

# MES ASMABI COLLEGE

P VEMBALLUR



## Minutes of the IQAC Meetings

Quality improvement initiatives are  
identified and implemented



6.5.2  
OPTION: A

## **IQAC MINUTES 2022-23**



# MES ASMABI COLLEGE

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## Proceedings of IQAC meeting held on 03/06/2022












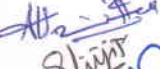


Time: 3.30pm

Venue: Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Presentation of SWOC
3. Action Plan of IQAC for the academic year 2022-2023
4. Organization of five days workshop on IPR
5. Workshop for teachers on student centric teaching methods
6. Workshop for teachers on income tax filing
7. Collecting AAA

### Members present:

1. Dr. Biju A. 
2. Dr. Shafeer P.S. 
3. Dr. AmithaBachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
8. Dr. Jisha K C 
9. Dr. Sheena P A 
10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
13. Smt. Shiji T S 
14. Sri Abdul Yafiz K M 

**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 coordinator Dr. Shafeer PS welcomed the members for the meeting. The agenda of the meeting was explained by him. The academic performance of the institution for the academic year 2021-22 was presented and discussed.

IQAC coordinator presented the SWOT analysis to identify Strengths, Weaknesses, Opportunities, and Challenges for the institution. Members reviewed the progress made on the action items from the previous year's action plan. The status of accreditation and the steps to be taken for continuous improvement was also discussed. A presentation was made by the coordinator of the IQAC regarding the action plan for the academic year 2022-2023. There was complete agreement among the members about all of the plan of action. 1. Teaching and learning; 2. Research and development activities; 3. Infrastructure development; 4. Training and development programs; and 5. Academic administration were the primary areas of focus that were addressed in the plan of action.

IQAC Co-Ordinator also presented the proposal for conducting a workshop on Intellectual Property Rights. All the members provided suggestions and the proposal was sanctioned and was decided to conduct with the participation of Commerce department. Similarly a workshop on income tax filing for teachers also proposed in July. It was decided to organize the same with Dr. Princy Francis, Assistant Professor of Commerce as the resource person. As part of student support initiatives of IQAC, it was decided to organize a soft skill orientation programme for students in the month of June itself. Similarly, IQAC proposed a workshop for teachers in connection with student centric teaching methods.



**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



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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 08/06/2022 at MES Asmabi College, P. Vemballur]*

- The circulation of finalized action plans and timelines was assigned to IQAC members.
- The IQAC Coordinator was assigned to prepare the action plan based on feedback and circulate the final version to all members.
- Soft skill orientation programme for student entitled 'Nurturing soft skill brilliance, was organized for students on 6-6-2022.
- Workshop on student centric teaching methods entitled 'From class room to conversation- A student centric teaching revolution' was organized on 18/6/2022.
- A five day workshop on 'Trade Related Intellectual Property Rights' was organized from 6-10 2022 to 28-10-2023.
- Hands on training on 'E-Filing income tax for salaried employees' was conducted on 17<sup>th</sup>December 2022.



  
**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

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## Proceedings of IQAC meeting held on 20/07/2022

**Time:** 3.30pm

**Venue:** Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Introduction of New Skill-Oriented/Certificate/Add-on/Value Added Courses for the Academic Year
3. Strategies to ensure maximum enrollment of students in certificate courses
4. Organize a FDP for teachers in educational psychology
5. Conduction of job training programmes for students

### Members present:

15. Dr. Biju A.

16. Dr. Shafeer P.S.

17. Dr. AmithaBachan KH

18. Dr. Kesavan K

19. Dr. Reena Mohamed

20. Dr. Sanand C Sadanandakumar

21. Dr. Amitha P Mani

22. Dr. Jisha K C

23. Dr. Sheena P A

24. Dr. Sefiya K M

25. Dr. Sumedhan K P

26. Dr. Ansar E B

27. Smt. Shiji T S

28. Sri Abdul Yafiz K M

Dr. SHAFEER. P. S.  
Co-ordinator

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

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M.E.S. ASMABI COLLEGE,  
P.O.P VEMBALLUR,  
KODUNGALLUR 686 671

Dr. Shafeer PS, IQAC coordinator welcomed the members. The meeting began with the introduction and discussion of the new skill-oriented, certificate, add-on, and value-added courses planned for the academic year 2022-23. HODs presented the course details, objectives and expected outcomes. The members also discussed the feasibility of offering these courses through online mode. Brainstormed strategies to ensure maximum enrollment of students in the certificate courses were discussed. The major strategies discussed for maximizing the enrollment percentage include;

- Create awareness among students regarding the benefits of the courses in their job career.
- Explored collaboration opportunities with industries, alumni, and other institutions to enhance the attraction and value of the certificate courses.
- Considered the possibility of offering incentives or discounts for early registrations.

The members went over the various action items from the action plan from the previous year and discussed the progress that had been made on each.

The meeting also discussed a proposal for conducting FDP for teachers on educational psychology in association with Psychology Department and all the members provided inputs to the discussion.

A job training programme for students also proposed to conduct in college to enhance the placement opportunities of students.



  
**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



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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 20/07/2022 at MES Asmabi College, P. Vemballur]*

- The HOD's were assigned to finalize the certificate course details and submit proposals for necessary approvals.
- Dr. Amitha P Mani was assigned as the faculty in charge of certificate/add on/value added courses.
- An FDP was organized for faculties on the topic Educational Psychology for teachers before and after the covid era on 5<sup>th</sup> September 2022
- Carrier guidance cell and IQAC of MES Asmabi College organized employability training programme in collaboration with an external agency (Mahindra) from 29<sup>th</sup> November to 22<sup>nd</sup> December 2022.



