

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2015-16/01

Date and Time: 14-07-2015, 2 PM

Venue: Principal's chamber

AGENDA

1. Suggestions to planning board regarding fund utilization
2. Introduction of new schemes
3. Internal academic auditing
4. Annual News letter

MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr.C.Rajesh
3. Siji Varghese.V
4. Athira Radhakrishnan
5. Najiya.K.V
6. Najila.T.Y
7. Jaleel.T.K

DISCUSSION AND DECISIONS

1. IQAC recommended the planning board to speed up the construction of research block and setting up of a research complex by installing the equipments procured through DST-FIST funding
2. IQAC suggested the implementation of a new scheme for improving the communication skills of students. Department of English will be the implementing agency
3. The computer application dept may start a new programme for developing computer technicians from students.
4. Creative suggestions were made by the members for the implementation of WWS and SSP.
5. Discussed about the publication of news letter
6. IQAC recommended the starting of ASAP programmes in the campus.
7. Decided to conduct internal academic auditing in the last week of October.
8. Suggested to submit a proposal for conducting academic leadership workshop in collaboration with CALEM of AMU.


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/2015-16/02
Date and Time: 07-08-15, 3.30 PM
Venue: Principal's chamber

AGENDA


1. Internal academic auditing


MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr.C.Rajesh
3. Nishab.T
4. Athira Radhakrishnan
5. Najiya.K.V
6. Najila.T.Y
7. Jaleel.T.K.

DISCUSSION AND DECISIONS

1. Coordinator presented the report of academic auditing conducted by the core committee of IQAC by forming peer teams. The report was approved and forwarded to principal for implementation of recommendations.


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/2015-16/03
Date and Time: 05-10-15, 3.30 PM
Venue: Principal's chamber

AGENDA

1. Teacher Training Workshop

MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr.C.Rajesh
3. Nishab.T
4. Athira Radhakrishnan
5. Najiya.K.V
6. Najila.T.Y
7. Jaleel.T.K

DISCUSSION AND DECISIONS

1. Decided to conduct a two day workshop for newly appointed assistant professors on effective classroom management and ICT enabled teaching & learning on 20-21 October
2. Experts for the university within and outside the state shall be invited for the workshop.


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/2015-16/04
Date and Time: 19-10-15, 3.30 PM
Venue: Principal's chamber

AGENDA

1. Teacher Training Workshop

MEMBERS PRESENT

1. Dr.P.Mohammedali
2. Dr.Shailaja.U
3. Dr.C.Rajesh
4. Nisab.T
5. Krishnaprabha.K.S
6. Najiya.K.V
7. K.H.Abdul Rasak

DISCUSSION AND DECISIONS

1. Discussed about preparations for the workshop.
2. All the ADHOC faculties and newly appointed asst-professors should compulsorily attend the workshop.
3. The classes should be arranged in order to ensure the participation of ADHOC teachers

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/2015-16/05
Date and Time: 11-12-15, 3.30 PM
Venue: IQAC office

AGENDA

1. Review of the implementation of schemes

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Minshiya.P
3. Siji Varghese.V
4. Reji.A.L
5. Nisab.T
6. Dr.M.Zeenath
7. Athira Radhakrishnan
8. Jaseela.P.T

DISCUSSION AND DECISIONS

1. Reviewed the progress of the programmes-students techie and lingua competencia.
2. Suggestions for conducting classes by external experts.
3. Reviewed the working of the career guidance and placement cell.

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/2015-16/06

Date and Time: 11-01-2016, 3.30 PM

Venue: Principal's chamber

AGENDA

1. Walk With a Scholar implementation

MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr C Rajesh
3. Dr.Shailaja.U
4. Jaleel.T.K
5. Dr.M.Zeenath
6. Dinil.S
7. Minshiya.P
8. Nisab.T
9. Athira Radhakrishnan
10. Reji.A.L

DISCUSSION AND DECISIONS

1. Reviewed the progress of the implementation of the scheme.
2. The external mentoring session should commence not late by Jan 25th.
A magazine will be released by compiling the academic writing of scholars

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/2015-16/07
Date and Time: 01-02-2016, 3.30 PM
Venue: Principal's chamber

AGENDA

Review of progress in implementation of SSP

MEMBERS PRESENT

1. Dr.Muhammed Ali
2. Dr.C.Rajesh
3. Reji.A.L
4. Sreejalakshmi
5. Siji Varghese.V
6. Minshiya.P
7. Krishnaprabha.K.S
8. Najila.T.Y

DISCUSSION AND DECISIONS

1. Coordinator of SSP Prof:Krishnaprabha,reviewed the progress in the implementation of SSP
2. The hurdles in the implementation of the scheme were discussed.
3. The class should be focused on previous year's question papers, and should be examination oriented.
4. Meetings of all students of SSP may be conducted.
5. Motivation class to be organized.

