



MES ASMABI COLLEGE

Reaccredited by NAAC with B++ Grade, Affiliated to University of Calicut

Proceedings of IQAC meeting held on 22/07/2019

Time: 3.30pm

Venue: Conference Hall

Agenda:

1. Action Plan of IQAC


Members present:

1. Dr. Ajims P. Mohammed sd/-
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Mani
7. Sanand C
8. Mohammed Areej EM
9. Dr. Amitha Bachan KH
10. Shaheedha TM
11. Thanseela Ibrahim
12. Shibu A. Nair
13. Shiney CN

The first meeting of the IQAC was held to prepare an action plan of the IQAC for the academic year 2019-20. It was suggested that quality initiatives must be carried out during the year and all the activities in the college should be monitored. It was decided to organize 5 quality programmes like faculty development programmes.


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KODUNGALLUR - 680671

Proceedings of IQAC meeting held on 14/08/2019

Time: 12. 30pm

Venue: Principal's chamber

Agenda:

1. Software for NAAC

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Mani
7. Sanand C
8. Dr. Amitha Bachan KH

A meeting of the IQAC core committee was called for the demonstration of a software. The software was meant for the dual purpose of database and NAAC. The executives from the software company gave an elaborated demonstration. The IQAC advisor and co-ordinator raised a few questions related to the data entry. It was decided to see a few other soft-wares as well.



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KODUNGALLUR - 689 671**

Proceedings of IQAC meeting held on 27/08/2019

Time: 3.00pm

Venue: Conference Hall

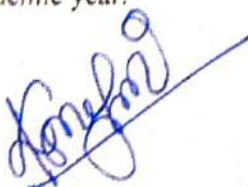
Agenda:

1. Discussion of peer-team report
2. Workshop on outcome based education
3. Conduction of FDPs

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Mani
7. Sanand C
8. Dr. Amitha Bachan KH
9. Shibu A. Nair

A meeting of the IQAC was organized to discuss the drawbacks pointed out by the NAAC peer team members after their visit on 29th and 30th March 2019. It was analyzed that there were a few flaws in the documentation. The criteria head of 2 segments, TLE raised a few difficulties in getting the course outcome, programme outcome and programme specific outcomes. It was decided that a workshop for outcome based education will be conducted towards the end of the academic year.



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Proceedings of IQAC meeting held on 04/09/2019

Time: 11. 30am

Venue: Principal's chamber

Agenda:

1. To select the new criteria heads

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Mani
7. Sanand C
8. Dr. Amitha Bachan KH

A meeting of the newly formed IQAC co-ordinator and joint co-ordinators was held to decide the new criteria heads. The criteria heads who were selected are:

Criterion 1: Sri Shibu A. Nair

Criterion 2: Dr. Jisha KC

Criterion 3: Smt. Thanzeela Ebrahim

Criterion 4: Smt. Shaheedha TM

Criterion 5: Smt. Reena Mohammed

Criterion 6: Smt. Shiney CN

Criterion 7: Sri Mohammed Areej

It was also decided to select the members of the criteria in the succeeding staff meeting

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Proceedings of IQAC meeting held on 31/10/2019

Time: 3. 30pm

Venue: Conference Hall

Agenda:

1. Faculty Development Programme

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Mani
7. Sanand C
8. Dr. Amitha Bachan KH

A meeting of IQAC was held to decide the resource person and date of the faculty development programme. It was decided to send request letter to Kerala State Higher Education Council, Thiruvananthapuram for getting academic association on non-financial basis. The registration fee was fixed as 170/- for each participant. Other decision regarding food, certificate and feedback was also taken during the meeting.


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Proceedings of IQAC meeting held on 08/11/2019

Time: 11. 30am

Venue: Conference Hall

Agenda:

1. NAAC data collection
2. E-Content development

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Dr. Sumedhan KP
5. Dr. K Kesavan
6. Dr. KM Mohammed Nasser
7. Amitha P Mani
8. Sanand C
9. Prasoon TP
10. Dr. Muralikrishnan TR
11. Raji PB
12. Shahija VA
13. Sheena PA
14. Jeena PM
15. Sangeetha PS
16. Veenalekshmi UR
17. Dhanya K
18. Dr. Usman M

A meeting of IQAC including IQAC core committee, advisors and all the other members were called to enhance the internal quality assurance cell. It was decided to collect feedback from all the five stake holders. Data capturing methods for the timely submission of AQAR was also discussed. It was also decided to support faculties for e-content development. Decision regarding the regular conduct of certificate, Diploma, Add on and Value based courses was taken.