  
**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.mesasmabicollge.edu.in



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





# MES ASMABI COLLEGE

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## Proceedings of IQAC meeting held on 09/08/2022

**Time:** 3.30pm

**Venue:** Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. NAAC data collection for SSR preparation
3. AI workshop for teachers and students

### Members present:

1. Dr. Biju A.
2. Dr. Shafeer P.S.
3. Dr. AmithaBachan KH
4. Dr. Kesavan K
5. Dr. Reena Mohamed
6. Dr. Sanand C Sadanandakumar
7. Dr. Amitha P Mani
8. Dr. Jisha K C
9. Dr. Sheena P A
10. Dr. Sefiya K M
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**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, Dr. Shafeer PS welcomed all the participants. The minutes of the previous meeting were reviewed and approved unanimously. The Coordinator presented an overview of the National Assessment and Accreditation Council (NAAC) data collection requirements. This included an explanation of the various parameters, criteria, and metrics that need to be addressed for accreditation. Members discussed potential data sources for meeting NAAC requirements, including academic performance data, faculty details, infrastructure details, research publications, student feedback, and other relevant information. Suggestions were made for ensuring accuracy and completeness in data collection.

The members discussed and agreed upon assigning specific responsibilities to individuals for gathering data from different departments. Each member volunteered to take charge of specific aspects of data collection. A tentative timeline for data collection was proposed and discussed.

It was also decided to organize a workshop separately for teachers and students on different popular AI Tools. All the members agreed the proposal.



A handwritten signature in blue ink, appearing to read "Shafeer P. S.", with a long horizontal line extending to the right.

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

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



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## Action Taken Report [ATR]

**[ATR Based on the decisions taken at the IQAC meeting held on 09/08/2022 at MES Asmabi College, P. Vemballur]**

- Criterion wise review meetings were planned for discussing the status of data collection.
- The IQAC members were assigned the duty to verify the collected data by the criterion heads and metrics supervisors.
- Hands on training on the topic 'AI Enhanced teaching and learning' from 11/11/2022 to 3/12/2022 was conducted for faculties
- A workshop on 'Canva' was conducted for students on 20/01/2023
- Workshop on 'Canva' was conducted for teachers from 6<sup>th</sup> March to 10<sup>th</sup> March 2023



**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



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## Proceedings of IQAC meeting held on 29/09/2022












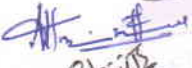


**Time:** 3.30pm

**Venue:** Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Increasing the Number of NET/Ph.D. Holders in Self-Financing Teacher Recruitment.
3. Promoting Research activities in the college.

### Members present:

1. Dr. Biju A. 
2. Dr. Shafeer P.S. 
3. Dr. AmithaBachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
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10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
13. Smt. Shiji T S 
14. Sri Abdul Yafiz K M 

The IQAC co-ordinator Dr. Shafeer PS welcomed all the participants. The minutes of the previous meeting were reviewed and approved unanimously. The Coordinator provided an overview of the agenda, highlighting the importance of having a higher number of NET/Ph.D. holders in self-financing teacher recruitment. The rationale, including potential benefits for academic quality and institutional reputation, was discussed. Members discussed the current



status of NET/Ph.D. holders in the teaching staff, analyzing the percentage and distribution across departments. This analysis served as a baseline for identifying areas that need improvement. Members also discussed initiatives to promote a research culture within the institution, including organizing seminars, workshops, and conferences. Encouraging faculty to publish research papers and participate in scholarly activities was highlighted.



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 (IQAC)  
MES Asmabi College, P. Vemballur  
Kodungallur, Thrissur,  
Kerala-680671

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



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## Action Taken Report [ATR]

[ATR Based on the decisions taken at the IQAC meeting held on 29/09/2022 at MES Asmabi College, P. Vemballur]

- Recruitment of self-financing teachers was conducted in such a manner that the number of NET/PHD holders was increased.



**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



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## Proceedings of IQAC meeting held on 21/10/2022




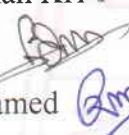
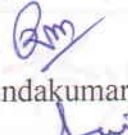


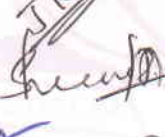
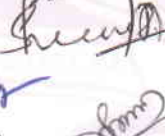
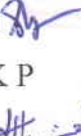
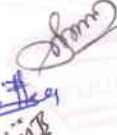
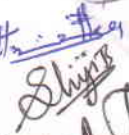
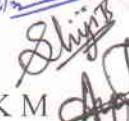
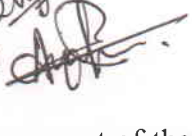
**Time:** 3.30pm

**Venue:** Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Preparation of programme guide for each programme

### Members present:

1. Dr. Biju A. 
2. Dr. Shafeer P.S. 
3. Dr. AmithaBachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
8. Dr. Jisha K C 
9. Dr. Sheena P A 
10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
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14. Sri Abdul Yafiz K M 


Following the announcement of the meeting by the Principal, the IQAC coordinator, Dr. Shafeer PS, extended a warm greeting to all of the attendees. A unanimous vote was taken to approve the minutes from the last meeting, which were examined and approved. The Coordinator provided an overview of the agenda, emphasizing the importance of developing comprehensive



programme guides for each academic program offered by the institution. Members discussed the current status of programme documentation, including syllabi, course structures, and other relevant details. The Coordinator presented an analysis of the existing documents to identify areas that need improvement. Discussion centered around determining the essential components to be included in the programme guide. This included program objectives, course descriptions, credit requirements, assessment methods, and any other pertinent information. Members deliberated on the importance of standardizing the format and content across all programme guides to ensure consistency. Guidelines for writing and formatting programme guides were discussed and agreed upon. A tentative timeline for the development of programme guides was proposed and discussed. Members provided input on the feasibility of the proposed timeline, and adjustments were made as needed.



