



MES ASMABI COLLEGE

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

Proceedings of IQAC meeting held on 09/06/2021

Time: 3.30pm

Venue: Conference Hall

Agenda:

1. Review of the previous meeting and the action taken report
2. Action Plan of IQAC for the academic year 2021-2022
3. Organize skills-oriented training for teachers and students
4. Conduction of programmes for improving the teaching learning process in the college

Members present:

1. Dr. Biju A.
2. Dr. Shafeer p s
3. Dr. Kesavan K
4. Sanand C Sadanandakumar
5. Dr. AmithaBachan KH
6. Dr. Sumedhan KP
7. Sheena P A
8. Dr. T R Murali Krishnan
9. Dr. Amitha p Mani
10. Dr. Jisha K C

IQAC coordinator welcomed all participants. An overview of the meeting's agenda was provided, focusing on the action plan for the academic year 2021-22. The IQAC Coordinator presented a review of the achievements and outcomes of the previous year's action plan. The agenda and its action taken of the previous meeting were discussed and evaluated its implementation status.

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Discussion centered around identifying the key objectives and goals for the upcoming academic year based on perspective plan of the college prepared by IQAC. Members provided input on aligning the objectives with institutional priorities and accreditation requirements. The IQAC Coordinator presented a draft action plan, outlining specific tasks and strategies to achieve the identified objectives. Members provided few suggestions for additional modifications. A detailed timeline for the implementation of the action plan was presented and discussed.

In order to improve the teaching learning of college, various skill oriented programmes for teachers and students were proposed for the academic year.




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Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 09/06/2021 at MES Asmabi College, P. Vemballur]

- The IQAC Coordinator was assigned to prepare the action plan based on feedback and circulate the final version and assign duties to all members.
- Department heads and stakeholders were informed of their roles and responsibilities in the implementation of the action plan.
- Organized 'SAAVY Teaching enhancing classroom practice with computing skill' for teachers on 26th June 2021
- Organized one day lecture for teachers on the topic 'Beyond books embracing students centric learning, on 26th September 2021
- Soft skill orientation programme 'Skill Space' was organized for students on July 24th 2021



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Proceedings of IQAC meeting held on 20/07/2021

Time: 3.30pm

Venue: Conference Hall

Agenda:

1. Review of the previous meeting and the action taken report
2. Introduction of New Skill-Oriented/Certificate/Add-on/Value Added Courses through Online mode for the Academic Year
3. Strategies to ensure maximum enrollment of students in certificate courses
4. Improve the quality of students' research project

Members present:

1. Dr. Biju A.
2. Dr. Shafeer P S
3. Dr. Amitha Bachan KH
4. Dr. Kesavan K
5. Sanand C Sadanandakumar
6. Dr. Sumedhan KP
7. Sheena P A
8. Dr. Amitha p Mani
9. Dr. Jisha K C

The IQAC co-ordinator welcomed all participants and introduced the agenda, emphasizing the importance of expanding online certificate/add-on/value-added courses. The IQAC Coordinator presented a proposal for introducing new certificate, add-on, and value-added courses through online mode. Members discussed the relevance of the proposed courses, industry demand, and potential benefits for students. Discussion revolved around defining the content and structure of the new online courses. Members provided input on aligning courses with current



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industry requirements and ensuring a balanced curriculum. Moreover, members discussed faculty expertise, technological infrastructure, and external collaborations needed. Strategies to ensure maximum enrolment in the new courses were discussed. Members explored collaboration with student forums for this purpose. The agenda and the actions taken during the last meeting were examined and reviewed in terms of their execution status.

A decision was reached to enhance the quality of research projects undertaken by students in the years to come. In addition to assigning department heads the responsibility of developing a comprehensive plan for this, it was decided that all projects would require the signatures and seals of internal and external valuation experts in order to comply with NAAC SSR documentation requirements. Moreover compulsory plagiarism checking in the PG project was suggested by IQAC for improving the quality of thesis. All the members provided suggestions.