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Proceedings of IQAC meeting held on 11/11/2019 (Monday)

Time: 11. 30am

Venue: Seminar Hall

Agenda:

1. Submission of AQAR
2. Purchase of plagiarism checking software

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Dr. Sumedhan KP
5. Dr. K Kesavan
6. Dr. KM Mohammed Nasser
7. Amitha P Mani
8. Sanand C
9. Prasoon TP
10. Dr. Muralikrishnan TR
11. Raji PB
12. Shahija VA
13. Sheena PA
14. Jeena PM
15. Sangeetha PS
16. Venalekshmi UR
17. Dhanya K
18. Reena Mohammed
19. Dr. Princy Francis
20. Najumudheen KP
21. Mona VM
22. Reshmi S
23. Deepa KA
24. Gopalakrishnan K
25. Sabitha MM
26. Dr. Anisar EB
27. Shanil kumar
28. Abdul Yafiz
29. Lethif Penneth
30. Althaf TK
31. Raneeshaabi


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32. Athira VENU
33. Biji KB
34. Dhanya AC
35. Najula KM
36. Naseema KM
37. Nasiya PM
38. Raiba PB
39. Shahana TA
40. Chitra B
41. Sugaina Sulaiman
42. Ujjwala Nawas
43. Vineetha Peter M
44. Dhini KV
45. Sumayya KI
46. Bini Antony
47. Suniana M Nazer
48. Shahana KK
49. Rinciya VA
50. Jeena PM
51. Ramisha KC
52. Josbeena Johnson
53. Raheenâ PM
54. Fasna VH
55. Nasleen Salim
56. Shemi CB
57. Sefiya KM
58. Abeena Hassen
59. Dr. Dhanya PR
60. Fathima Alia
61. Raji PB
62. Shaheedha TM
63. Dr. Girija TP
64. Dr. Reshmi Raveendran
65. Swâpnâ NR
66. Shiney CN
67. Sabeenâ PA
68. Liji T
69. Dr. Jaisy David
70. Sakkeena MK
71. Bindil MB



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A meeting of all the faculty members was called so as to provide awareness about the timely submission of AQAR. The following decisions were taken on that day.

- To prepare proposal for IPR seminars in collaboration with NAAC
- To purchase quality plagiarism check software for checking UG and PG projects
- All teachers should have at least one UGC listed publication
- Apart from the extension activity of the college, each department should do separate extension activity
- Decision to conduct Swach Bharat Programme was taken
- CSS activities should be conducted in connection with extension activities
- Effort for faculty exchange and student exchange should be taken
- Functional MOU's should be signed, field trips should enhance industrial linkages



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Proceedings of NAAC sub-committee meeting (TLE) conducted on 30/11/2019

Time: 2pm

Venue: Conference Room

Agenda:

1. SSR format discussion- 4TH Cycle
2. APAR format- Data capture strategies

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Asma VM
3. Dr. Shafeer PS
4. Dr. Kesavan K
5. Althaf TK
6. Vineetha Peter M
7. Dr. Jisha KC
8. Shemi CB
9. Deepa KA
10. Reshmi S
11. Keerthana SV
12. Chitra B
13. Sumayya KI
14. Naseema KM
15. Sanand C
16. Amitha P Mani
17. Sangeetha PS
18. Raiba PB
19. Dhanya K
20. Dhini KV

The IQAC co-ordinator welcomed all the members of the criteria. After a thorough discussion between the members the following decisions were taken,

- Each Department should conduct diagnostic test for the first year UG and PG classes
- Each faculty should prepare and document E- learning materials in teaching
- Each faculty should include innovative methods in teaching
- The faculties who haven't registered for PhD should register immediately



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- Faculties should intimate IQAC about the awards/recognitions/fellowships received with proofs
- Faculty members should prepare answer keys to internal examinations
- Course outcome should be modified as per syllabus revision
- Tutor should ensure that the email ids and mobile numbers of students are updated which is required for students satisfaction survey



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**Proceedings of Governance, Leadership and Management (GLM) meeting held on
02/12/2019**

Time: 2.30pm

Venue: Conference Room

Agenda:

1. SSR format discussion- 4TH Cycle
2. APAR format- Data capture strategies

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Amitha P. Mani
4. Dr. K. Kesavan
5. Prasoon TP
6. Athul Mithran
7. Abdul Yafiz KM
8. Chita P.
9. Raji PB
10. Shiji TS
11. Shahija VA
12. Fathima Alia
13. Sefiya KM
14. Shiney CN
15. Dr. Girija TP
16. Sakkeena MK
17. Dr. Mohammed Nasser KM
18. Sanand C
19. Sincy Siddiq

The meeting of criterion VI was held to discuss the manual and AQAR format and the following were the decisions taken.