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

  
PRINCIPAL  
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P.O.P VEMBALLUR,  
KODUNGALLUR - 680 671





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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 21/10/2022 at MES Asmabi College, P. Vemballur]*

- Dr. Shafeer P S was assigned the responsibilities for drafting and reviewing programme guides.
- Members volunteered specific programmes to work on, and a clear timeline for completion was established.



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

**PRINCIPAL**  
MES ASMABI COLLEGE,  
P. O. P. VEMBALLUR,  
KODUNGALLUR - 680 671





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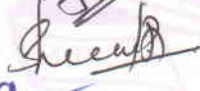


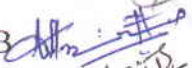


## Proceedings of IQAC meeting held on 24/11/2022

**Time:** 10.30 am **Venue:** Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Preparation of Specific Criteria for Assigning Marks to Continuous Internal Assessment Components (e.g., Seminar and Assignment)

### Members present:

1. Dr. Biju A. 
2. Dr. Shafeer P.S. 
3. Dr. Amitha Bachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
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10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
13. Smt. Shiji T S 
14. Sri Abdul Yafiz K M 

The Principal called the meeting and IQAC co-ordinator welcomed all the participants. The minutes of the previous meeting were reviewed and approved unanimously. The Coordinator provided an overview of the agenda, emphasizing the need to establish clear and transparent



criteria for assigning marks to continuous internal assessment components such as seminars and assignments. Members discussed the existing methods and criteria for assessing seminars and assignments. The Coordinator presented an analysis of the strengths and weaknesses of the current system. Discussion centered around identifying key components that should be considered when assigning marks to seminars and assignments. This included factors such as content, presentation skills, research depth, and adherence to deadlines. Members deliberated on the appropriate weightage for each identified component. Agreement was sought on the relative importance of factors such as content, communication skills, creativity, and adherence to guidelines.

Members discussed and proposed specific criteria for different grade levels, ensuring consistency and fairness. The importance of standardizing assessment criteria across departments was highlighted. Members discussed the challenges and opportunities in achieving consistency in evaluation practices. The Coordinator proposed incorporating a feedback mechanism from students to gather their perspectives on the assessment criteria. Members discussed methods for collecting constructive feedback and the incorporation of student input into the assessment process.



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

PRINCIPAL  
MES. ASMABI COLLEGE,  
P.O.P. VEMBALLUR,  
KODUNGALLUR - 680 671



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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 24/11/2022 at MES Asmabi College, P. Vemballur]*

- The development and implementation of continuous assessment procedure was assigned to Criterion II head and all the HOD's should monitor the assessment procedure and report to the Principal.



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

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





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## Proceedings of IQAC meeting held on 07/12/2022



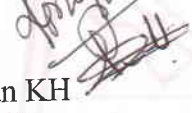




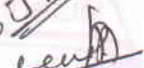




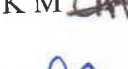

Time: 10.30pm

Venue: Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Organizing State-Level Training Program on Administrative Matters in Aided College for Non—teaching staff

### Members present:

1. Dr. Biju A. 
2. Dr. Shafeer P.S. 
3. Dr. AmithaBachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
8. Dr. Jisha K C 
9. Dr. Sheena P A 
10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
13. Smt. Shiji T S 
14. Sri Abdul Yafiz K M 



  
Dr. SHAFEER. P. S.

Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
MES Asmabi College, P. Vemballur  
Kodungallur, Thiruvananthapuram

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

The meeting commenced with the introductory speech delivered by Dr. Shafeer PS, the coordinator of the Internal Quality Assurance Cell (IQAC). The minutes of the preceding meeting were examined and endorsed unanimously. The Coordinator provided an overview of the agenda, highlighting the importance of organizing a state-level program to address administrative matters in aided colleges. Discussion centered around defining the objectives of the state-level program. Members identified key areas of administrative concerns in aided colleges, such as financial management, governance, compliance, and salary and payroll administration.

Members discussed potential resource persons who could provide expertise in various administrative areas. Consideration was given to experts from government authorities, and experienced administrators. The Coordinator presented a draft program structure, including the scheduling of sessions and topics to be covered. Members provided input on ensuring a balanced and comprehensive coverage of administrative matters. A tentative timeline for the planning and execution of the state-level program was proposed and discussed. Members provided input on the feasibility of the timeline, and adjustments were made as needed.



  
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KODUNGALLUR - 680 671



# MES ASMABI COLLEGE

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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 07/12/2022 at MES Asmabi College, P. Vemballur]*

- IQAC co-ordinator was assigned to finalize the schedule of state level training programme for Non-teaching staff.
- Organized a five days workshop for non-teaching staffs on the topic 'Administrative matters of aided colleges' from January 28<sup>th</sup> to February 2023.



**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

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## Proceedings of IQAC meeting held on 09/01/2023

Venue: Conference Hall

Time: 3.30pm

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Criterion wise review meetings- Criteria 1, 2, 3 and 4

### Members present:

1. Dr. Biju A.
2. Dr. Shafeer P.S.
3. Dr. AmithaBachan KH
4. Dr. Kesavan K
5. Dr. Reena Mohamed
6. Dr. Sanand C Sadanandakumar
7. Dr. Amitha P Mani
8. Dr. Jisha K C
9. Dr. Sheena P A
10. Dr. Sefiya K M
11. Dr. Sumedhan K P
12. Dr. Ansar E B
13. Smt. Shiji T S
14. Sri Abdul Yafiz K M

The IQAC co-ordinator welcomed all participants and introduced the agenda for the day - the criterion-wise review meetings focusing on Criteria 1, 2, 3, and 4 of the accreditation process. The minutes of the previous meeting were reviewed and approved unanimously. Members engaged in a detailed review of Criteria 1, 2, 3, and 4, as outlined in the accreditation standards. Each criterion was discussed individually, and members provided





feedback based on current practices and achievements. The Coordinator presented a summary of the progress made in meeting the criteria since the last review. Members discussed achievements, challenges, and areas that require further attention or improvement.

