

Internal Quality Assurance Cell

MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC (core committee)

No. IQAC/22-23/01

Date and Time: 6th June 2022, 2:00PM

Venue: Principal's chamber

AGENDA

1. Completion of all IQAC records
2. Action Plan
3. Feedback
4. Uploading document on website

MEMBERS PRESENT

1. Prof Shajid PP (Principal)
2. Dr. Najila T Y (IQAC coordinator)
3. Dr. Krishna Prabha. K. S
4. Prof. Nisab. T
5. Dr. Nabeel Rashin
6. Dr. Jisha. V. S

DISCUSSIONS AND DECISIONS

1. Dr. Najila. T. Y will prepare a template for AQAR according to new format for data collection from all the departments
2. Dr. Najila. T. Y will complete the action plan and action taken report for the previous year and upload it on the website
3. Dr. Najila. T. Y will have the IQAC minutes uploaded on the website along with the IQAC composition
4. Dr. Krishna Prabha. K. S will complete and publish the newsletter with the help of Shahil Mon PP as soon as possible
5. Prof. Nisab. T will ensure the completion of the feedbacks from or take holders and collect the self-appraisals from all regular teaching staff
6. All departments will have to prepare action plans with focus on conducting seminars, conferences or workshops on IPR research methodology or Entrepreneurship and programs to develop skills. Certificate courses and extension programs need to be incorporated too.
7. The syllabus should be transacted in class so as to achieve outcomes and the achieved outcomes evaluated appropriately
8. An emphasis on Outcome Based Education will be the paradigm to adopt this year in tandem with NEP



Dr. Najila T Y
IQAC Coordinator



Prof. Shajid PP
Principal

Internal Quality Assurance Cell

MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC

No. IQAC/22-23/02

Date and Time: 5th July 2022, 2:30PM

Venue: Conference Hall

AGENDA

1. Preparation for department file audit
2. Discussing about annual plan
3. Activity report
4. CO-PO analysis


MEMBERS PRESENT

1. Prof. Shajid PP (Principal)
2. Dr. Najila T Y (IQAC Coordinator)
3. Habeeburahiman
4. Abhilash V P
5. Krishna Prabha K S
6. Dr. Nabeel Rashin
7. Prof. Rukkiya K M
8. Dr. Jisha V S
9. Nisab T
10. Mohammed Shibu
11. Ameenudheen K P
12. Farida P
13. Dr Lakshmi Priya T
14. Alag Tarana
15. Dr. Janeeshma E

DISCUSSIONS AND DECISIONS

1. IQAC Coordinator started discussion on department file audit to be conducted from 12th July onwards
2. All the department coordinators are directed to update their files before the file audit
3. It is decided to conduct various programs like FDP, FIP, FEP etc. during the beginning of the academic year. ICT, soft skill, gender sensitization entrepreneurship development etc.
4. IQAC coordinator stressed the importance of outcome-based education and detailed the process for analysis of course and program outcome.
5. Joint Coordinator of the IQAC is directed to check the department files before the file audit.


Dr. Najila T Y
IQAC Coordinator


Prof. Shajid P P
Principal

Internal Quality Assurance Cell

MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC

No. IQAC/22-23/03

Date and Time: 10th October 2022, 11:45 AM

Venue: Conference Hall

AGENDA


1. Conduct of seminars workshop etc. on IPR, Research methodology and entrepreneurship
2. Conduct of certificate courses by department
3. Analysis of outcomes


MEMBERS PRESENT

- | | |
|--------------------------|------------------------------|
| 1. Dr. Najila T Y | 9. Farida P |
| 2. Krishna Prabha K.S | 10. Dr. Janeeshma E |
| 3. Dr.Jisha. V. S | 11. Dr. Lakshmi Priya T |
| 4. Prof. Nisab T | 12. Dr. Preetha. S.R |
| 5. Dr. P.C.Santhosh Babu | 13. Dr Aishwarya Rashmi. M.N |
| 6. Dr. Muhammad Riyas. K | 14. Muneera K |
| 7. Rukkiya. K. M | 15. Dr. Sailaja U |
| 8. Jameela. M.K | 16. Dinil S |

DISCUSSIONS AND DECISIONS

1. Every department should conduct an event each related to IPR, Research methodology and entrepreneurship. First two of these should be done before October 31. The final one has to be completed before 30 January.
2. It was decided that each department will conduct at least one certificate course and the same would begin classes latest by October.
3. The extension programs of all departments were decided to be completed by 10 December.
4. All departments should ensure the completion of the CO-PO analysis of the previous year.
5. Paper wise result analysis should be completed.
6. All HODs will assign criteria heads in their respective departments and communicate the names of the teachers to the IQAC coordinator by 13 October.
7. The first-year students will be assessed on the basis of bridge course test and categorized into slow and advanced learners. The slow learners should be given special attention to progress.
8. Mentoring system should be strengthened.
9. All students should be assigned mentors and the same should be communicated to students.


