

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

Minutes of the meeting of IQAC

No. IQAC/2017-18/01

Date and Time: 04.07.2017, 2:00 PM

Venue:

AGENDA

1. Plan of action of WWS for 2017-2018.

MEMBERS PRESENT

1. Dr. Abdul Hameed
2. Dr. C. Rajesh
3. Krishnaprabha. KS
4. Reji. AL
5. Sreejalakshmi. S
6. Dr. Shailaja. K
7. Nisab. T
8. Dr. P. C. Santosh Babu
9. Muneera. K
10. Jaseela. PT

DISCUSSION AND DECISIONS

1. The general external mentoring sessions will be conducted before September.
2. Selection of mentees from first year will be based on group discussion and interview.
3. Coaching for JAM, CAT, and IELTS etc will be started in August.

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed. C
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2017-18/02

Date and Time: 11.07.2017, 11:30 AM

Venue:

AGENDA

1. Internal academic auditing
2. Implementation of Green Campus Project.

MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr.C.Rajesh
3. Muhammed Riyas.K
4. Minshiya.P
5. Shumiyah.A
6. Krishnaprabha.K.S

DISCUSSION AND DECISIONS

1. Decided to conduct the internal academic auditing in August
2. Launching of programme.
3. Steel glass and plates to be purchased.
4. Planting of one tree per dept.
5. Meetings of Union members, Association Secretary, Class coordinators,& HOD's to be conveyed.
6. Avoid Flex and usage of plastics inside the campus.
7. Installation of well recharge.
8. Formation of green guards to monitor food waste disposal.
9. Maintenance of pipe compost.
10. Making of ecofriendly pens and selling the same through cooperative store.

Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal

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

Minutes of the meeting of IQAC

No. IQAC/2017-18/03

Date and Time: 11.07.2017, 03:30 PM

Venue:

AGENDA

1. Faculty development programme.
2. N.Damodaran chair seminar

MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr.C.Rajesh
3. Shajid.PP
4. Nisab.T
5. Dr.Sailaja.U

DISCUSSION AND DECISIONS

1. Decided to organize faculty development programmes on 29.07.2017 & 05.08.2017
2. The programme includes the session on effective class room management, ICT enabled instruction, research article writing.
3. The N.Damodaran chair under IQAC will organize a state level seminar on humanism on 27.07.2017

Dr C Rajesh

IQAC Coordinator

Dr.Abdul Hameed.C

Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2017-18/04

Date and Time: 13.07.2017, 02:30 PM

Venue:

AGENDA

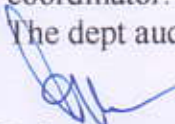
1. IQAC plan of action for 2017-2018.
2. Departmental Auditing.
3. Orientation of first year UG.
4. Teacher feedback distribution.

MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr.C.Rajesh
3. Shajid.PP
4. Nisab.T
5. Dr.Sailaja.U
6. Krishnaprabha.KS
7. Muneera.K
8. Dinil.S
9. Muhammed Riyas.K
10. Rukkia.KM
11. Dr.P.C.Santosh Babu.
12. Najila.TY
13. Athira Radhakrishnan.
14. K.H.Abdul Rasheed.

DISCUSSION AND DECISIONS

1. Approved the plan of action of IQAC for the year 2017-18 presented by coordinator.
2. The dept auditing by IQAC will be conducted in the second week of August.


Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2017-18/05

Date and Time: 31.10.2017,

Venue:

AGENDA

1. Internal academic auditing report
2. Revised NAAC guidelines.

MEMBERS PRESENT


1. Dr.Abdul Hameed.C
2. Dr.C.Rajesh
3. Dr.Sailaja.U
4. Krishnaprabha.KS
5. Muhammed Riyas.K
6. Athira Radhakrishnan.
7. Dr.Saifunnessa.TK
8. Najiya.KV
9. Jamshad Kalodi
10. Vipindas.P
11. Hamza.AMP

DISCUSSIONS AND DECISIONS

The report of internal academic auditing was presented and discussed about the performance of various departments. The revised guidelines of accreditation was presented by IQAC coordinator.


Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal



Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2017-18/06

Date and Time: 08.11.2017, 3:30 PM

Venue:

AGENDA

1. Extension activity of adopted village.

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr. C. Rajesh
3. Jishnu.K
4. Sebin.P
5. Sreejalakshmi.S
6. Abdul Jabbar.K
7. Reji.AL
8. Nisab.T

DISCUSSION AND DECISIONS

1. IQAC coordinator conducted the meeting about the progress of **Gramodaya** project, at the adopted village. He reminded about the activities suggested for various departments to be executed in the village.
2. Discussion was made on the speedy completion of the project.
3. Dept of Chemistry will conduct a chalk making workshop.
4. Dept of Commerce will organize a programme for kudumbasree workers.
5. Dept of Zoology will organize a medical camp.
6. The other depts. Will make a decision about their programme at the earliest.


