

1 Minutes of the meeting held on 18/06/21
Meeting link: <http://meet.google.com/wbn-bjhr-pab>
Time: 7.00 pm.

Agenda:

- * New IQAC team
- * Autonomous status of the college.

Members present

- 1) Dr Manzur Ali P.P
- 2) Dr. Jasmine P.M
- 3) Dr. Ally C. Antony
- 4) Haneefa K.A
- 5) Ahmed Timshad
- 6) Bhavya Menon
- 7) Sufayra Shamsudeen
- 8) Minu Muhammed
- 9) Dr. Farzana & Hussain
- 10) Resiya Kareem
- 11) Indu Susan Varghese

Jasmine

Ally

Farzana

Hussain

Dr.

Indu

Decisions:

- Uploading of autonomous status of the college
- Study the SSR reports of other colleges that got A+ grade
- Submission of AQAR of the academic year 2020-2021

Jasmine
18/6/21

Meeting came to an end by 8.30 pm.



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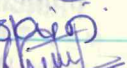
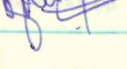
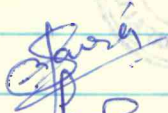
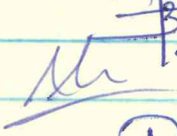


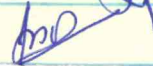
2 Minutes of the meeting held on 15/07/2021
Meeting link: <https://meet.google.com/qkg-qjaw-mki>

Time: 7.30 pm.

Agenda:

- * National level Faculty Development Programme
- * Division of criteria wise performance indicator among members.
- * Information system Interface.

Members present:

- 1) Dr. Jasmine P.M. 
- 2) Dr. Ally C. Antony 
- 3) Dr. Farzana S. Hussain 
- 4) Haseefa K.G. 
- 5) Sufaira Shamsudeen 
- 6) Bhavya Menon 
- 7) Minu Muhammed 
- 8) Resiya Kareem 
- 9) Indu Susan Varghese 

Discussion

1. Detailed discussion of the FDP by the IQAC in this academic year was made. Ms. Bhavya and Ms. Sufaira Shamsudeen expressed their willingness to coordinate the event.
2. It was decided that the theme of the FDP be responsive to the current scenario in the higher education sector, taking into account the National Education Policy and the increased reliance and adherence to digital resources.
3. It was decided that the proposal with sub themes be submitted for further discussion by 31 August 2021.

The Criterion Indicators duty division was decided as follows

Curricular Aspects - Dr. Ally C. Antony

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Jasmine
 15/7/21



Teaching Learning Evaluation- Ms. Bhavya Menon & Ms. Rasiya Karim

Research, Innovation and Extension-Ms.SufairaShamsudheen

Infrastructure and Learning resources-Ms.Minu Muhammed

Student Support and Progression-Mr.Haneefa K.G.

Governance and Leadership-Mr. Ahamed Jimshad


Institutional Values and Best Practices-Dr.FarzanaS.Hussain, Ms. Indu Sussan Varghese

5. Detailed discussions were held on how to establish an interface for institutional Information Management compatible to the NAAC SSR.Mr.Haneefa K G, Dr.Farzana and Ms.Induhave been decided to check the feasibility of such a system ~~system~~.

Jasmine
15/7/21

Meeting came to an end by 9.00 pm.




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3 Minutes of the meeting held on 11/09/2021.
 Meeting link: <https://meet.google.com/qjs-gzbj-vajt>
 Time: 7:30 to 9:00 pm

Agenda:
 * Conduct one week online International FDP on "Fostering Digital Core Competencies in Academic Landscape"

Members present:

- 1) Dr. Jasmine P M *Jasmine*
- 2) Dr. Ally C. Antony *Ally*
- 3) Sufaira Shamsudeen *Sufaira*
- 4) Hameefa K. G *Hameefa*
- 5) Resiya Kareem *Resiya*
- 6) Ahamed Jimshad K *Jimshad*
- 7) Bhavya Menon *Bhavya*
- 8) Minu Muhammed *Minu*
- 9) Indu Sussan Varghese *Indu*



MINUTES

Internal Quality Assurance Cell (IQAC) of MES College Marampally under UGC Paramarsh Scheme in association with The Kerala State Higher Education Council (KSHEC) organizes a Faculty Development Programme (FDP) on 20th - 25th September, 2021.