Dr. Najila T Y
IQAC Coordinator


Prof. Shajid P P
Principal

Internal Quality Assurance Cell MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC (NAAC Core team)

No. IQAC/22-23/04

Date and Time: 20th October 2022, 2:30 PM

Venue: IQAC Conference Hall

AGENDA

1. Differences in the NAAC manual implemented since 1st June 2022

MEMBERS PRESENT

1. Prof. Shajid.P.P
2. Sri.O.C.Salahuddheen
3. Dr P Muhammedali
4. Dr. Najila. T. Y
5. Dr. Reji. A. L
6. Dr. Priya T.V
7. Nisab T
8. Dr Jisha. V. S
9. Krishna Prabha K.S

DISCUSSIONS AND DECISIONS

1. Discussions were made criteria wise and the differences were chalked out pertaining to each criterion.
2. The differences in metrics were discussed
3. The changes in SOP for each criterion and metrics were discussed in detail.



Dr. Najila T Y
IQAC Coordinator



Prof. Shajid P P
Principal

Internal Quality Assurance Cell MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC (AQAR Heads)

No. IQAC/22-23/05

Date and Time: 4th November 2022, 3:30 PM

Venue: IQAC Conference Hall

AGENDA

1. Discussion of AQAR for 2021- 22

MEMBERS PRESENT

1. Dr. Najila. T. Y
2. Dr.Priya TV
3. D. Reji. A. L
4. Rameena. K. A
5. Dr. Nabeel Rashin
6. Dr. Jisha. V. S
7. Prof. Shajid. P.P

DISCUSSIONS AND DECISIONS

1. Decided to depute one faculty from each department for each of the criteria
2. Criteria in charge of the department will collect all the necessary documents from the department
3. Criteria heads will consolidate and verify the documents and prepare it for uploading.
4. Documents to be collected as per the SOP.



Dr. Najila T Y
IQAC Coordinator



Prof. Shajid P P
Principal

Internal Quality Assurance Cell MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC

No. IQAC/22-23/06

Date and Time: 2nd December 2022, 2:45 PM

Venue: Principal's Chamber

AGENDA

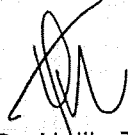
1. Conduct of FDP on Innovation in Teaching and Learning
2. Updation of College website
3. Updating NIRF
4. Discussion on status of AQAR completion
5. Planning another seminar/workshop on outcome-based education (analysis)


MEMBERS PRESENT

1. Prof. Shajid. P. P
2. Dr. Najila T
3. Krishna Prabha K.S
4. Dr.Jisha. V. S
5. Prof. Nisab T
6. Dr. Nabeel Rashin
7. Sabeen Sathyan

DISCUSSIONS AND DECISIONS

1. ICT monitoring should enhance the capacity of the College website to update all activities. A meeting with the cell to be conducted. Social media platforms should be updated.
2. Program schedule for the FDP finalised and the conduct of the program.
3. AQAR data completion to be made faster
4. NIRF filing and documentation will be headed by Dr. Najila with the technical support from Abhilash


Dr. Najila T Y
IQAC Coordinator


Prof. Shajid P P
Principal

Internal Quality Assurance Cell

MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC

No. IQAC/22-23/07

Date and Time: 19th December 2022, 3:45 PM

Venue: IQAC Conference Hall

AGENDA


1. Updating Mentee register
2. Updating Department and clubs etc. details on the website
3. Enrolling for NPTEL and other online classes
4. Conduct of FDP on outcome- based education on 23rd December 2022


MEMBERS PRESENT

- | | |
|-----------------------------|-----------------------------|
| 1. Prof. Shajid. P. P | 10. Fareeda P |
| 2. Dr. Najila T Y | 11. Dr. Janeeshma E |
| 3. Krishna Prabha K.S | 12. Dr. Lakshmi Priya T |
| 4. Dr.Jisha. V. S | 13. Dr.Preetha. S.R |
| 5. Prof. Nisab T | 14. Dr Aishwarya Rashmi.M.N |
| 6. Dr.P.C.Santosh Babu | 15. Muneera K |
| 7. Dr. Muhammad Riyas. K | 16. Dr. Sailaja U |
| 8. Dr. P. M. Habeeburahiman | 17. Dinil S |
| 9. Jameela. M.K | |

DISCUSSIONS AND DECISIONS

1. Head of the departments and tutors should properly monitor the Mentee register and see to if all the details are being updated
2. Mentor mentee meeting to be scheduled in the coming week by all mentors
3. ICT in charge of the departments should be keen in updating the details of the program conducted by the departments in the college website
4. All PG and Final UG students should be given proper awareness on various NPTEL courses and should be encouraged to undertake at least one course
5. Charges were distributed to members for the smooth conduct of the FDP to be conducted on 25th December.