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Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 20/07/2021 at MES Asmabi College, P. Vemballur]

- The IQAC Coordinator was assigned to finalize the certificate course details and submit proposals for necessary approvals.
- Teachers were assigned to handle specific tasks related to encourage students join in the skills oriented certificate programmes
- Department heads were charged with assigning duties to develop a comprehensive plan to enhance the quality of research projects in their specific fields of study.



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Proceedings of IQAC meeting held on 09/08/2021

Time: 3.30pm

Venue: Conference Hall

Agenda:

1. Discussion of the previous meeting and the action taken report
2. NAAC data collection

Members present:

1. Dr. Biju A.
2. Dr. Shafeer PS
3. Dr. Kesavan K
4. Sanand C Sadanandakumar
5. Dr. AmithaBachan KH
6. Dr. Sumedhan KP
7. Sheena P A
8. Dr. Amitha p Mani
9. Dr. Jisha K C

The IQAC co-ordinator welcomed all participants and introduced the agenda for the day – NAAC data collection for the academic year 2021-22. The previous meeting's agenda and actions were reviewed, and the progress of their implementation was assessed. The IQAC Coordinator provided an overview of the NAAC data collection process, outlining the required documentation and criteria. Members were briefed on the significance of accurate and comprehensive data for accreditation purposes. Discussion included a review of the data collection process for the previous academic year, highlighting challenges faced and lessons



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learned. Members shared insights on improving efficiency and data quality. Principal presented a list of key data points required for the NAAC accreditation process.

Responsibilities for data collection were assigned to relevant departments and individuals. A proposed timeline for the data collection process was presented and discussed. Members ensured alignment with NAAC deadlines and identified potential bottlenecks.


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Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 09/08/2021 at MES Asmabi College, P. Vemballur]

- Criterion wise review meetings were planned for discussing the status of data collection.
- The IQAC Coordinator was assigned to circulate a detailed plan for data collection



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Proceedings of IQAC meeting held on 30/09/2021

Time: 3.30pm

Venue: Conference Hall

Agenda:

1. Discussion of the previous meeting and the action taken report
1. Review meeting of all seven NAAC criteria

Members present:

1. Dr. Biju A.
2. Dr. Shafeer P S
3. Dr. Amitha Bachan KH
4. Dr. Kesavan K
5. Sanand C Sadanandakumar
6. Dr. Sumedhan KP
7. Sheena P A
8. Dr. Amitha p Mani
9. Dr. Jisha K C

The IQAC co-ordinator welcomed all participants and introduced the agenda for the day - The Principal provided an overview of the seven criteria of NAAC, emphasizing the importance of the review process.

Members were reminded of the key components and indicators under each criterion.

Criterion 1: Curricular Aspects: Discussion and review of the institution's performance and documentation related to Criterion 1 took place. Members provided feedback on strengths and areas that need improvement in the criterion I



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Criterion 2: Teaching-Learning and Evaluation:A detailed discussion on Criterion 2 ensued, focusing on teaching methodologies, assessment practices, and OBE initiatives.Recommendations and suggestions for enhancement were discussed.

Criterion 3: Research, Consultancy, and Extension:The institution's compliance with Criterion 3 was thoroughly examined, covering research activitiesand extension programs.Members deliberated on strategies to enhance performance in this criterion.

Criterion 4: Infrastructure and Learning Resources:The meeting delved into Criterion 4, evaluating the adequacy and functionality of the institution's infrastructure and learning resources.Feedback was provided to address any identified gaps.

Criterion 5: Student Support and Progression:Discussion revolved around Criterion 5, reviewing the institution's mechanisms for student support and progression.Members provided input on improving support mechanisms for students.

Criterion 6: Governance, Leadership, and Management:A detailed discussion on Criterion 6 ensued, assessing the effectiveness of the institution's leadership and governance structures.

Criterion 7: Innovations and Best Practices:The meeting evaluated Criterion 7, focusing on the institution's initiatives for best practices, green initiatives and institutional distinctiveness.Members shared insights on successful practices and recommended areas for further modifications.

The previous meeting's agenda and actions were discussed and their implementation status was evaluated.



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Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 30/09/2021 at MES Asmabi College, P. Vemballur]

- A timeline for implementing the suggested improvements and completing documentation was discussed and agreed upon.



