

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/1
Date and Time: 01-6-2020, 02:30 PM
Venue: Conference hall

AGENDA


1. Discussion on IQAC plan of Action for the year 2020-21
2. IQAC Departmental Auditing
3. Teachers Diary


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Nisab T
4	Krishnaprabha
5	Dr. NabeelRashin M

DISCUSSION AND DECISIONS

1. All departments should immediately take note of UG and PG portions yet to be completed from the previous semester and complete it if any by the end of June.
2. The teachers should engage online classes for students using LMS platforms like Google Classroom.
3. The teachers can come to college on a rotation basis and inform the schedule to the principal.
4. Each of the classes should be summoned for a live tutorial session with the tutor and HoD.
5. Keep a record of all online activities undertaken in the form of screenshots or videos.
6. Teachers can schedule classes using the ECDC facilities.
7. Charges and responsibilities of various posts were decided.
8. The Institution Innovation Council (IIC) of the College, Valanchery is to organize E-Impact Lectures with four sessions.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/2
Date and Time: 01-7-2020, 02:30 PM
Venue: Conference hall

AGENDA


1. Discussion on IQAC plan of Action for the year 2020-21
2. IQAC Departmental Auditing
3. Teachers Diary


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Nisab T
4	Krishnaprabha
5	Dr. Nabeel Rashin M

DISCUSSION AND DECISIONS

1. An E-Learning and Virtual Conference Hall was decided to be constructed using the FIST (Fund for Improvement of Science & Technology infrastructure in universities & higher educational institutions) of DST (Department of Science and Technology).
2. It was decided to urge the starting of a Suvidya Scholarship scheme this year under the aegis of the Parent Teacher Association (PTA) to benefit about 100 scholarships to meritorious students who do not receive any other government scholarships.
3. The official inauguration of activities under the PARAMARSH scheme was decided to be conducted by Dr K T Jaleel (Minister of Higher Education) on 3 August 2020.
4. A one-week Faculty Development Programme (FDP) in association with the Kerala State Higher Education Council (KSHEC) was decided to be conducted by the IQAC from 3 to 7 August 2020.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/3
Date and Time: 04-08-2020, 10:30 AM
Venue: Principal's Chamber

AGENDA


1. File audit
2. FDPs to be conducted


MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Nisab T
4	KrishanaPrabha
5	Dr. NabeelRashin M

DISCUSSION AND DECISIONS

1. All the departments were asked to ensure the completion of all the files in the departments with the relevant updates.
2. Preparations and discussions were conducted for the 4-day online workshop research proposals, patents and publications from 28th September to 1st October 2020.
3. The IQAC decided to organize a National level webinar on National Education Policy and Higher Education on 25 September 2020.
4. The IQAC together with IPR Cell decided to organize a four-day online workshop on 'Research: Proposals, Publications and Patents' in association with the Intellectual Property Rights Information Centre - Kerala (IPRICK) under the Kerala State Council for Science, Technology and Environment from 28 September to 1 October 2020.
5. A workshop on Moodle-based LMS of the college is to be organized.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/4
Date and Time: 14-09-2020, 10:30 AM
Venue: Management Room

AGENDA

1. Applying for new courses

MEMBERS PRESENT

1	Dr. C Rajesh
2	Prof. KP Hassan
3	Dr. Najila TY
4	Prof. Krishnaprabha
5	Nisab T
6	Dr. Nabeel

DISCUSSION AND DECISIONS

1. Discussion of the various courses in the suggestive list accorded by the Kerala Government to choose from for the sanction of aided courses.
2. It has been decided to apply for two courses a) Bsc Botany and Computational Biology and b) BA Graphic Designing in that order of priority.



Dr. Najila TY
IQAC Coordinator



Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/5
Date and Time: 05-10-2020, 10:30 AM
Venue: Principal's Chamber

AGENDA


1. File audit
2. Covid Survey

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Krishnaprabha
4	Nisab T
5	Dr. NabeelRashin

DISCUSSION AND DECISIONS

1. The file audit of all the departments was scheduled to be conducted from 23.11.2020 onwards
2. The launch of E-Learning and Virtual Conference Hall was set for 6th October 2020.
3. A study of the impact of Covid 19 on the livelihood of the people is to be conducted in the adopted villages.