Discussion included an analysis of data and evidence related to each criterion. Members evaluated the adequacy and relevance of the data presented, ensuring that it aligns with the established benchmarks suggested by the NAAC. Members identified areas of compliance and non-compliance with each criterion. The discussion focused on recognizing successes and addressing challenges, with an emphasis on strategies to rectify any non-compliance issues. Based on the review, members proposed action plans and recommendations for enhancing performance in each criterion.



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 (IQAC)  
MES Asmabi College, P. Vembalur  
Kodungallur, Thrissur,  
Kerala-680671

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**PRINCIPAL**  
**M.E.S. ASMABI COLLEGE,**  
**P.O.P.VEMBALUR,**  
**KODUNGALLUR 680671**



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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 09/01/2023 at MES Asmabi College, P. Vemballur]*

- Action items were identified, and responsibilities were assigned for improving quality of data and its documentation.
- A timeline for implementing the suggested improvements and completing documentation was discussed and agreed upon.



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

MES ASMABI COLLEGE,  
P. O. 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



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## Proceedings of IQAC meeting held on 10/02/2023


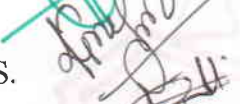

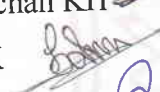

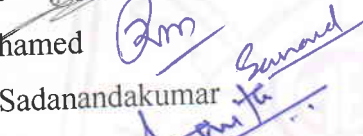
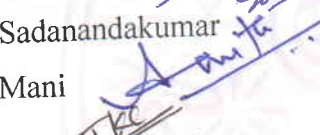

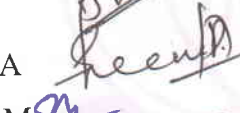
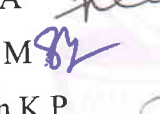
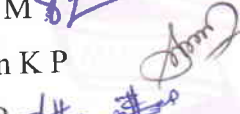



Time: 3.30pm

Venue: Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Criterion wise review meetings- Criteria 5, 6 and 7

### Members present:

1. Dr. Biju A. 
2. Dr. Shafeer P.S. 
3. Dr. AmithaBachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
8. Dr. Jisha K C 
9. Dr. Sheena P A 
10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
13. Smt. Shiji T S 
14. Sri Abdul Yafiz K M 

The IQAC coordinator welcomed all participants and highlighted the focus of the meeting, which is the criterion-wise review of Criteria 5, 6, and 7 for the accreditation process. The minutes of the last meeting were scrutinized and unanimously approved. The members conducted a thorough examination of Criteria 5, 6, and 7, as specified in the accreditation specifications. Each criterion was examined separately, and members offered input based on



existing practices and accomplishments. The Coordinator provided a concise overview of the advancements achieved in fulfilling Criteria 5, 6, and 7 since the previous evaluation. The members assessed the sufficiency and pertinence of the data provided, confirming its alignment with the stated standards and objectives. The emphasis was placed on aligning Criteria 5, 6, and 7 with the institution's overarching aims and objectives. Participants deliberated on how achieving all of these criteria enhances the organization's objective and vision.



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 (IQAC)  
MES Asmabi College, P. Vemballur  
Kodungallur, Thrissur,  
Kerala-680671

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



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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 10/02/2023 at MES Asmabi College, P. Vemballur]*

- A timeline for implementing the suggested improvements and completing documentation was discussed and agreed upon.
- IQAC members were tasked with the monitoring of data collection progression.



**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

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## Proceedings of IQAC meeting held on 20/02/2023


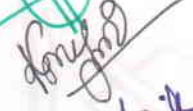




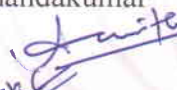

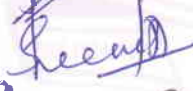

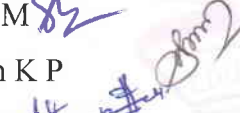
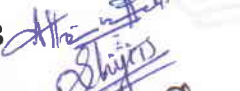


**Time:** 10.30pm

**Venue:** Conference Hall

### Agenda:

1. Minutes of previous meeting and the action taken report
2. Organizing a series of research workshops for PG and Research students in collaboration with all PG departments.

### Members present:

1. Dr. Biju A. 
2. Dr. Shafeer P.S. 
3. Dr. AmithaBachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
8. Dr. Jisha K C 
9. Dr. Sheena P A 
10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
13. Smt. Shiji T S 
14. Sri Abdul Yafiz K M 

The meeting began with Dr. Shafeer, the IQAC co-ordinator, delivering a message of welcome. PS. The last meeting's minutes were examined and entirely approved. The Coordinator provided an overview of the agenda, emphasizing the importance of organizing a series of



research workshops for postgraduate (PG) and research students in collaboration with all PG departments. Discussion centered around defining the objectives of the research workshops. Members identified key goals, such as enhancing research skills, promoting interdisciplinary collaboration, and fostering a research culture among students. Members discussed potential topics for the workshops, considering the diverse research interests across PG departments. The aim was to cover a range of subjects relevant to the needs and interests of the students. Discussion ensued regarding the selection of resource persons for the workshops. Members proposed experts from academia, industry, and research institutions to provide valuable insights and guidance. The Coordinator presented a draft structure for the workshops, including the scheduling of sessions and activities.



**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



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## Action Taken Report [ATR]

*[ATR Based on the decisions taken at the IQAC meeting held on 20/02/2023 at MES Asmabi College, P. Vemballur]*

- For conducting the research workshop for faculty members were assigned.
- Principal directed the assigned faculties to prepare a detailed proposal for the workshop.