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/2015-16/08
Date and Time: 03-02-2016, 3.30 PM
Venue: Principal's chamber

AGENDA

Review of progress in implementation of ASAP

MEMBERS PRESENT

1. Dr. Muhammed Ali
2. Dr. C. Rajesh
3. Najila. T. Y
4. Najiya. K. V
5. Mohammed Sahil

DISCUSSION AND DECISIONS

1. Prof: Najila reviewed the progress in the implementation of lingua competencia.
2. Principal suggested the introduction of group discussion session.
3. Decided to conduct a meeting for students on 05.02.2016
4. Prof: Najila reviewed the progress in the implementation of student's techje.

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/2015-16/09

Date and Time: 15-03-2016, 3.30 PM

Venue: Principal's chamber

AGENDA


1. External Auditing
2. Students feedback
3. Promotion of consultancy wing.


MEMBERS PRESENT

1. Dr Mohamedali P
2. Dr C Rajesh
3. Shahid.P.P
4. Dr.M.Zeenath
5. Dr.M.P.Unnikrishnan
6. Dr.Preetha.S.R
7. K.M.Abdul Razak
8. P.A.Razyabi
9. Jaleel.T.K
- 10.Siji Vargheese.V
- 11.Abdul Hameed.C

DISCUSSION AND DECISIONS

1. Decided to conduct internal academic auditing by forming peer teams.
2. Discussed about the procedures for taking feedback from students


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/2015-16/10

Date and Time: 20-06-2016, 3.30 PM

Venue: Principal's chamber

AGENDA

1. Interaction with newly appointed teachers

MEMBERS PRESENT

1. Dr Mohamedali P
2. Dr C Rajesh
3. Raseena P
4. Jaseela MA
5. Shareekhath KP
6. Radhika Nair
7. Reshma Ramdas
8. Swtha M
9. Dr Preethy Alex
10. Dr Preetha SR
11. Jisha K
12. Sivya Vasudevan

Discussion and Decisions

1. The newly appointed faculty members introduced themselves.
2. Principal has addressed the new faculty members.
3. Orientation about the institution was given by the coordinator of IQAC.

Dr C Rajesh
IQAC Coordinator

Dr P Mohammedali
Principal

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

Minutes of the meeting of IQAC with Alumni

No. IQAC/2015-16/11

Date and Time: 26-06-2016, 4.30 PM

Venue: Principal's chamber

AGENDA

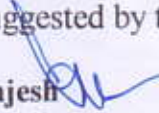
1. Discussion on Plan of Action for the year 2016-17


MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr C Rajesh
3. Dr. Abdul Malik
4. Umesh CV
5. Shabeeb
6. Mohamedkutty VM
7. Manikandan.V.P
8. Jaseni PV
9. Santhosh
10. Sameera

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2016-17 was presented. Modifications were suggested by the governing body members


Dr C Rajesh
IQAC Coordinator


Dr P Mohammedali
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with Management committee

No. IQAC/2015-16/12

Date and Time: 26-06-2016, 3.30 PM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2016-17

MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr C Rajesh
3. K.V.Muhammed
4. T.K.Saidalikutty
5. N.Aboobacker
6. Dr.K.Hussain
7. K.P.Hassan
8. Muhammed.P
9. N.M.Mujeeb Rahman

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2016-17 was presented. Modifications were suggested by the governing body members


Dr C Rajesh
IQAC Coordinator


Dr P Mohammedali
Principal

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

Minutes of the meeting of IQAC with non teaching staff

No. IQAC/2015-16/13

Date and Time: 27-06-2016, 10.30 AM

Venue: Principal's chamber

AGENDA

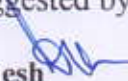
1. Discussion on Plan of Action for the year 2016-17

