

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC

No. IQAC/2016-17/07

Date and Time: 28.06.2017

Venue:

AGENDA

1. Discussion on IQAC plan of action for the year 2017-18
2. IQAC dept auditing
3. Feedback Analysis
4. Teacher's Diary.

MEMBERS PRESENT

1. Dr. Abdul Hameed
2. Dr. C. Rajesh
3. Dr. Shailaja. K
4. Najila. TY
5. Nisab. T

DISCUSSION AND DECISIONS

1. The draft plan of action and recommendation for 2017-18 was proposed. Modifications were suggested. Plan of action approved
2. The dept auditing will be conducted in the first week of August
3. The report of feedback analysis shall be sent to the heads of departments.
4. It was decided to combine the two existing books viz, teacher's academic activities and monthly plan to one book called Teacher's Diary.


Plan of Action

1. To enlarge student support activities and improve the functioning of existing programmes.
2. To take measures to increase the achievements of students in sports and cultural activities in university/state/national level.
3. The functioning of consultancy division shall be enhanced for the benefit of larger academic community outside the campus.
4. Effective utilization of E-learning centre
5. Promotion of active research in Department of Chemistry which is now equipped with instruments procured using DST-FIST scheme.
6. Provide interaction with faculties of foreign universities by using virtual class room facility
7. Faculty members may be encouraged to register for PhD programme.
8. Encourage the publications of faculty members and students in reputed journals
9. In tune with institution's social responsibility undertake more outreach programmes
10. Elevate existing PG departments as Research Centres and start New PG programmes
11. To organize faculty development programmes.


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/2016-17/08

Date and Time: 30.06.2017, 2:00 PM

Venue:

AGENDA

1. Plan of action for the implementation of WWS, SSP and remedial coaching.

MEMBERS PRESENT

1. Dr. Abdul Hameed
2. Dr. C. Rajesh
3. Krishnaprabha. KS
4. Preetha. SR
5. Reji. AL
6. Sreejalakshmi. S
7. Dr. Saifunessa. TK

DISCUSSION AND DECISIONS

1. The function of WWS and SSP in the last year was reviewed. The pitfalls in conducting the programme were analyzed.
2. It was decided to take feedback from the students about the programme.

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/2016-17/09

Date and Time: 28-06-2017, 5.00 PM

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. Sajna dilshad .C
4. Shony K
5. Nusaiba K P
6. Hanan
7. Anwar P

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 Management committee

No. IQAC/2016-17/10

Date and Time: 28-06-2017, 3.30 PM

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. K.V.Muhammed
4. T.K.Saidalikutty
5. Dr.K.Hussain
6. K.P.Hassan
7. Muhammed.P
8. K.P.Muhammed kutty
9. N.M.Mujeeb Rahman

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

No. IQAC/2016-17/11

Date and Time: 28-06-2017, 3.30 PM

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. Dr. Sailaja.U
4. Najila.Ty
5. Dr.M.P.Unnikrishnan
6. Dr.M.Zeenath
7. Manjula Raman
8. Dr.P.K.Babu
9. Dr.Hussain.K
10. K.P.Hassan
11. Krishnaprabha
12. Dr. V.M.Ummer
13. Nisab.T
14. Anitha
15. Moideenkutty

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 2017-18 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.

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting of IQAC with non teaching staff

No. IQAC/2016-17/12

Date and Time: 28-06-2017, 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. Anitha.M
4. Ayishakutty.P
5. Moideenkutty
6. C.H.Usman
7. V.K.Jayarajan
8. Mohammed AbduRahiman
9. Abdul Azeez
10. Jamal Faisal
11. Alavikutty
12. P.Mohammed

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

- **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

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

Minutes of the meeting of IQAC with student representatives

No. IQAC/2016-17/13

Date and Time: 28-06-2017, 11.30 AM

Venue: Principal's chamber

AGENDA

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

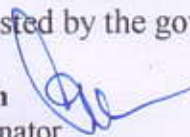
MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr C Rajesh
3. Mohamed Afsal Cp
4. Abdullah K
5. Risvana V
6. Radhika Tr
7. Shamsiya P
8. Saranya Mv
9. Mufeeda Pt
10. Jamsheela
11. Shebrin Fahmi K
12. Sabin K

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