  
**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, Thrissur, Kerala



0480 2850596, 2859032  
+91 9447520841



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



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





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## Proceedings of IQAC meeting held on 14/03/2023


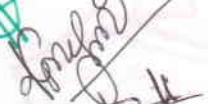




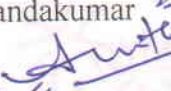
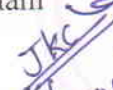
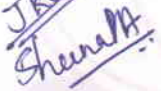


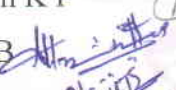
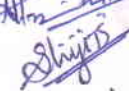

Time: 3.30pm

Venue: Conference Hall

### Agenda:

1. Minutes of 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. AmithaBachan KH 
4. Dr. Kesavan K 
5. Dr. Reena Mohamed 
6. Dr. Sanand C Sadanandakumar 
7. Dr. Amitha P Mani 
8. Dr. Jisha K C 
9. Dr. Sheena P A 
10. Dr. Sefiya K M 
11. Dr. Sumedhan K P 
12. Dr. Ansar E B 
13. Smt. Shiji T S 
14. Sri Abdul Yafiz K M 

The IQAC coordinator extended a warm welcome to each and every individual who was present at the meeting. A unanimous decision was taken to approve the minutes from the last meeting, which were examined and approved. The Coordinator provided an overview of the agenda, emphasizing the importance of collecting and analyzing the feedback on academic performance and ambiance of the intuitions from various stakeholders and make available in the



college website. Discussion centered around the strategies for collecting feedback on academic performance and ambiance of the intuitions. Discussion included strategies for integrating constructive feedback into the various curricular and non-curricular areas of the institution. Members proposed ways to leverage the insights gained to enhance the overall quality of the teaching leaning process. The Coordinator presented a plan for posting the analyzed feedback on academic performance and ambiance of the intuitions on the college website. Members discussed the format of the questionnaire survey



PRINCIPAL  
MES ASMABI COLLEGE,  
P.O.P. VEMBALLUR,  
KODUNGALLUR 686 671

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



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## Action Taken Report [ATR]

*[Based on the decisions taken at the IQAC meetings held on 14/03/2023 at MES Asmabi College, P. Vemballur]*

- Responsibilities were assigned to the 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.



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

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

## **IQAC MINUTES 2021-22**



# MES ASMABI COLLEGE

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

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



9480 2850596, 2859032  
+91 9447520841



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




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

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.



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

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



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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 26<sup>th</sup> June 2021
- Organized one day lecture for teachers on the topic 'Beyond books embracing students centric learning, on 26<sup>th</sup> September 2021
- Soft skill orientation programme 'Skill Space' was organized for students on July 24<sup>th</sup> 2021



**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**



0430 2850596, 2859032  
+91 9447520841



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



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



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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 S
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

**Dr. SHAFEER. P. S.**

Co-ordinator

Internal Quality Assurance Cell (IQAC)

MES Asmabi College, P. Vemballur

Kodungallur, Thrissur,

0480 2850596 / mesasmabi@gmail.com

www.mesasmabicollege.edu.in

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

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

0480 2850596, 2859032  
+91 9447520841





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.



**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**



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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.



**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.org - 10



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



# MES ASMABI COLLEGE

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

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

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.



**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**



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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



**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.in



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



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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



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

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**MES ASMABI COLLEGE,**  
**P.O.P.VEMBALLUR,**  
**KODUNGALLUR - 680 671**

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 activities and 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.



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

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



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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.



**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**





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

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

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.



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

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**PRINCIPAL**  
**MES ASMABI COLLEGE,**  
**P.O.P.VEMBALLUR,**  
**KODUNGALLUR - 680 671**



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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 1<sup>st</sup> 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



**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



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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

**Dr. SHAFEER. P. S.**

Co-ordinator

Internal Quality Assurance Cell (IQAC)  
MES Asmabi College, P. Vemballur

Kodungallur, Thrissur  
principlemesasmabi@gmail.com  
www.mesasmabicollege.edu.in

PRINCIPAL  
M.E.S. ASMABI COLLEGE,  
P.O.P.VEMBALLUR,  
KODUNGALLUR- 680 671  
P. Vemballur P.O.- 680 671  
Kodungallur, Thrissur Dist., Kerala



0480 2850596, 2859032  
+91 9447520841



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.



**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**



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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



**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





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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. AmithaBachan KH
4. Dr. Kesavan K
5. Sanand C Sadaanandakumar
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.

**Dr. SHAFEER. P. S.**

Co-ordinator

Internal Quality Assurance Cell (IQAC)

MES Asmabi College, P. Vemballur

Kodungallur, Thrissur

principal.mesasmabi@gmail.com

www.mesasmabicollege.org

PRINCIPAL

MES ASMABI COLLEGE,

P.O.P. VEMBALLUR,

KODUNGALLUR - 680 671

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



0480 2850596, 2859032  
+91 9447520841



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.



A handwritten signature in blue ink, appearing to read "Shafeer P. S.", with a diagonal line drawn through it.

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

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





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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 10<sup>th</sup> May to 14<sup>th</sup> May 2022.



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

**PRINCIPAL**  
**MES ASMABI COLLEGE,**  
**P.O.P.VEMBALLUR,**  
**KODUNGALLUR - 680 671**



0480 2850596, 2859032  
+91 9447520841



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



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



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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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**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  
P. Vemballur P.O.- 680 671

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.



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 (IQAC)  
MES Asmabi College, P. Vemballur  
Kodungallur, Thirissur,  
Kerala-680671

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

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

## **IQAC MINUTES 2020-21**



# MES ASMABI COLLEGE

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## 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

*(Handwritten signatures in blue ink next to the list of members present)*

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.