Dr C Rajesh
IQAC Coordinator


Dr. Abdul Hameed.C
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2017-18/07

Date and Time: 19.12.2017, 3:30 PM

Venue:

AGENDA

1. Formation of SQAC
2. Feedback from students.
3. Students Support Programme

MEMBERS PRESENT

1. Dr.Abdul Hameed.C	2. Dr.Shailaja.U
3. Dr.P.C Santosh Babu	4. Dinil.S
5. Nisab.T	6. Najiya.K.V
7. Athira Radhakrishnan.	8. Abdul Mohnudin.
9. Vipindas.P	10. Muhammed Riyas.K
11. Jishnu.K	12. Preethy Alex
13. Abdul Basith.CK	

DISCUSSION AND DECISIONS

1. It was decided to form students' wing of quality assurance cell by including students' representatives from various depts.
2. Feedback from students shall be taken as usual
3. It was decided to introduce new programme for student progression.
 - ✓ TRANSIT for PG students and
 - ✓ FOCUS for UG students.

Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal

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

Minutes of the meeting of IQAC

No. IQAC/2017-18/08

Date and Time: 03.01.2018, 2.30 PM

Venue:

AGENDA

1. Interactive session on PBAS, API session.
2. Seminar organized by Dr P K Gafoor chair

MEMBERS PRESENT

1. Dr.Abdul Hameed
2. Dr.C.Rajesh
3. Krishnaprabha.KS
4. Reji.AL
5. Sreejalakshmi.S
6. Nisab.T
7. Muneera.K
8. Jaseela.MA
9. Shajid.PP
10. Muhammed Riyas.K
11. Dr.Preetha.SR
12. Najiya.KV
13. Shumiyah.A
14. Athira Radhakrishnan
15. Sivya Vasudevan.KK
16. Dr.Saifunessa.TK

DISCUSSION AND DECISIONS

IQAC coordinator presented about the guidelines for PBAS and API score. Doubts were raised by the faculty members and were cleared by IQAC coordinator.

Discussed about the proposal for conducting a seminar on secular values by Dr P K Gafoor chair


Dr C Rajesh
IQAC Coordinator


Dr. Abdul Hameed.C
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2017-18/09

Date and Time: 14.01.2018, 2.00 PM

Venue:

AGENDA

1. Discussion for the arrangement of CALEM workshop.

MEMBERS PRESENT

1. Dr.Abdul Hameed	2. Dr.C.Rajesh
3. Sebin.P	4. Raheena.K.M
5. Surya.KT	6. Sumayya mohammedali
7. Athira.N.Vijayakumar	8. Dhaya Balachandran
9. Yusufali.C	10. Jamshad Kalodi
11. Shinu.K	12. Usman.CH
13. Sreelakshmi.N	14. Manu Surya.NP
15. Ansiya Jamaludheen.V	16. Ashiq Samsudheen
17. Anjana.AT	18. Gopika.P
19. Muhammed Shiyas.PP	20. Sayyid Shinas
21. Sneha.K	22. Midhuna.K
23. Arshad Aman	24. Abhirami.AS
25. Vishnu.C	26. Sabeesh.Ck
27. Rohit.DP	28. Fousiya.AP
29. Farhana Nasari.PP	30. Afsal.A

DISCUSSION AND DECISIONS

1. IQAC coordinator briefed about the arrangements so far made for the academic leadership workshop of AMU, Alighrah to be held on 22nd to 25th January.
2. Different duties were assigned to faculty members for smooth conducting of the programme.

THE CHARGES

Reception & Registration : Surya,Dhanya

Programme : Sumayya,Athira

Food & Refreshment : Sebin

Technical Support : Shinu , Jabbar

Dr C Rajesh
IQAC Coordinator

Dr.Abdul Hameed.C
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2017-18/10

Date and Time: 19.03.2018, 2.30 PM

Venue:

AGENDA

1. Student feed back
2. Discussion on IQAC plan of action for 2018-2019
3. Applying for Study in India programme

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr.C.Rajesh
3. Krishnaprabha.K.S
4. Dr.Sailaja.U
5. Najila.TY
6. Nisab.T

DISCUSSION AND DECISIONS

Discussed about the procedures for taking student feedback

Recommended governing body to apply for Study in India project of MHRD which was offered to top ranked institutions.

