



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 01/06/2020

Time: 1.30pm - Online mode

Agenda:

Action Plan of IQAC

Members present:

1. Dr. A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. Mohammed Areej EM
9. Dr. Sheena P A
10. Shaheedha TM
11. Thanseela Ibrahim
12. Shibu A. Nair
13. Shiney CN

The first meeting of the IQAC was held through Google meet to prepare an action plan of the IQAC for the academic year 2020-21. It was suggested that quality initiatives must be carried out during the year and all the activities in the college should be thoroughly monitored. It was decided to organize at least five quality programmes like faculty development programmes and webinars during the year.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabiccollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 09/07/2020

Time: 1.30pm Google Meet

Agenda:

Purchase of learning management system, Moodle

Members present:

1. Dr. A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. Dr Sanand C Sadanand
8. Mohammed Areej EM
9. Dr. Sheena P A
10. Shibu A Nair

A meeting of the IQAC was conducted to discuss the purchase of the learning management system, Moodle. It was decided to purchase the server with adequate provisions to manage the teaching learning process during the pandemic situation. The principal suggested that an intensive training programme should be organized for all the faculty members of the college. Decision was taken to invite Dr. Murugan R, Associate Professor of Computer Applications, MES college, Marampally as the trainer for the programme.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



MES ASMABI COLLEGE

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

INTERNAL QUALITY ASSURANCE CELL [IQAC]

JUNE 2020-MAY 2021

Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held online on 9/7/2020]

IQAC conducted FDP on Moodle training from -07-2020 to 25-007-2020 Resource person was Dr. Murugan R, Associate Professor of Computer Application, MES College, Marampally. The teachers were divided into three groups, and three day training for all the batches were provided. The hands on training turned out to be successful when all the teachers used Moodle throughout the year.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 30/07/2020

Time: 7.30pm **Online mode**

Agenda: AISHE ranking, ARIIA ranking, NIRF

Members present:

1. Dr. A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr. Amitha P Mani
7. Dr. Sanand C Sadanand
8. Mohammed Areej EM
9. Dr. Sheena P A

A meeting of the IQAC was called to discuss AISHE ranking, ARIIA ranking and NIRF. Smt. Reshmi. S was assigned the task of uploading the data for AISHE, Dr. Princy Francis was selected as the coordinator of ARIIA ranking and Sri Mohammed Areej as the coordinator of NIRF. Decision was also taken to add members to ARIIA and NIRF and to take necessary action for the successful uploading of the data.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671





MES ASMABI COLLEGE

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

Proceedings of the IQAC meeting held on 13/08/2020

Time: 1.30pm - Online mode

Agenda: Participation of teachers in online programmes

Members present:

1. Dr. A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. Mohammed Areej EM
9. Dr. AmithaBachan KH
10. Shaheedha TM
11. Thanseela Ibrahim
12. Shibu A. Nair
13. Shiney CN

A meeting of the IQAC was conducted through Google meet to make all the teachers participate in FDPs, NPTEL-Swayam and other online programmes. The IQAC coordinator suggested that 25% of the fund for registration in online programmes should be contributed by the management which was accepted. It was also decided that all the teachers must participate in at least one online career enrichment programme during the academic year.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.org



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 2/09/2020

Time: 12. 30pm - Online mode

Agenda:

1. External collaborative programmes

Members present:

1. Dr. A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. Dr. AmithaBachan KH
9. Dr Sheena P A

A meeting of the IQAC core committee was called to discuss the initiatives required to take in order to conduct collaborative programmes online. It was decided to associate with quality initiatives in the college and with some external agencies like established governmental and non-governmental organisations.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 6/10/2020

Time: 2 pm - Google meet

Agenda:

1. Welfare measures for self-financing teachers & non-teaching staff
2. Financial support to teachers who attend conferences and workshops
3. To conduct programmes relevant during the pandemic situation

Members present:

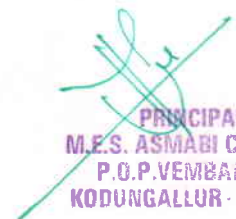
1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. Dr. Sanand C Sadanand
8. Dr. Amitha Bachan KH
9. Shibu A. Nair

A meeting of the IQAC was organized to discuss about the welfare measures to be taken for self financing teachers & non teaching staff. It was decided that the financial support to teachers who attend conferences, workshops and other qualitative developmental programmes like ISO, NBA certification should be increased. It also decided to conduct programmes which is relevant in the pandemic situation.





Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671


PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabiccollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

INTERNAL QUALITY ASSURANCE CELL [IQAC]

JUNE 2020-MAY 2021

Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held online on 6/10/2020]

The department of political science and IQAC jointly organized webinar series on 'Women and Covid' from 18/11/2020 to 20/11/2020. The webinar was able to enlighten the audience and provide awareness to cope up with the pandemic situation.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.org



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 04/09/2020

Time: 11. 30am- Google meet

Agenda:

To enhance ICT enabled teaching
Develop building and infrastructure

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. Dr. AmithaBachan KH

A meeting of the IQAC was held online to enhance ICT enabled teaching in the college during the pandemic and also to develop building and infrastructure. The learning management system moodle was already being used so as to ensure smooth functioning of teaching and learning during the pandemic situation.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P VEMBALLUR,
KODUNGALLUR - 680 671





MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 11/09/2020

Time: 11. 30am- Google meet

Agenda: Orientation programme for first year UG & PG students

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand

A meeting of the IQAC was conducted to discuss the orientation programme for first year under graduate and post graduate programmes. The resource person for the orientation programme was decided during the meeting. The date for the orientation was decided to be the first day of the commencement of the classes.



PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P VEMBALLUR,
KODUNGALLUR - 680 671

Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabiccollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 31/10/2020

Time: 3. 30pm

Venue: Conference Hall

Agenda:

1. Audit courses
2. Conduct international webinar

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. Dr. AmithaBachan KH

A meeting of IQAC members including the core committee members and criterion heads was held to decide the audit courses during the third and fourth semester under graduate courses. It was unanimously decided to select 'Intellectual Property Rights' and 'Gender Studies' during the third and fourth semesters respectively. Decision was also taken to organize an international webinar.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabiccollege.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

INTERNAL QUALITY ASSURANCE CELL [IQAC]

JUNE 2020-MAY 2021

Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 31/10/2020 at MES Asmabi College, P. Vemballur]

IQAC and Arabic department jointly organized an International Webinar on "Arabic Language Learning: New Approaches and Methods" on 19th March 2021. Around 210 people from various parts of the world participated in the online webinar.



Dr. SHAFEER. P. S.
Co-ordinator

Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 09/09/2020

Time: 1. 30pm - Google meet

Agenda:

1. E governance policy implementation
2. Research policy implementation

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Dr. Sumedhan KP
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. Prasoon TP
9. Dr. Muralikrishnan TR
10. Raji PB
11. Shahija VA
12. Sheena PA
13. Jeena PM
14. Sangeetha PS
15. Veenalekshmi UR
16. Dhanya K

A meeting of IQAC including IQAC core committee, advisors, criterion heads and the other members were called to enhance the activities of the internal quality assurance cell. E governance policy implementation and research policy implementation were discussed so as to implement them as policies.



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P. O. P. VEMBALLUR,
KODUNGALLUR. 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.org



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 15/10/2020

Time: 7. 30 pm- Google meet

Agenda:

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

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Dr. Sumedhan KP
5. Dr. K Kesavan
6. Dr. KM Mohammed Nasser
7. Dr Amitha P Mani
8. DrSanand C Sadanand
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. Reena Mohammed
19. Dr. Princy Francis
20. Najumudheen KP
21. Mona VM



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thirsur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thirsur Dist., Kerala

22. Reshmi S
23. Deepa KA
24. Gopalakrishnan K
25. Sabitha MM
26. Dr. Ansar EB
27. Shanilkumar
28. Abdul Yafiz
29. Lethif Penneth
30. Althaf TK
31. Raneeshaabi
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. SugainaSulaiman
42. UjjwalaNawas
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. Raseena PM
54. Fasma VH
55. NasleenSalim
56. Shemi CB
57. Sefiya KM
58. AbeenaHassen
59. Dr. Dhanya PR
60. Fathima Alia



[Handwritten signature]

Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

[Handwritten signature]
PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P VEMBALLUR,
KODUNGALLUR - 680 671

61. Raji PB
62. Shaheedha TM
63. Dr. Girija TP
64. Dr. ReshmiRaveendran
65. Swapna NR
66. Shiney CN
67. Sabeena PA
68. Liji T
69. Dr. Jaisy David
70. Sakkeena MK
71. Bindil MB

