M.Khamarunissa
8. Athira Radhakrishnan
9. Jaleel.T.K
10. Nishab.T
11. Sajid.P.P

**DISCUSSIONS AND DECISIONS**

1. A draft action plan was introduced at the meeting.
2. Discussions on the action plan and modifications made in the action plan.
3. Action Plan for the year 2015-16 approved

***Plan of Action for 2015-16***


- Participation of faculty members in the Professional Development Programmes conducted by University Human Resource Centre may be encouraged
- Faculties having PhD may apply for at least one major research project in the coming year and others should apply for UGC minor projects.
- Paper presentations/participation in international/national seminar may be encouraged. All the faculty members should have attended at least one National seminar in other institutions in a year.
- Students should be made aware of all kinds of scholarships available to them and should be encouraged to apply for them. Regular monitoring of the sanction of the scholarships and the amount received should be done.
- Remedial Coaching programme should be strengthened.
- Use of library and general reading may be encouraged by giving seminars/presentations/debates in general topics.
- INFLIBNET usage should be promoted.
- Walk with a Scholar Programme may be improved in its implementation as per the guidelines of Govt. of Kerala.



- Employment Information Cell may take serious steps to conduct more number of campus recruitment drives. They may launch a regular programme to improve the communication skills of the students.
- Participation of students in competitions conducted by other institutions and agencies may be improved.
- Paper presentations/participation of students in National seminars organized by other institutions may be encouraged.
- Use of Department reading rooms may be promoted
- The notice boards kept in front of departments should be regularly updated.



**Dr C Rajesh**  
IQAC Coordinator



**Dr P Mohammedali**  
Principal