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

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



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## 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.



*Shafeer PS*

**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



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## 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.mesasmabiccollege.edu.in



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



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## 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



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

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## 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.mesasmabiccollege.org



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



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## 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.*

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

*Principal*  
**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



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## 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. AmithaBachan KH
9. Shibu A. Nair

*[Handwritten signatures in blue ink corresponding to the list of members present.]*

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.



*[Handwritten signature of Dr. Shafeer P. S.]*

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

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



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## 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



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



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



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## 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. V. VEMBALLUR,  
KODUNGALLUR - 680 671



0480 2850596, 2859032  
+91 9447520841



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



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



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## 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.



**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



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## 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.mesasmabicollege.edu.in



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



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## 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  
01 8447520841



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



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





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## 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.



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

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**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



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## 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, 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.org.in



P. Vemballur P.O.- 680 671  
Kodungallur, Thrissur 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. 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. Raseena PM
54. Fasna VH
55. Nasleen Salim
56. Shemi CB
57. Sefiya KM
58. Abeena Hassen
59. Dr. Dhanya PR
60. Fathima Alia



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

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

61. Raji PB
62. Shaheedha TM
63. Dr. Girija TP
64. Dr. Reshmi Raveendran
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**



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## 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



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**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

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. 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



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**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. Praseon 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



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

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**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 send soft copies of their certificates of paper publication, presentation, refresher courses, short term courses, orientation course certificates to IQAC



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Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
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Kodungallur, Thrissur,  
Kerala-680671

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





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## 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



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

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

- 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.**  
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Internal Quality Assurance Cell (IQAC)  
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Kodungallur, Thrissur,  
Kerala-680671

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**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.mesasmabicollge.edu.in



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



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## 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

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# 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



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Co-ordinator  
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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.org.edu.in



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

- 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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MES Asmabi College, P. Vemballur  
Kodungallur, Thrissur,  
Kerala-680671

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# MES ASMABI COLLEGE

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## 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



*[Handwritten signature]*

**Dr. SHAFEER. P. S.**  
Co-ordinator

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

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



0480 2850596, 2859032  
01 9447530841



principal.mesasmabi@gmail.com  
www.mesasmabicollge.org.edu.in



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Kodungallur, Thrissur Dist., Kerala

- 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 (IQAC)  
MES Asmabi College, P. Vemballur,  
Kodungallur, Thrissur,  
Kerala-680671

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

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## **IQAC MINUTES 2019-20**



# MES ASMABI COLLEGE

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## 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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IQAC  
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Proceedings of IQAC meeting held on 14/08/2019

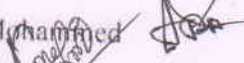

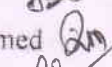
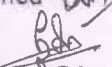

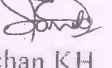
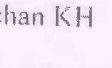
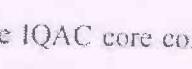
Time: 12.30pm

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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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

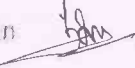
Members present:

1. Dr. Ajims P. Mohammed 


2. Dr. Shafiq PS 


3. Dr. Asma VM 

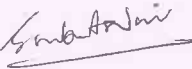
4. Reenu Mohammed 

5. Dr. K Kesavan 


6. Amitha P Mani 

7. Sanand C 

8. Dr. Amitha Baehan KH 


9. Shibu A. Nair 

A meeting of the IQAC was organized to discuss the drawbacks pointed out by the SAAC peer team members after their visit on 29<sup>th</sup> and 30<sup>th</sup> 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 Mami
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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- 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 IQAC meeting held on 31/10/2019.


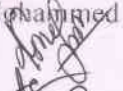
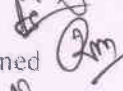
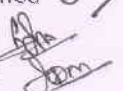

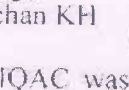
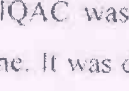

Time: 3.30pm

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







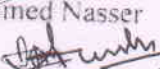

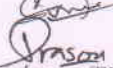


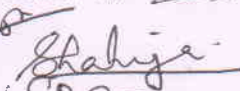
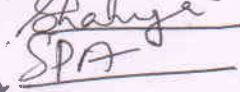

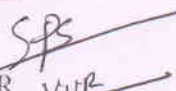
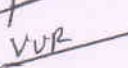
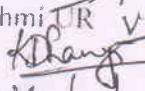

Time: 11.30am

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. Murali Krishna TR 
11. Raji PB 
12. Shahija VA 
13. Sheena PA 
14. Jeena PM 
15. Sangeetha PS 
16. Veenalekshmi TR 
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 Governance, Leadership and Management (GLM) meeting held on  
02/12/2019

Time: 2.30pm

Venue: Conference Room

Agenda:


1. SSR format discussion- 4<sup>th</sup> 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. Siney 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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- 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 (Student Support and Progression)  
conducted on 03/12/2019**

**Time:** 2pm

**Venue:** Conference Room

**Agenda:**

2. SSR format discussion on SSP-4<sup>TH</sup> 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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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. Mahammed 
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

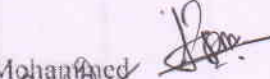

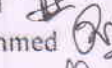


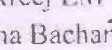
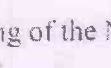
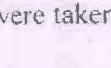
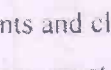
Time: 3.30pm

Venue: Conference Room

Agenda:

- Discussion on NAAC manual

Members present:

1. Dr. Ajims P. Mohan 
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. 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**


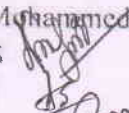
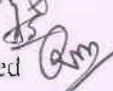


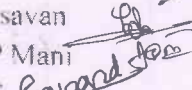
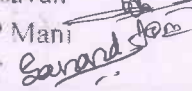

**Time:** 3.30pm

**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 10<sup>th</sup> 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 2<sup>nd</sup> 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 30<sup>th</sup> January 2020.

