

I. Minutes of IQAC meeting held on 07/06/2013

Venue: Principal's chamber.

Time: 12.30 PM

Agenda:

1. Monitoring of student scholarships.
2. Participation in NAAC sponsored National Conference at MES College Marampally.
3. Submission of proposal for NAAC sponsored programme by IQAC.

Members Present:

- | | |
|----------------------------|------|
| 1. Smt. Reena Mohammed. | Sd/- |
| 2. Dr. Kesavan K | Sd/- |
| 3. Dr. Ranjith M | Sd/- |
| 4. Smt. Haseena V A | Sd/- |
| 5. Dr. V R Jayalakshmi | Sd/- |
| 6. Dr. Mohammed Nasser K M | Sd/- |
| 7. Smt. Shailaja V | Sd/- |
| 8. Sri. Hassan K S | Sd/- |
| 9. Capt. V S. Jayan | Sd/- |
| 10. Sri. K M Abdul Salam. | Sd/- |
| 11. Dr. Ajims P Mohammed | Sd/- |

Resolutions:

1. W.r.to agendal, the forum discussed the importance of effective tracking of scholarships/stipends of students as all government scholarships are now under direct benefit transfer (DBT) of the Government. For this class tutors will be entrusted with the task of getting information from their respective classes.
2. Dr. Kesavan K and Smt. Sheena PA will participate in the quality related NAAC sponsored conference at MES Marampally College to be held this month.
3. IQAC coordinator shall prepare a proposal to be sent to NAAC for organising a NAAC sponsored National Programme on quality in the institution.

Principal

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

Coordinator

CO-ORDINATOR
IQAC
MES ASMABI COLLEGE
P.VEMBALLUR- 680671

II. Minutes of IQAC meeting held on 09/8/13

Venue: Principal's chamber.

Time: 12.30 PM

Agenda:

1. Feasibility of introducing more UG and PG programmes.
2. Student transportation facilities.
3. UG results- discussion.
4. Orientation for newly enrolled students in departments.

Members Present:

- | | |
|----------------------------|------|
| 1. Dr. Kesavan K | Sd/ |
| 2. Smt. Reena Mohammed. | Sd/- |
| 3. Sri. K M Abdul Salam. | Sd/- |
| 4. Hascena V A | Sd/- |
| 5. Dr. V R Jayalakshmi | Sd/- |
| 6. Dr. Mohammed Nasser K M | Sd/- |
| 7. Sri. Hassan K S | Sd/- |
| 8. Capt. V S. Jayan | Sd/- |
| 9. Dr. Ajims P Mohammed | Sd/- |

Resolutions:

1. In continuation of strategic plan of introducing new courses as suggested by NAAC last year, discussion was held on this matter. Commerce, being a discipline of increasing demand year after year introducing a PG course may be considered, the meeting entrusted Secretary and Principal on this aspect. A PG programme in Marketing is suggested.
2. Increasing student strength due to introduction of new courses points towards the necessity of reducing transportation hardships of students. The viability of purchasing a college bus was discussed.
3. UG results showed a dip in the performance of Aquaculture, Botany and Economics departments. The explanations given by these departments were discussed. Suggestions for improving the results were put forth.
4. In addition to the general induction programmes conducted on the starting day of Ist year classes all departments must conduct orientation programmes.

The meeting concluded by 1.30 PM

Co-ordinator, IQAC

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**III. PROCEEDINGS OF THE MEETING OF IQAC HELD ON
11/9/13 IN PRINCIPAL'S CHAMBER**

TIME : 11.30 am

AGENDA

1. Academic monitoring (Department Wise)
2. Autonomy Proposal

MEMBERS PRESENT

- | | |
|--------------------------|-----|
| 1. Dr. Ajims P. Mohammed | sd/ |
| 2. Dr. Kesavan K. | sd/ |
| 3. Dr. Iganatius A | sd/ |
| 4. Dr. K.K. Vaheeda | sd/ |
| 5. V.S. Jayan | sd/ |
| 6. Dr K.P. Sumedhan | sd/ |
| 7. Dr Bindu Jamal | sd/ |
| 8. Dr Ranjith M | sd/ |
| 9. Hassan K.S. | sd/ |
| 10. Sanand C. | sd/ |
| 11. Dr. Asma V.M. | sd/ |
| 12. Dr. Haseena V.A. | sd/ |
| 13. Dr. V.R. Jayalekshmi | sd/ |

RESOLUTIONS

- Division of duties as per NAAC seven point criteria
- Submission of monthly reports on time
- Meeting of sub committees decided on 25 February 2013.
- Decided to conduct a mock inspection of departmental files.
- Discussion on submission of proposal for academic autonomy.
- A proposal was laid on training of teaching staff.