Dr. Najila TY
IQAC Coordinator

Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/6
Date and Time: 06-01-2021, 10:30 AM
Venue: Conference hall

AGENDA

1. Discussion on department audit

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Krishnaprabha
4	Nisab T
5	Dinil S
6	Surjith VP
7	AbulGafoor KP
8	Dhanya Balachandran
9	Dr. Sailaja U
10	Dr. NabeelRashin
11	Dr. K Muhammed Riyas
12	R Sujithra
13	Preetha SR
14	Preethy Alex
15	Surjith VP
16	Nusarth U
17	Dr. LakshmiPriya T
18	Muneera K

DISCUSSION AND DECISIONS

1. All files should be updated with the data for the year 2020-21.
2. In the file no. 5, all duties of the teachers with a duty certificate related to the University may be added.
3. All departments yet to conduct a certificate course should do so immediately. Certificates issued for the same should be scanned and saved. A copy of the same should be retained in the respective files.
4. Students should be encouraged to present papers in National and International Seminars and Conferences. They should be informed of the TA incentives available from the College to participate in the same. Retain a photo of such presentations and a copy of the papers.
5. Innovative practices need to be practised and recorded.
6. Enhance usage of the ECDC in recording classes.
7. Update the file no. 26 with e-content developed(videos). Maintain a list with links.

8. Record teachers' participation in FDPs.
9. Encourage students to do internships even though they are not part of the syllabus.
10. Conduct an online Alumni meeting in the first week of February.
11. Record the details of students who are doing their further studies in UK and other foreign countries
12. Prepare the 40 questions that need to be prepared in addition to the 10 psychological questions for the assessment of freshers to identify slow and advanced learners.
13. Ensure that the results are in the right format with an analysis of semester-wise results.
14. Augment remedial coaching with periodic tests to assess learning.
15. Conduct invited talks and webinars.
16. A **Calem Workshop** will be conducted in the third week of February.
17. Teachers are encouraged to publish in reputed journals and apply for the research grant from the institution.
18. Paper presentations should be made part of seminars conducted.
19. Add journals and books to the library to the tune of Rs. 50000 for PG and Rs 25000 or UG departments. Students may be encouraged to visit the library to borrow books during the interval or after classes.
20. Give guidance to students on scholarship.
21. Arrange career guidance and placement drives for the students department –wise.
22. Track progression of the students.
23. Add the list of teacher year-wise in file no. 4 with their qualifications
24. Infrastructure- All existing and newly added to be recorded in the file.
25. Record all details of faculty activities in TCS using teacher login.
26. Feedback should be collected from the following stake-holders:
 - a. Students (done)
 - b. Parents (of 2019-20 batch)
 - c. Alumni (2018-19 pass-out)
 - d. Employers (2019-20 batch placed)
 - e. Teachers (2019-20)



Dr. Najila TY
IQAC Coordinator



Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/7
Date and Time: 11-01-21, 1:45 PM
Venue: Principal's Chamber

AGENDA

1. Discussion on conducting of various programmes

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Krishnaprabha
4	Nisab T
5	Dr. NabeelRashin
6	Abilash VP

DISCUSSION AND DECISIONS

1. Each dept was entrusted with the duty of conducting FDPs or webinars. The joint coordinators of IQAC were given charge of various departments in the following manner
 - a) Dr. Najila TY (English & Psychology)
 - b) Prof. Nisab T (Commerce & BVoc)
 - c) Prof. Krishnaprabha (Physics & Zoology)
 - d) Dr. NabeelRashin M (BCA & Chemistry)
2. Dr. Nabeel was entrusted with the update of the college website.
3. It was decided to conduct an online faculty development programme on personality development in collaboration with UGC HRDC of Aligarh Muslim University from 25 February to 3 March.
4. In connection with the National Science Day celebrations, the science departments of the college are to organise a three day faculty development programme on 'Role of Science in Society, Industry and Medicine' from 25 to 27 February 2021.


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting: IQAC
No. IQAC/2020-21/8
Date and Time: 04-02-21, 10: 30 AM
Venue: Principal's Chamber

AGENDA

1. Programmes to be conducted this month –coordinators
2. DVV Clarifications- responses from NAAC received
3. File audit status

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Krishnaprabha
4	Nisab T
5	Dr. NabeelRashin

DISCUSSION AND DECISIONS

1. Monitor the file keeping of all the departments. Joint coordinators (IQAC) are directed to check their respective departments.
2. DVV clarifications discussed
3. Software for the recording of data for IQAC was suggested. Plan for implementing it in the next year


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting:

No. IQAC/2020-21/9

Date and Time: 10-03-2021, 9:00 AM onwards

Venue: Conference Hall

AGENDA

1. Meeting for the preparation of NAAC Visit

I.Meeting with the subcommittees

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Rasheed K
4	Rukhsana KM
5	Dr. K Muhammed Riyas
6	Muneera K
7	Sivya Vasudevan KK
8	Dr. Divya M

