

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

Venue: Seminar Hall

Time: 11.30. AM

### Agenda:

1. Preparation of IIQA 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 IIQA 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 IIQA 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 IIQA.

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.

CO-ORDINATOR IQAC

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PRINCIPAL

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

Venue: Conference room

Time: 3.30 PM

### Agenda:

1. IIQA 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 IIQA 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-IQA 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. IQA 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. Praseon 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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