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
- Effort for faculty exchange and student exchange should be taken
- Functional MOU's should be signed, field trips should enhance industrial linkages
- Submit AQAR 2019-20 on time





Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671


PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671



MES ASMABI COLLEGE

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

Proceedings of NAAC sub-committee meeting (TLE) conducted on 30/11/2020

Time: 2pm - Google meet

Agenda:

1. APAR format- Data capture strategies

Members present:

1. Dr A Biju
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. Dr. Sanand C Sadanand
16. Dr Amitha P Mani
17. Sangeetha PS
18. Raiba PB
19. Dhanya K
20. Dhini KV



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671

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
- 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
- Tutors should ensure that the email ids and mobile numbers of students are updated which is required for students satisfaction survey



Dr. SHAFEEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



MES ASMABI COLLEGE

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

Proceedings of Governance, Leadership and Management (GLM) meeting held on 10/11/2020

Time: 2.30pm- Google meet

Agenda: Discuss the manual and AQAR format

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Amitha P. Mani
4. Dr. K. Kesavan
5. Prasoon TP
6. Abdul Yafiz KM
7. Chitra P.
8. DrSanand C Sadanand

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
- Teachers who are awarded PhD degree will get one time financial assistance from the college



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P. O. P. VEMBALLUR,
KODUNGALLUR - 680 671

- Teachers who attend conferences/workshops/seminars and 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
- 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 courses, short term courses, orientation course certificates to IQAC



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR-680671



MES ASMABI COLLEGE

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

Proceedings of NAAC sub-committee meeting (Student Support and Progression) conducted on 09/11/2020

Time: 1.30pm - Google meet

Agenda:

1. AQAR format- Data capturing strategies

Members present:

2. Dr A Biju
3. Dr. Shafeer PS
4. Dr. Asma VM
5. Reena Mohammed
6. Dr. K Kesavan
7. Dr Amitha P Mani
8. Sabeena PA
9. Mona VM
10. DrSanand C Sadanand
11. 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



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala

- Redressal of student grievances should be documented with complaints received from students and report of action taken
- 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



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671



MES ASMABI COLLEGE

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

Proceedings of NAAC sub-committee meeting (Curricular aspects) conducted on 04/12/2020

Time: 3.30pm - Google meet

Agenda:

Discussion of AQAR and new SSR Manual

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Shibu A. Nair
4. Dr. K Kesavan
5. Dr Amitha P Mani
6. Sabitha MM

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



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.edu.in



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



MES ASMABI COLLEGE

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

Proceedings of NAAC sub-committee meeting (Institutional values and Best Practices) held on 06/12/2020

Time: 1.30pm - Google Meet

Agenda:

- Discussion on NAAC manual

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. Mohammed Areej EM

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.
- A module must be devoted to human values and professional ethics in the certificate courses of each department



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671



MES ASMABI COLLEGE

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

Proceedings of NAAC sub-committee meeting (Research, Innovation and Extension) held on 13/01/2021

Time: 3.30pm

Venue: Conference hall

Agenda:

- Discussion of NAAC manual

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
8. ThanseelaEbrahim

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 and research methodology 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



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671

- 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



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671



MES ASMABI COLLEGE

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

Proceedings of NAAC sub-committee meeting (Criteria IV-Infrastructure and learning resources) held on 17/02/2021

Time: 3.30pm **Venue:** Conference Room

Agenda:

1. Discussion of NAAC Manual

Members present:

1. Dr A Biju
2. Dr. Shafeer PS
3. Dr. Asma VM
4. Reena Mohammed
5. Dr. K Kesavan
6. Dr Amitha P Mani
7. DrSanand C Sadanand
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
- A minimum of 2000 books would be purchased every year
- Collection and upkeep of rare books and manuscripts in the library should be ensured



Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur,
Kodungallur, Thrissur

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671

- 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



A handwritten signature in blue ink, appearing to read "Shafeer P. S.", written over a horizontal line.

Dr. SHAFEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IOA)
MES Asmabi College, P. Vemballur,
Kodungallur, Thrissur,
Kerala-680671

A handwritten signature in green ink, appearing to read "S. S.", written over a horizontal line.

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O. VEMBALLUR,
KODUNGALLUR - 680 671