DISCUSSION AND DECISIONS

1. Identify around 75 students to prepare them for interaction with the NAAC Peer team
2. Invite representatives and alumni for interaction
3. Invite parents

II.Meeting with Food and Accommodation committees at 9:45 am

MEMBERS PRESENT

1	Athira K
2	Shahla Basheer
3	Dr. Reji AL
4	Dr. Sailaja U
5	Prabina VP
6	Jithin Kumar P
7	Dr. Aiswarya Resmi MN
8	Thulasi P
9	Sudha K

DISCUSSION AND DECISIONS

1. Discuss the preparation to receive the peer team at the campus
2. Ensure their safe and comfortable stay and movement
3. Provide masks, sanitisers, face shields etc

III. Accommodation Sub Committee

MEMBERS PRESENT

1	Dr. Jency Mohan T
2	AlagTarana
3	VC Suesh
4	Sayed Hussain

DISCUSSION AND DECISIONS

1. Arrange a comfortable stay with proper planning for food
2. Arrange a system with a printer facility in one of the rooms with laptops in other rooms

IV. Transportation Sub Committee

MEMBERS PRESENT

1	Dinil S
2	Ahsan Waseem P
3	Afsal A
4	Binshad
5	Dr. Saleena EC

DISCUSSION AND DECISIONS

1. Arrange airport pick up with the driver
2. Commute to and from the college

V. Pandal, Light & Sound Committee

MEMBERS PRESENT

1	Shabna P
2	Muhammed Shibu
3	Jameela MK
4	Muhammed Kamaludheen
5	Alavikutty

DISCUSSION AND DECISIONS

1. Arrange Pandal, Light & Sound, Red Carpet, etc for the visit date

VI. Exhibition & Videography Committee

MEMBERS PRESENT

1	Surjith VP
2	Dr. Sakkeena
3	Nasla NV
4	Suvarna C
5	Sinija AS

DISCUSSION AND DECISIONS

1. Prepare a corporate video of the college on Friday 12 March 2021
2. Arrange Exhibition and provide an estimate on Monday
3. Cover the whole event on video and provide the CD to the team when

VII. Food and Refreshment Committee

MEMBERS PRESENT

1	Sanoobiya TE
2	Nisar VP
3	Ameenudheen
4	Dr. Saifunneesa TK
5	Nusrath U
6	Sulfath P
7	KM Ayisha
8	Abdulla P
9	Kairali AK
10	Sindhu
11	Subair TK

DISCUSSION AND DECISIONS

1. Arrange elegant dining spaces with ample seating
2. Arrange caterers for all meals on 7, 8 and 9

VIII. Campus Beautification & Venue Arrangements

MEMBERS PRESENT

1	Jaseela MA
2	FathimaNasreen MV
3	Abdul Gafoor KP
4	Hasanath T

DISCUSSION AND DECISIONS

1. Make arrangements for the general beautification and cleanliness of the campus
2. Contact departments to plan for the beautification of interiors and exteriors

IX. Cultural Programmes

1	Dr. Preetha SR
2	Shahil Mon
3	Jaseela M
4	Aswathi MN
5	Vichithra K
6	Rukhsana KV
7	Freeda P
8	FasnaNasreen AT
9	SumayyaTharayil

DISCUSSION AND DECISIONS

1. Arrange comfortable rehearsal sessions
2. Prepare handouts for the programme


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal

Internal Quality Assurance Cell
MES KEVEEYAM COLLEGE VALANCHERY

Minutes of the meeting:

No. IQAC/2020-21/10

Date and Time: 18-03-2021, 9: 30 AM to 4:00 PM

Venue: Conference Hall

AGENDA

1. Department presentations highlighting the achievements

MEMBERS PRESENT

1	Dr. C Rajesh
2	Dr. Najila TY
3	Krishnaprabha KS
4	Nisab T
5	Dinil S
6	Surjith VP
7	Suhaila MP
8	Dhanya Balachandran
9	Dr. Sailaja U
10	Dr. NabeelRashin
11	Dr. K Muhammed Riyas
12	R Sujithra
13	Fareeda P
14	Preethy Alex
15	Noora CT
16	Mridul C Mrinal
17	Rukkiya KM
18	Muneera K
19	Habeeburahiman
20	Santhosh Babu

DISCUSSION AND DECISIONS

1. Department presentations were discussed


Dr. Najila TY
IQAC Coordinator


Dr. C Rajesh
Principal