IQAC, in association with Kerala State Higher Education Council organized a one day training Programme on 'Spark and Other Administrative Matters' on 25<sup>th</sup> 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

*[Handwritten Signature]*

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*[Handwritten Signature]*

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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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**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 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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## **IQAC MINUTES 2018-19**

## Minutes of the IQAC meeting held on 11/6/18

Venue: Seminar Hall

Time: 11.30. AM

### Agenda:

1. Preparation of I/QA and self study report - steps to be taken.
2. Plan of action - 2018 -19

### Members present:

- |                                      |      |
|--------------------------------------|------|
| 1. Deepa K A                         | Sd/- |
| 2. Veenalekshmi U R                  | Sd/- |
| 3. Reena Mohammed P M                | Sd/- |
| 4. Dr. K M Mohammed Nasser           | Sd/- |
| 5. Sanand C Sadanandakumar           | Sd/- |
| 6. Prasoon T P                       | Sd/- |
| 7. Dr. Amitha Bachan K H             | Sd/- |
| 8. Jeena P M                         | Sd/- |
| 9. Dr. Sheeba N H                    | Sd/- |
| 10. Dr. K P Sumedhan                 | Sd/- |
| 11. Shailaja V                       | Sd/- |
| 12. Dr. Muralikrishnan T R           | Sd/- |
| 13. Naseera K M                      | Sd/- |
| 14. K M Abdul Salam                  | Sd/- |
| 15. Dr. Kesavan K (IQAC coordinator) | Sd/- |
| 16. Dr. Ajims P Mohammed (Principal) | Sd/- |

### Discussions held and resolutions taken:

IQAC co-ordinator welcomed the members with an introduction about the agenda of the meeting. The Principal and the College Secretary & Correspondent Jb. K M Abdul Salam stressed on the urgent need of submitting the I/QA and SSR at the earliest. IQAC co-ordinator made a review of the important NAAC subcommittee meetings and the status of the work progress.


1. W.r. to agenda 1 it has been decided to circulate scanners to all departments on shift basis so as to complete the digitization process of the important documents to be uploaded under the seven criteria. 22<sup>nd</sup> of June 2018 is declared as the last date for getting the documents scanned and saved. Likewise, the website admin will be entrusted with the duty of updating all information related to I/QA and SSR on the college website. Department meetings shall be convened by all departments to analyze the gap if any regarding the critical data like placement records of students, scholarship data and facilities required for teaching and learning. IQAC co-ordinator made a briefing on the progress of AQAR preparation for 2017-18 which would become a pre-requirement for the submission of I/QA.

2. The major plans of action that are chalked out were:
- i) To enhance the library resources by accommodating more resources to digital library.
  - ii) To increase the facilities for sports and cultural activities.
  - iii) Motivating students to enroll in certificate/diploma courses conducted by the college.
  - iv) To submit proposal for B Voc. Programmes.
  - v) To increase the speed of Wi-Fi connectivity.

The meeting was dispersed at 12.45 PM

*Note on action taken: (7/7/18)*

1. Website was updated with all essential information for IIQA.
2. Soft copies of documents required for SSR were collected and compiled.
3. Wi-Fi connectivity speed was increased from 20 MBPS to 70 MBPS.
4. The college management has started renovation works of the play ground and auditorium.
5. More resources were added to digital library.
6. Proposal was prepared for B Voc. Programmes.

  
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## Minutes of the IQAC meeting held on 09/8/18

Venue: Conference room

Time: 3.30 PM

### Agenda:

1. IQA pre-submission discussion.
2. Purchase of LCD projectors to classrooms.
3. Induction programme to first year students.
4. Any other item proposed by the chairperson.

### Members present:

- |                                       |      |
|---------------------------------------|------|
| 1. Dr. Ajims P Mohammed (Principal)   | Sd/- |
| 2. Dr. Kesavan K (Co-ordinator, IQAC) | Sd/- |
| 3. Veenalekshmi U R                   | Sd/- |
| 4. Jeena P M                          | Sd/- |
| 5. Dr. K P Sumedhan                   | Sd/- |
| 6. Deepa K A                          | Sd/- |
| 7. Dr. Sheeba N H                     | Sd/- |
| 8. Reena Mohammed P M                 | Sd/- |
| 9. Prasoon T P                        | Sd/- |
| 10. Dr. Amitha bAchan K H             | Sd/- |
| 11. V Shailaja                        | Sd/- |
| 12. Raji P B                          | Sd/- |

### Resolutions:

1. W.r.t agenda 1- the list of additional documents required for IQA and SSR submission was circulated among the attendees. A discussion on meetings of statutory cells was held. As Dr. Asma V M, Dr. Sheeba N H, Sri. Shibu A Nair, Smt. Girija T P and Smt. Reena Mohammed are the conveners of these bodies; they are directed to submit the minutes of the meetings of their cells before the next meeting of IQAC.
2. The IQAC recommended the installation of LCD projectors in as many classrooms as possible before the SSR submission to NAAC.
3. All main departments are requested to conduct induction programmes aimed at newly admitted first year UG students. This has to be completed by the end of the month of August.
4. The action taken as per the discussion held in the meeting held on 11/6/18 was read out by the IQAC co-ordinator. The action plan prepared was approved.
5. Dr. Amitha Bachan K H made a briefing on the B Voc programme proposals submitted to UGC.