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Proceedings of IQAC meeting held on 10/11/2021

Time: 3.30pm

Venue: Conference Hall

Agenda:

1. Discussion of the previous meeting and the action taken report
2. Conduction of webinar on Learning Management System (LMS)
3. Promotion of Research activities in the college

Members present:

1. Dr. Biju A.
2. Dr. Shafeer P S
3. Dr. Amitha Bachan KH
4. Dr. Kesavan K
5. Sanand C Sadanandakumar
6. Dr. Sumedhan KP
7. Sheena P A
8. Dr. Amitha p Mani
9. Dr. Jisha K C

The IQAC coordinator welcomed all participants and introduced the agenda for the day – conducting a webinar on Learning Management System (LMS). The IQAC Coordinator presented the objectives of the webinar, emphasizing the need to enhance awareness and usage of the LMS among faculties. Members discussed the importance of effective utilization of LMS in the current educational landscape. Discussion revolved around defining the content and structure of the webinar, including topics such as LMS features, benefits, and practical demonstrations. Identification and confirmation of resource persons for conducting the webinar were discussed. A proposed schedule for the webinar, including dates, timings, and duration, was presented. Members discussed and finalized the timeline, ensuring minimal disruption to regular academic activities.



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It was also decided to organize workshop on research methodologies for teachers and research scholars. All the members agreed to the proposal. Discussion and evaluation of the previous meeting's agenda and its actions were carried out.

IQAC as part of enriching the Indian knowledge system, provided suggestions to Malayalam department to organized various programmes related to our culture in connection with Keralapiravidhinaghosham.



A handwritten signature in blue ink, appearing to be 'Dr. Shafeer P. S.', written over a horizontal line.

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A handwritten signature in green ink, appearing to be 'Principal', written over a horizontal line.

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Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 10/11/2021 at MES Asmabi College, P. Vemballur]

- IQAC members were assigned to finalize the schedule, resource person and target audience for the webinar.
- Dr. Amitha P Mani was assigned as the coordinator of the webinar.
- IQAC in association with Malayalam Department organized 'Kerala PiraviDhnaghosham' on 1st November 2021.
- IQAC and Commerce department organized a lecture on Project Preparatory methods for PG students.
- A workshop on 'Basics of qualitative research- A hands on experience' was organized for teachers and research scholars on 30-4-2022 by IQAC



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Proceedings of IQAC meeting held on 08/12/2021

Time: 10.30pm **Venue:** Conference Hall

Agenda:

1. Discussion of the previous meeting and the action taken report
2. Encourage the teachers to use more ICT-enabled tools for the teaching-learning process
3. Conduction of workshop for teachers on Outcome based education

Members present:

1. Dr. Biju A.
2. Dr. Shafeer P S
3. Dr. Amitha Bachan KH
4. Dr. Kesavan K
5. Sanand C Sadanandakumar
6. Dr. Sumedhan KP
7. Sheena P A
8. Dr. Amitha p Mani
9. Dr. Jisha K C

The IQAC co-ordinator welcomed all participants and introduced the agenda for the day – preparing more ICT-enabled tools for the teaching-learning process. The IQAC Coordinator presented the objectives of developing additional ICT-enabled tools, emphasizing the need for innovative and effective teaching methodologies. Members discussed the role of technology in enhancing the learning experience. Discussion revolved around identifying and selecting specific ICT tools that could be integrated into the teaching-learning process. Members shared insights on emerging technologies and tools with potential benefits. The meeting addressed the importance of providing training to faculty members for effective utilization of the identified ICT tools. Discussion focused on aligning the identified ICT tools with the existing



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curriculum. Members provided input on ensuring seamless integration and relevance to course objectives.

The IQAC Coordinator outlined mechanisms for monitoring and evaluating the impact of ICT-enabled tools on the teaching-learning process. Members provided suggestions on feedback mechanisms and continuous improvement. The previous meeting's agenda and its actions were reviewed and their status of implementation was assessed.