- Conveners of all cells and clubs should prepare minutes book and should keep register regarding the activities performed during the year
- Conveners should prepare an action plan, report, photos and feedback with respect to the activities conducted


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- Teachers who are awarded PhD degree will get one time financial assistance from the college
- Teachers who attend conferences/workshops/seminars will get financial assistance from the college
- Teachers who publish their papers in UGC Care listed journals or Scopus indexed journals will get financial assistance from the college
- Teachers should take membership in professional association and bodies
- All departments should keep records of students who receive medical benefits from the college
- As per the direction of IQAC, all departments should prepare result analysis, PTA reports etc.
- Teachers should present one paper at least in conferences, seminars or workshops
- Teachers should sent soft copies of their certificates of paper publication, presentation, refresher course, short term course, orientation course certificates to IQAC


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**Proceedings of NAAC sub-committee meeting (Student Support and Progression)
conducted on 03/12/2019**

Time: 2pm

Venue: Conference Room

Agenda:

2. SSR format discussion on SSP- 4TH Cycle
3. APAR format- Data capturing strategies

Members present:

2. Dr. Ajims P. Mohammed
3. Dr. Shafeer PS
4. Dr. Asma VM
5. Reena Mohammed
6. Dr. K Kesavan
7. Amitha P Mani
8. Sabeena PA
9. Mona VM
10. Dr. Jaisy David
11. Krishna Priya M
12. Raseena PM
13. Josbeena Johnson
14. Sanand.C.
15. Shanil Kumar

After a thorough discussion between the members the following decisions were taken,

- The number of students benefited by scholarships and free ships and total amount allotted should be recorded
- All programmes in relation to capability enhancement and development schemes should prepare a detailed report and the photos should be geo-tagged. An attendance report of students participated should be recorded
- A circular regarding the commencement of training programmes for competitive examinations and carrier.counseling should be kept and forwarded to IQAC
- Redressal of student grievances should be documented with complaints received from students and report of action taken


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- All third year tutors should keep contact with outgoing students and details of placement- name of the employer with contact details, number of students placed. A format for the same will be distributed by IQAC
- Final year tutors should collect details of student progression from UG to PG, PG to MPhil/PhD and collect a copy of their ID cards with both sides for proofs
- Department should collect the details of students appearing in state/national/international level examinations- Number of students and Register number of students should be collected
- All departments should organize cultural activities and the brochure, report and geo-tagged photos should be mailed to IQAC immediately after the event



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Proceedings of NAAC sub-committee meeting (Curricular aspects) conducted on
04/12/2019

Time: 3.30pm

Venue: Conference Room

Agenda:

1. Discussion of NAAC Manual

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Shibu A. Nair
4. Dr. K Kesavan
5. Amitha P Mani
6. Sabitha M

A meeting was conducted to discuss the NAAC manual and the following decisions were taken.

- All departments should ensure a well planned delivery of curriculum
- Certificate/diploma programmes should be introduced and documents should be kept
- Teacher should take possible efforts to become member of different bodies of university/autonomous colleges. Documentary proof should be maintained
- Departments should provide details of cross cutting issues in the syllabi with proof
- Departments should ensure to incorporate transferable and life skills while designing value added courses
- Documents regarding field projects and internships done by students should be collected
- Feedback from all the stake holders should be collected on time


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**Proceedings of NAAC sub-committee meeting (Institutional values and Best Practices) held
on 06/12/2019**

Time: 3.30pm

Venue: Conference Room

Agenda:

- Discussion on NAAC manual

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Māni
7. Sanand C
8. Mohammed Areej EM
9. Dr. KH Amitha Bachan

IQAC called a meeting of the NAAC sub-committee meeting of criteria seven members and the following decisions were taken,

- Departments and clubs should incorporate programmes related to gender equity
- Programmes must be initiated by departments to address local advantages and disadvantages (other than Gramika)
- A module must be devoted to human values and professional ethics in the certificate courses of each department


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**Proceedings of NAAC sub-committee meeting (Research, Innovation and Extension) held
on 07/01/2020**

Time: 3.30pm

Venue: Conference hall

Agenda:

- Discussion of NAAC manual

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Mani
7. Sanand C
8. Thanseela Ebrahim

A meeting of criteria 3 was held to discuss the NAAC Manual and the following decisions were taken.