Plan of action for 2018-19 was presented. Discussions were made and the plan approved

Plan of action for 2018-19

1. Encourage the enrolment of students in certificate/diploma courses/MOOC
2. Encourage the enrolment of students from outside the state and international students
3. Special learning programme for slow learners in tune with SSP.
4. Mentoring system to be introduced
5. Reforms in Internal Evaluation System to be implemented
6. Grant for research project by Dr N K Muhammed Chair for value based higher education.
7. Workshop in intellectual property rights (IPR)
8. Workshop on Industry-Academia innovative practices
9. Publication of articles in journals/books by the faculty members to be encouraged
10. Award for extension activity
11. Encourage the linkages between institutions for student projects
12. MoU s with institutions of National/international importance
13. Introduction of Learning Management System
14. Shodhganga Membership, E journals, E books
15. Increase the accession of students and teachers to library
16. Scholarships to students

17. Competence building initiatives : Guidance for competitive examinations, career counseling, soft skill development, etc.
18. Contribution of Alumni through financial and non financial ways
19. Implementation of e-governance
20. Welfare schemes for teaching and non teaching staffs (GPAI and Festival Allowance for adhoc faculty members)
21. Performance appraisal system for TS and NTS
22. Gender Equity programmes
23. Green practices in campus
24. Special skill development programme for differently abled
25. Initiatives to address local advantages
26. Programme on fundamental rights and duties
27. Programme on constitutional obligation
28. Incentives to teachers
29. Professional development programmes for TS and NTS

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed.C
Principal



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

Minutes of the meeting of IQAC

No. IQAC/2017-18/11

Date and Time: 29.06.2018, 3.00 PM

Venue:

AGENDA


1. Discussion on Alumni activities.

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr.C.Rajesh
3. Dr.Nabeel
4. Muhammed Riyas
5. Dr.P.C.Santhosh Babu.

DISCUSSION AND DECISIONS

1. It was decided to conduct a meeting about the actions to be taken to boost the activities of alumni.
2. It was decided to conduct a meeting of representatives of different batches on 22.07.2018
3. Discussion was held on increasing the contribution of alumni for institutional development.
4. Scholarships for financially backward students may be initiated by alumni.


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 student representatives

No. IQAC/2017-18/12

Date and Time: 27-06-2018, 11.30 AM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2018-19

MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr C Rajesh
3. Anupama V
4. Mohamed Shahid K
5. Fayas A
6. Nimsiya E
7. Ranjith Mp
8. Jasmin P P
9. Shibili Mol
10. Riswana P
11. Salmanul Faris M
12. Akhil Nand K
13. Maneesha Sulthana M
14. Shahla .P
15. Naveena Aj
16. Sahadiya Mandodan

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2018-19 was presented. Modifications were suggested by the governing body members

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 Management committee

No. IQAC/2017-18/13

Date and Time: 26-06-2018, 3.30 PM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2018-19

MEMBERS PRESENT

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

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2018-19 was presented. Modifications were suggested by the governing body members

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 non teaching staff

No. IQAC/2017-18/14

Date and Time: 27-06-2018, 10.30 AM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2017-18

MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr C Rajesh
3. Moideen Kutty
4. Ayishakutty
5. Haneefa.C
6. Jamal Faisal
7. Tulasi.P
8. Saheera.KT
9. Shyama.A
10. Nadeera
11. C.H.Usman
12. V.K.Jayarajan
13. P.M.Mohammed Abdurahiman
14. Abdul Azeez
15. Binsheet.K
16. Sudha

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2017-18 was presented. Modifications were suggested by the governing body members

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 Alumni

No. IQAC/2017-18/15

Date and Time: 27-06-2018, 4.30 PM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2018-19

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr C Rajesh
3. Anwar P
4. Mohamedkutty VM
5. Biju PK
6. Najma Sidhique
7. Lukmanul Hakkeem T
8. Fathima

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2018-19 was presented. Modifications were suggested by the governing body members

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed.C
Principal

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

Minutes of the meeting of IQAC

No. IQAC/2017-18/16

Date and Time: 27-06-2018, 3.30 PM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2018-19

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr C Rajesh
3. Dr. Sailaja.U
4. Najila.TY
5. Krishnaprabha
6. Nisab
7. Manjula Raman
8. Dr.P.K.Babu
9. Dr.Hussain.K
10. K.P.Hassan
11. Vipindas
12. Dinil
13. Shajid.Pp
14. Dr.Preetha
15. Najiya.K.V
16. Thushara.C
17. Muhammed Riyas

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 2018-19 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. Abdul Hameed.C
Principal