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Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 08/12/2021 at MES Asmabi College, P. Vemballur]

- A proposed timeline for the development and implementation of ICT-enabled tools was presented and discussed.
- Criterion II head was assigned to monitor the improvement in ICT enabled tools.
- Five days workshop for teachers on the topic 'Outcome based education' was conducted from 6/2/2022 to 10/2/2022



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Proceedings of IQAC meeting held on 06/01/2022

Time: 10.30pm

Venue: Conference Hall

Agenda:

1. Discussion of the previous meeting and the action taken report
2. Organizing a series of workshops on research and publication in collaboration with all PG departments.
3. Training programme for administrative staffs of the college

Members present:

1. Dr. Biju A.
2. Dr. Shafeer P S
3. Dr. Amitha Bachan KH
4. Dr. Kesavan K
5. Sanand C Sadanandakumar
6. Dr. Sumedhan KP
7. Sheena P A
8. Dr. Amitha p Mani
9. Dr. Jisha K C

The IQAC coordinator welcomed all participants and introduced the agenda for the day – organizing a series of workshops on research and publication in collaboration with all PG departments. The IQAC Coordinator presented the objectives of the workshops, emphasizing the promotion of research culture and enhancing publication skills among faculty and postgraduate students. Members discussed the potential impact on academic and research outcomes. Discussion revolved around identifying and selecting specific topics for the workshops, ensuring relevance to the research and publication needs of each PG department. Members shared insights on emerging trends and challenges in their respective disciplines. The meeting addressed the identification of resource persons for each workshop and the potential for collaboration with external experts.

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A proposed schedule for the series of workshops, including dates, timings, and duration, was presented and discussed. The IQAC Coordinator outlined mechanisms for monitoring and evaluating the effectiveness of the workshops. Discussion centered around fostering collaboration among PG departments for mutual learning and support during the workshop series.

A workshop for administrative staffs of the college was also proposed and all the members in the meeting agreed the proposal. The previous meeting's agenda and actions were discussed and their implementation status was viewed.



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Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 06/01/2022 at MES Asmabi College, P. Vemballur]

- IQAC co-ordinator was assigned to finalize the schedule of workshop.
- Principal directed the HOD's of PG Departments to conduct webinar/seminar/workshop in research methodology.
- Dates of the five days administrative training programme on the topic ' SPARK training on GEM Tools' was fixed from 10th May to 14th May 2022.



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Proceedings of IQAC meeting held on 25/02/2022

Time: 3.30pm

Venue: Conference Hall

Agenda:

1. Discussion of the previous meeting and the action taken report
2. Curriculum Feedback Collection, Analysis and Posting on College Website

Members present:

1. Dr. Biju A.
2. Dr. Shafeer P S
3. Dr. Amitha Bachan KH
4. Dr. Kesavan K
5. Sanand C Sadanandakumar
6. Dr. Sumedhan KP
7. Sheena P A.
8. Dr. Amitha p Mani
9. Dr. Jisha K C

The IQAC co-ordinator welcomed all participants and introduced the agenda for the day – curriculum feedback collection, analysis, and posting on the college website. The IQAC Coordinator presented the objectives of collecting feedback on the curriculum, emphasizing the importance of continuous improvement. Members discussed the role of feedback in enhancing the quality of education. Discussion revolved around the methods employed for collecting feedback from various stakeholders, including students, teachers, parents, alumni, and employers. IQAC co-ordinator emphasized the importance of feedback collection from different stake holders and he also suggested that the questionnaire of the feedback form should be carefully prepared and the collected feedback should document properly.

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The IQAC Coordinator presented a plan for presenting the analyzed data, emphasizing clarity and transparency. Discussion ensued on formulating an action plan based on the analysis, outlining specific strategies for improvement. Responsibilities were assigned to relevant departments for implementation. Moreover, members discussed the format, language, and presentation of the information on the website. The agenda and actions from the last meeting were discussed and agreed upon, and their current status of implementation was examined.



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Action Taken Report [ATR]

[Based on the decisions taken at the IQAC meetings held on 25/02/2022 at MES Asmabi College, P. Vemballur]

- Responsibilities were assigned to relevant departments for feedback collection from different stakeholders.
- Criterion I head was assigned to monitor the feedback collection and analyses.
- The teacher in charge of college website was assigned to prepare for the posting of the analyzed feedback on the college website.

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