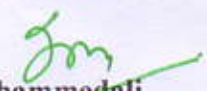
MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr C Rajesh
3. Anitha.M
4. Ummusalma.V.K
5. C.P.Haneefa
6. C.H.Usman
7. V.K.Jayarajan
8. Mohammed AbduRahiman
9. Abdul Azeez
10. Saidalavi
11. Alavikutty
12. P.Mohammed

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2016-17 was presented. Modifications were suggested by the governing body members


Dr C Rajesh
IQAC Coordinator


Dr P Mohammedali
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with student representatives

No. IQAC/2015-16/14

Date and Time: 27-06-2016, 11.30 AM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2016-17

MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr C Rajesh
3. Farsana. N
4. Salim Thengilakath
5. Bineesha C
6. Midhun Pk
7. Fasil. M
8. Abhinand. K
9. Muhsina. C
10. Princy. C.P
11. Neethu.M.P
12. Naseeba. V.T

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2016-17 was presented. Modifications were suggested by the governing body members


Dr C Rajesh
IQAC Coordinator


Dr P Mohamedali
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC
No. IQAC/2015-16/15
Date and Time: 27-06-2016, 3.30 PM
Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2016-17

MEMBERS PRESENT

1. Dr P Mohamedali
2. Dr C Rajesh
3. Dr.Sailaja.U
4. Siji Vargheese.V
5. Najila.TY
6. Krishnaprabha
7. Jaleel
8. Nisab
9. Athira Radhakrishnan
10. CK.Hassan
11. PM.Khairunnissa
12. Manjula Raman
13. Dr.Hussain.K
14. K.P.Hassan
15. Haneefa

DISCUSSION AND DECISIONS

1. Faculty development programme may be organized this year also
2. A proposal to CALEM (AMU) for workshop to principals may be submitted.
3. Research promotion council shall conduct a paper presentation series for faculty members.
4. SQAC shall be setup to incorporate student's suggestions for quality improvement.
5. Draft Plan of action for the year 2016-17 was presented. Modifications were suggested and plan approved as follows

Plan of Action

- **Faculty Development Programmes:** Participation of faculty members in the Professional Development Programmes conducted by University Human Resource Centre may be encouraged. Institution may take initiatives to host faculty development programmes under schemes like CALEM. IQAC itself should organize faculty development workshops.
- **Student support programmes:** In order to cater to student diversity and hence to improve the standards of learning the functioning of various schemes like Walk with a Scholar Support Programme is to be improved. Remedial coaching programme need to be strengthened.

- **Scholarships:** 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
- **Promotion of research culture in the institution:** Active research is to be promoted in the Department of Chemistry. More faculty members of Chemistry may apply for research guideship. Faculty members do not have PhD may enroll for the same at the earliest. The Research Promotion Council may take steps to organize a paper presentation series, where research papers of faculty members doing PhD can be presented once in a month.
- **Consultancy division:** In order to promote the industry institution interaction, consultancy division is to be set up in the next year. The sophisticated facilities that are acquired through the DST-FIST fund are to be made available to people from industry and to research scholars from other institutions. For this, testing charges may be levied which can be used for the maintenance of the instrument.
- **Major and Minor research projects:** Faculties having PhD may apply for at least one major research project in the coming year and others should apply for UGC minor projects.
- **Faculty Development Programmes:** Participation of faculty members in the Professional Development Programmes conducted by University Human Resource Centre may be encouraged. Institution may take initiatives to host faculty development programmes under schemes like CALEM. IQAC itself should organize faculty development workshops.
- **Involvement of students in quality enhancement activities of the college.** IQAC should incorporate coordinators of all classes to form a student's wing. All the clubs and forums of the institutions should have a student coordinator.
- **Student Projects:** Projects of Post graduate students of other institutions may be undertaken by faculty members. They can use the facilities of the laboratories and nominal fees may be charged from the students.
- **Paper presentation/Participation in Seminars:** 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.
- **Use of Library and ICT facilities:** Use of library and general reading may be encouraged by giving seminars/presentations/debates in general topics. INFLIBNET usage should be promoted.
- **Career Guidance Cell:** Career Information Cell may take serious steps to conduct more number of campus recruitment drives.
- **Student Techie and Lingua Competencia:** These programmes are to be continued for the coming years.
- 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