- Those who are having PhD must apply for Research Guideship
- Research project proposals should be submitted
- Each department should set up incubation centre and other initiatives for creation of transfer of knowledge
- Workshops and seminars on intellectual property rights should be conducted
- Department should conduct industry-academic innovative practices
- PG Project should get plagiarism check
- Incentives would be provided to teachers who receive awards at various levels
- Each teacher should have at least one publication in the journals notified on UGC website on or before February 2020 and 50% of the publication fees will be borne by the management
- Teachers should ensure participation in UGC sponsored workshops/seminars/conferences
- All teachers should have at least one book/chapters in the edited volumes of books published in national/international/other universities/industries/corporate etc
- Patents published/awarded should be reported


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Proceedings of NAAC sub-committee meeting (Criteria IV- Infrastructure and learning resources) held on 23/01/2020

Time: 3:30pm

Venue: Conference Room

Agenda:

1. Discussion of NAAC Manual

Members present:

1. Dr. Ajims P. Mohammed
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Amitha P Mani
7. Sanand C
8. Shaheedha TM

After a thorough discussion between the members the following decisions were taken.

- ICT facility should be installed in all first year UG classes
- Audio/visual facilities would be established in all departments
- Facility to practice yoga would be made available
- RFID tags would be available for library log in
- 2000 books would be purchased every year
- Collection and upkeep of rare books and manuscripts in the library should be ensured
- Subscription to e-journals from commerce, social sciences and life sciences
- N-list for all PG students
- 4 or 5 computers would be allocated to each department for students
- Online submission of projects, assignments, seminars should be ensured so as to promote computer literacy of students
- Good percentage of per day usage of library by teachers and students should be ensured
- Lecture capturing must be performed by each faculty
- Log books should be maintained for all equipments
- ICT based lectures should be ensured by all the departments


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INTERNAL QUALITY ASSURANCE CELL [IQAC]

JUNE 2019-MAY 2020

Action Taken Report [ATR]

[Based on the decisions taken at the IQAC meetings held on 14/8/2019 from 3.30-4.30 pm at the Principal's chamber, MES Asmabi College, P. Vemballur]

Agenda Item No.1: Software for NAAC

For collecting data for NAAC, the demonstration of software was organized and all the faculty members were effectively participated in the programme. The executives from the software company gave an elaborated demonstration and cleared the doubts raised by faculty members.



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INTERNAL QUALITY ASSURANCE CELL [IQAC]

JUNE 2019-MAY 2020

Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 27/8/2019 at MES Asmabi College, P. Vemballur]

Agenda:

- Conduction of FDPs on outcome based education

IQAC organized a one day state level workshop entitled 'Outcome Based Education' on 10th March 2020. All the faculties effectively participated in the programme and gained knowledge about the calculation of student achievement percentage in terms of course outcome, programme outcome and programme specific outcome.


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INTERNAL QUALITY ASSURANCE CELL [IQAC]

JUNE 2019-MAY 2020

Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 31/10/2019 at MES Asmabi College, P. Vemballur]

Agenda:

- Conduction of FDPs

IQAC organized one day Faculty Development programme on 2nd November 2019. The workshop on 'Theatric Skills for Effective Teaching' was led by Dr. Suja Karthika. Similarly IQAC also organized a one day faculty development programme entitled 'Teacher to Teacher Plus- Where I am Today?' on 30th January 2020.

IQAC, in association with Kerala State Higher Education Council organized a one day training Programme on 'Spark and Other Administrative Matters' on 25th January 2020. Sri N Sanal Kumar, Junior Superintendent, ADGP, Crime Record Bureau, Trivandrum was the resource person. Sixty participants attended the programme.


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Photographs of various workshop organized by IQAC during 2019-20

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INTERNAL QUALITY ASSURANCE CELL [IQAC]

• JUNE 2019-MAY 2020

Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 08/11/2019 at MES Asmabi College, P. Vemballur]

Agenda:

- E-content development by teachers

Many teachers prepared E-Contents like video lectures and they shared with students.


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JUNE 2019-MAY 2020

Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 11/11/2019 at MES Asmabi College, P. Vemballur]


Agenda:

- Purchase of plagiarism checking software

College purchased plagiarism checker 'Curiginal' and was used for checking the articles of teachers and also the UG and PG projects of students.


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