The meeting concluded at 4.30 PM

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## Minutes of the IQAC meeting held on 04/9/18

Venue: Conference room

Time: 12 PM

### Agenda:

1. Post-IIQA submission works.
2. Discussion on B Voc. Programmes sanctioned.
3. Subscription of Digital repositories.

### Members attended:

- |                             |      |
|-----------------------------|------|
| 1. Dr. Amitha Bachan K H    | Sd/- |
| 2. Dr. Kesavan K            | Sd/- |
| 3. Reena Mohammed P M       | Sd/- |
| 4. Dr. Mohammed Nasser K M  | Sd/- |
| 5. Dhanya K                 | Sd/- |
| 6. Dr. Sheeba N H           | Sd/- |
| 7. Dr. K P Sumedhan         | Sd/- |
| 8. Veenalekshmi U R         | Sd/- |
| 9. Dr. Muralikrishnan T R   | Sd/- |
| 10. Deepa K A               | Sd/- |
| 11. Sanand C Sadanandakumar | Sd/- |
| 12. Shailaja V              | Sd/- |
| 13. Dr. Ajims P Mohammed.   | Sd/- |

### Discussions held and Resolutions taken:


1. SSR preparation works to be completed before 15<sup>th</sup> of October.
2. Requests for affiliation of B Voc programmes recently sanctioned by UGC shall be sent to the University before 15<sup>th</sup> of September.
3. Decided to subscribe ShodhSindhu for which static IP shall be taken within two days.

### Note on action taken on the resolutions taken in the meeting held on 09/8/18:

1. IIQA was submitted on 30/8/18.
2. 13 LCD projectors were purchased and fixed in second year UG classrooms.
3. Induction programmes were held in the departments of Psychology and Mass Communication.
4. Four B Voc. Programmes were sanctioned by UGC viz. Fish Processing Technology, Logistics Management, Tourism and Hospitality Management, and Digital Film Production.

The meeting came to an end at 1 PM

Co-ordinator, IQAC

  
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## Minutes of the IQAC meeting convened on 03/10/2018













Venue: Conference room

Time: 3.30 PM

### Agenda:

1. Decision on optional metrics for SSR and SSR submission.
2. ISO certification requirements.
3. Any other item permitted by the chairperson.

### Members present:


1. Dr. K M Mohammed Nasser. 
2. Reena Mohammed P M 
3. Sanand C Sadananadakumar 
4. Deepa K A 
5. Dr. Kesavan K 
6. Dr. Sheeba N H 
7. Prasoon T P 
8. Dr. K P Sumedhan 
9. Dr. Amitha BAchan K H 
10. Dr. Muralikrishnan T R 
11. Veenalekshmi U R 
12. Dr. Ajims P Mohammed. 

### Discussions held and resolutions taken:


1. W.r to agenda 1, decisions have been taken to opt out the following metrics
  - i) 1.4.2
  - ii) 2.4.5
  - iii) 3.5.1
  - iv) 6.2.3
  - v) 6.3.2
2. List of files to be prepared for ISO certification to be circulated in all departments.

The meeting concluded by 4.30PM.

Co-ordinator, IQAC

  
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## Minutes of the IQAC meeting convened on 30/10/2018






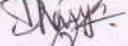
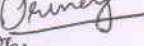








Venue: Conference room

Time: 12.30 PM

### Agenda:

1. Student Satisfaction Survey.
2. Post SSR submission works.
3. Adding resources to digital library.

### Members present:


1. Dr. Ajims P Mohammed 
2. Dr. Kesavan K 
3. Dr. Muralikrishnan T R 
4. V Shailaja 
5. Dr. K M Mohammed Nasser 
6. Dhanya K 
7. Princy Francis 
8. Prasoon T P 
9. Raji P B 
10. Dr. K P Sumedhan 
11. Dr. Amitha Bachan K H 
12. Shiji T S 
13. Dr. Sheeba N H 
14. Sajna A 
15. K M Abdul Salam 

### Resolutions taken:

1. Questionnaire and directions for student satisfaction survey to be circulated in all departments.
2. Discussion on files/documents to be updated for NAAC peer team visit was held. The list already present was updated in the wake of the new format of NAAC.
3. Departments and staff have to submit e-copies of text books, thesis and publications for updating the digital library\*

### Action taken on decision of the meeting held on 3/10/18:

1. SSR submitted on 29/10/2018

Co-ordinator, IQAC 

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Principal

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## Minutes of the IQAC meeting convened on 30/10/2018





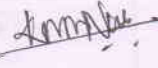










Venue: Conference room

Time: 12.30 PM

### Agenda:

1. Student Satisfaction Survey.
2. Post SSR submission works.
3. Adding resources to digital library.

### Members present:

1. Dr. Ajims P Mohammed 
2. Dr. Kesavan K 
3. Dr. Muralikrishnan T R 
4. V Shailaja 
5. Dr. K M Mohammed Nasser 
6. Dhanya K 
7. Princy Francis 
8. Prasoon T P 
9. Raji P B 
10. Dr. K P Sumedhan 
11. Dr. Amitha Bachan K H 
12. Shiji T S 
13. Dr. Sheeba N H 
14. Sajna A 
15. K M Abdul Salam 

### Resolutions taken:

1. Questionnaire and directions for student satisfaction survey to be circulated in all departments.
2. Discussion on files/documents to be updated for NAAC peer team visit was held. The list already present was updated in the wake of the new format of NAAC.
3. Departments and staff have to submit e-copies of text books, thesis and publications for updating the digital library\*

### Action taken on decision of the meeting held on 3/10/18:

1. SSR submitted on 29/10/2018

Co-ordinator, IQAC

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

Time: 2pm

Venue: Conference Room

Agenda:

1. SSR format discussion- 4<sup>th</sup> 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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IQAC  
MES ASMABI COLLEGE  
P.VEMBALLUR-680671



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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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IQAC  
MES ASMABI COLLEGE  
P.VEMBALLUR- 680671



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M.E.S. ASMABI COLLEGE,  
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KODUNGALLUR - 680671