

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

Minutes of the meeting of IQAC

No. IQAC/2018-19/01

Date and Time: 10.07.2018, 2.30 PM

Venue: Principal's chamber

AGENDA

1. Preparation for CALEM workshop.
2. Internal academic auditing
3. Proposal for research grant and travel grant under Dr N K Muhamed chair

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Dr.Abdul Hameed.C
3. Sayed Hussain Koya Tahangal.
4. Jishnu.K
5. Muhammed Afsal.A
6. Shameem.MT
7. C.H.Usman
8. Shahul Hameed.GV
9. Rasheeda.M
10. Dhanya Balachandran.
11. Jisha Krishnan.EK
12. Sini.VT
13. Jisha.K
14. Jamshad Kalodi
15. Sebin.P

DISCUSSION AND DECISIONS

1. It was decided to prepare for CALEM workshop. Various Sub committees were formed.
2. Decided to conduct internal academic auditing
3. Decided to recommend to Dr N K Muhammed chair to set up a scheme for research grant and travel grant for paper presentations.

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/2018-19/02

Date and Time: 07.11.2018, 2.30 PM

Venue: Principal's Chamber

AGENDA

1. Workshop for NTS
2. E-governance.

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Dr.Abdul Hameed.C
3. Krishnaprabha.KS
4. Nisab.T
5. Sivya Vasudevan.KK
6. Najiya.K.V
7. Dr.Sailaja.U

DISCUSSION AND DECISIONS

1. Decided to conduct a workshop for administrative staff on 17.11.2018.
2. Decided to conduct department visit for academic activities.
3. Decided to prepare an action plan for quality enhancement activities.

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/2018-19/03

Date and Time: 12.11.2018, 3.30 PM

Venue:

AGENDA

1. E-governance.
2. Enrolment of students to online course.
3. Green auditing
4. Energy auditing

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Dr.Abdul Hameed.C
3. Krishnaprabha.KS
4. Nisab.T
5. Najiya.K.V
6. Najila.TY
7. Abdul Muhaimin

DISCUSSION AND DECISIONS

1. Recommended the modification in management information system to include facilities favorable for e-governance. Attendance entry app, Parents app, Online services like TC, Course certificate shall be included.
2. Recommended the enrollment of PG & UG students in NPTEL online course in this academic year itself.
3. Recommended to conduct energy audit and green audit

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/2018-19/04

Date and Time: 04-12-18

Venue: Principal's chamber

AGENDA

1. Analysis of report of internal academic auditing
2. Mentoring workshop for non accredited colleges

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Dr.Abdul Hameed.C
3. Krishnaprabha.KS
4. Nisab.T
5. Najiya.K.V
6. Dr.Sailaja.U
7. Rukkia.KM
8. Shajid.PP
9. Dinil.S
10. PC Santosh Babu.
11. Sebin.P

DISCUSSIONS AND DECISIONS

The report of internal academic report was presented and analysed
It was decided to conduct a mentoring workshop for non accredited colleges as per the directions of NAAC

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/2018-19/05
Date and Time: 15-01-2019
Venue: Principal's chamber

AGENDA

1. Workshop on e-content development
2. Workshop on IPR
3. Participation in Atal Ranking
4. Applying for ISO certification

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Dr.Abdul Hameed.C
3. Krishnaprabha.KS
4. Nisab.T
5. Najiya.K.V
6. Dr.Sailaja.U
7. Rukkia.KM
8. Shajid.PP
9. Dinil.S
10. PC Santosh Babu.
11. Sebin.P

DISCUSSION AND DECISIONS

Decided to organize workshops on e-content development and IPR
Decided to participate in Atal Ranking of Innovation
Recommended the governing body to apply for ISO certification

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/2018-19/06
Date and Time: 30.05.2019,10:00AM
Venue:

AGENDA

1. Preparation for NAAC re-accreditation

MEMBERS PRESENT

1. Dr.C.Rajesh
2. Dr.Abdul Hameed.C
3. Krishnaprabha.KS
4. Dr.Sailaja.U
5. Rukkia.KM
6. Shajid.PP
7. Dinil.S
8. PC Santosh Babu.
9. Muneera.K
10. Dr.Preetha.SR
11. Najila.TY
12. Nashath.K
13. Nufaila.K
14. Muhammed Riyas.K
15. Muhammed Jaseem.A

DISCUSSION AND DECISIONS

Discussed about the preparations for 3rd cycle of accreditation of NAAC.


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/2018-19/07

Date and Time: 27-06-2019, 3.30 PM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2019-20

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr C Rajesh
3. Dr. Sailaja.U
4. Najila.TY
5. Nisab.T
6. Manjula Raman
7. Dr. Hussain.K
8. K.P. Hassan
9. Dr. P.K. Babu

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 2019-20 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



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

Minutes of the meeting of IQAC with Alumni

No. IQAC/2018-19/08

Date and Time: 27-06-2019, 4.30 PM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2019-20

MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr C Rajesh
3. Ameer Faisal
4. Bibin C Jacob
5. Sruthi P
6. Noorudheen
7. K T Ajayan
8. Valeed k
9. Muhammad Rafeeq TP
10. Suhair A
11. Rejitha Rajeev

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2019-20 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/2018-19/09

Date and Time: 27-06-2019, 3.30 PM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2019-20

MEMBERS PRESENT

1. Dr.Abdul Hameed.C
2. Dr C Rajesh
3. K.V.Muhammed
4. T.K.Saidalikutty
5. K.P.Muhammedkutty
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 2019-20 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/2018-19/10

Date and Time: 27-06-2019, 10.30 AM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2019-20

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr C Rajesh
3. C.P.Haneefa
4. Bindu.P.K
5. Baby Soman
6. C.H.Usman
7. V.K.Jayarajan
8. Mohammed AbduRahiman
9. Alavikutty
10. Shahul Hameed
11. Athira.P
12. Jagdeep Ram

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2019-20 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 student representatives

No. IQAC/2018-19/11

Date and Time: 27-06-2019, 11.30 AM

Venue: Principal's chamber

AGENDA

1. Discussion on Plan of Action for the year 2019-20

MEMBERS PRESENT

1. Dr. Abdul Hameed.C
2. Dr C Rajesh
3. Ajay Das Th
4. Hasin Asif
5. Musfira Shahla N
6. Rasika K T
7. Siyadh Mon K P
8. Aswathi Suresh
9. Salva.P
10. Nufaira.K
11. Keerthana P
12. Mousifa Tv
13. Misna. K
14. Shima C P
15. Sreelakshmi.M
16. Ayisha Binth Gafoor PK

DISCUSSION AND DECISIONS

1. Draft Plan of action for the year 2019-20 was presented. Modifications were suggested by the governing body members

Dr C Rajesh
IQAC Coordinator

Dr. Abdul Hameed.C
Principal