Co-ordinator

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Principal

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**IV. PROCEEDINGS OF THE MEETING OF IQAC HELD ON
23/11/13**

Principal's Chamber

TIME : 11.30 am

AGENDA

1. Skill development programmes for students.
2. Improvement of physical infrastructure.
3. Library improvement.

MEMBERS PRESENT

- | | |
|--------------------------|-----|
| 1. Dr. Ajims P. Mohammed | sd/ |
| 2. Dr. Kesavan K. | sd/ |
| 3. Dr Ranjith | sd/ |
| 4. Dr. K.K. Vaheeda | sd/ |
| 5. V.S. Jayan | sd/ |
| 6. Dr K.P. Sumedhan | sd/ |
| 7. Dr Bindu Jamal | sd/ |
| 8. Dr. Ignatius C A | sd/ |
| 9. Hassan K.S. | sd/ |
| 10. Dr. V.R. Jayalekshmi | sd/ |

RESOLUTIONS: The placement cell activities and the functioning of ASAP programme were discussed. ASAP coordinator Dr. Bindu gave a detailed information about the functioning of ASAP. The need for conducting more career counselling programmes was also given special emphasis in the meeting.

1. Due the starting of new courses it became necessary to set up more classrooms, furniture and other facilities. IQAC discussed the matter and decided to convey the essential points regarding this to managing committee.
2. Updating of the reference section and career corner in the central library was discussed. The suggestions were discussed and decided to hand over the decisions to Library Advisory committee.

The meeting came to an end at 1 PM.


IQAC Coordinator

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V. **PROCEEDINGS OF THE MEETING HELD IN CONNECTION
WITH RUSA IDP ON 30 JANUARY 2014**

MEMBERS PRESENT


1. Dr Ajims P. Mohammed sd/
2. Dr Kesavan K. sd/
3. Dr K.M. Mohammed Nasser sd/
4. Dr K.P. Sumedhan sd/
5. Capt. V.S. Jayan sd/
6. Dr Ranjith M. sd/
7. Mr Firdous Mon sd/
8. Smt. Shiney sd/
9. Smt. Sabitha sd/
10. Smt. Najila T.Y. sd/
11. Dr Haseena V.A. sd/

The following staffs were appointed as nodal officers

1. Academic – Dr Ranjith M
2. Civil Works – Dr K.M. Mohammed Nasser
3. Procurement – Smt. Sheena
4. Finance – Dr K.P. Sumedhan
5. Equity Assurance – Capt. V.S. Jayan

Committee Members: Firdous Mon K, Shiney C N, Najila T Y, Sabitha M M, Dr.Haseena V A

Duties were allotted accordingly.


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VI. PROCEEDINGS OF RUSA IDP COMMITTEE HELD ON 04-02-2014

VENUE : PRINCIPAL'S CHAMBER

TIME : 1.00 PM

MEMBERS PRESENT

1. Dr. Ajims P. Mohammed sd/
2. Dr. Kesavan K. sd/
3. Dr. K.M. Mohammed Nasser sd/
4. Dr. K.P. Sumedhan sd/
5. Capt. V.S. Jayan sd/
6. Dr. Ranjith M. sd/
7. Mr. Firdous Mon sd/
8. Smt. Shiney sd/
9. Smt. Sabitha sd/
10. Smt. Najila T.Y. sd/
11. Dr. Haseena V.A. sd/

RESOLUTIONS

- Principal informed about the decisions taken in Principals' council meeting held on February 2, 2014 at Ernakulam about RUSA funding.
- Department wise budget allocation to be prepared and collected within two days.

The meeting concluded at 1.45 PM


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**VII. PROCEEDINGS OF THE IQAC MEETING CONDUCTED ON
20 FEBRUARY 2014 IN SEMINAR HALL**

TIME : 3.00 pm

AGENDA

1. Discussion on FDP (institutional level) organised by IQAC and PG Dept of Economics on 9 January 2014.
2. Departmental visits by IQAC

MEMBERS PRESENT

- | | |
|--------------------------|-----|
| 1. Dr. Ajims P. Mohammed | sd/ |
| 2. Dr. Kesavan K. | sd/ |
| 3. Smt. Reena Mohammed | sd/ |
| 4. Dr. Bindu Jamal | sd/ |
| 5. Dr. Ranjith M | sd/ |
| 6. Sanand C. Sadanand | sd/ |
| 7. Dr. V.R. Jayalekshmi | sd/ |
| 8. Dr. Haseena V.A. | sd/ |
| 9. Dr. K.K. Vaheeda | sd/ |
| 10. V.S. Jayan | sd/ |
| 11. Dr. K.P. Sumedhan | sd/ |
| 12. Dr. Ignatius C.A. | sd/ |
| 13. Jb. K.M. Abdul Salam | sd/ |
| 14. Hassan K.S. | sd/ |

RESOLUTIONS

- A feedback on FDP (Innovative Teaching Methodologies) was conducted – areas for improvement were suggested by teaching faculty.
- Analysis of UG Results
- Decided to strengthen remedial coaching and extra classes
- Proposed proper monitoring by departments of their wards.
- It was decided to conduct IQAC visit of departments before 25 March 2014.


Co-ordinator

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Principal

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