Dr. Najila T Y
IQAC Coordinator


Prof. Shajid P P
Principal

Internal Quality Assurance Cell MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC

No. IQAC/22-23/08

Date and Time: 23rd January 2023, 1:30 PM

Venue: Principal's Chamber

AGENDA

1. AQAR 21-22 completion
2. Internal and external audit
3. NTS professional development program
4. Any other subjects deemed

MEMBERS PRESENT

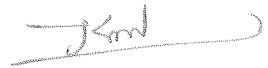
1. Dr Vinod Kumar K.P
2. Dr Najlia. T. Y
3. Dr Reji. A. L
4. Nisab. T
5. Krishna Prabha. K. S
6. Dr Priya.T.V

DISCUSSIONS AND DECISIONS

1. The criteria coordinators should complete data collection for AQAR by January 27 and upload supporting documents to the mail id aqariqacmeskvm@mail.com
2. A bi-monthly newsletter will be brought on with all events and achievements record
3. The Department profile should have notable accomplishment of departments since it's inspection and not just of the previous five years
4. The internal audit of the department will be conducted on February 22nd. The department presentation will be in the first week of March. External Audit will be conducted in the second week of March.
5. Tutors should ensure that the students have done at least one certificate course per year.
6. Students should record the compulsory social service done in their mentee register. The tutors can record the same in the tutorial register. Students should be made aware that their TC application form is available in the mentee register.



Dr. Najila T Y
IQAC Coordinator



Prof. Dr. Vinod Kumar K P
Principal

Internal Quality Assurance Cell MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC

No. IQAC/22-23/09

Date and Time: 14th March 2023, 4:00 PM

Venue: IQAC Conference Hall

AGENDA

1. Annual report of 2022 -23
2. Self- appraisal of staff 2022-23
3. Collecting student and other feedback
4. Data enhancement of AQAR 2021 -22

MEMBERS PRESENT

- | | |
|-----------------------------|-------------------------|
| 1. Dr Vinod Kumar K.P | 9. Fareeda P |
| 2. Prof. Shajid. P. P | 10. Dr. Janeeshma E |
| 3. Dr. Najila T Y | 11. Dr. Lakshmi Priya T |
| 4. Krishna Prabha K.S | 12. Rukkiya. K. M |
| 5. Dr.Jisha. V. S | 13. Nisar. U. P |
| 6. Dr. P.C.Santhosh Babu | 14. Dr. Sailaja U |
| 7. Dr. P. M. Habeeburahiman | 15. Dinil S |
| 8. Jameela. M.K | |

DISCUSSIONS AND DECISIONS

1. AQAR 2022-23 of department and annual report of clubs and forums should be submitted by April 5
2. Activity reports of Departments, clubs and forums should also be submitted in the link and as a document by March 31.
3. Student feedback of outgoing students should be collected by March 20.



Dr. Najila T Y
IQAC Coordinator



Prof. Dr. Vinod Kumar K P
Principal

Internal Quality Assurance Cell

MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC

No. IQAC/22-23/10

Date and Time: 17th March 2023, 2:30 PM

Venue: IQAC Room

AGENDA

1. Internal and external audits
2. NTS professional development program
3. Placement drive

MEMBERS PRESENT

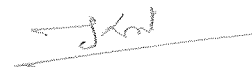
1. Dr Vinod Kumar K.P
2. Prof. Shajid.P.P
3. Dr. Najila. T. Y
4. Dr Krishna Prabha
5. Prof. Nisab
6. Dr. Nabeel Rashin
7. Dr. Jisha V S

DISCUSSIONS AND DECISIONS

1. Internal audit will be conducted on March 21. Principal Dr. Vinod Kumar PP, Vice Principal Prof. Shajid.P.P, Dr. Habeeburrahiman and IQAC coordinator will coordinate the audit.
2. External Audit will be conducted in the last week of March. Prof. Nisab will coordinate the visit. It is decided to be conducted on March 29.
3. Professional development program for non- teaching staff will be conducted on March 22 / 25. Dr Nabeel and Prof. Nisab will coordinate the program.
4. Placement drive will be conducted in April. Dr. Jisha will coordinate.
5. AQAR update will be completed by March 24. Criterion 3 will be updated by Monday criterion 6 will be updated by March 24.



Dr. Najila T Y
IQAC Coordinator



Prof. Dr. Vinod Kumar K P
Principal