- Decided to invite Dr. Rajan Gurukkal, Vice Chairman, KSHEC as the chief guest for inaugural ceremony
- Decided to start the inauguration at 10am on 20th Sep, 2021 and extend up to 10.30 am.
- IQAC co-ordinator gave an introduction about the chief guest and the other speakers of the FDP.

The following table illustrates the duties allotted by the coordinator to all the members.

Name	Duty
Ms. Sufaira Shamsudeen	Reminding the corresponding members to intimate Resource Persons, Managing WhatsApp Group
Mr. Ahamed Jimshad K Ms. Resiya Karim	Allocate Chairs for each session

Mr. Haneefa K G
Ms. Minu Muhammed

Handling Zoom platform
Certificate Design and Distribution

Ms. Resiya Karim
Ms. Indu Sussan Varghese

Slide Preparation of Resource Person and session chairs

Ms. Bhavya Kamal K Menon

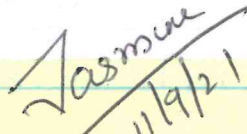
YouTube Live Streaming

All the IQAC members convey their opinions and we planned how to conduct the FDP more operational.

The meeting concluded with the vote of thanks by Sufaira Shamsudeen.




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11/9/21

15

4 Minutes of the meeting held on 01/11/2021

Venue : IQAC room

Time : 2.30 pm.

Agenda :

* IQAC initiatives

* Uploading AQAR of the academic year 2020-2021

Members present :

- 1) Dr Jasmine P.M
- 2) Haneefa K.G
- 3) Ahmed Jimshad K
- 4) Sufaira Shamsudeen
- 5) Indu Sussan Varghese
- 6) Resiya Kareem
- 7) Bhavya Menon
- 8) Dr. Ally C. Antony

Jasmine

Haneefa

Ahmed

Sufaira

Indu

Resiya

Ally



Discussions and decisions:

- Decided to find the various IQAC initiatives of the current year.
- An orientation programme for teaching and non teaching staff were decided to be given in the coming month itself with the financial support of management. The co-ordinators are Mr. Haneefa K.G. and Ms. Resiya Kareem.
- Decided to conduct NAAC seminar in the off line mode. Proposed date of the seminar is March 2022. Mr Ahamed Jimshad K. and Dr. Ally C. Antony are decided to be the co-ordinators
- Orientation on Kerala Service Rules were to be given for all aided teaching and non teaching staffs.
- To collaborate IQAC with the programme offered by SC/ST cell, extension activities of BCA department for Kudumbasree women and Workshop on Mental strain and suicidal attempts during the time of COVID pandemics with the support of Psychology department.

- Dead line for uploading of AQAR 2020-21 is fixed to December 5, 2021.
- Ms. Indu Sussan Varghese had given the charge of IVBP for the AQAR preparation with the assistance of Dr. Farzana S Hussain
- Data pertaining to CMC 2020-21 will be shared in the drives of IQAC members
- To get an idea regarding the activities conducted by every departments, decided to collect the data according to each criteria of NAAC from the main whatsapp group .
- Decided to consolidate the questions for student satisfaction survey and curriculum feedback

Jasmine
11/4/21

Meeting came to an end by 4.00 pm.

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5 Minutes of the meeting held on 17/11/2021

Venue : IQAC room

Time : 10:30 am

Agenda :

- * Review meeting of AQAR uploading
- * NAAC criteria wise analysis.

Members present :

- 1) Dr. Jasmine P.M
- 2) Haneeja K.G
- 3) Ahamed Jimshad
- 4) Dr. Ally C. Antony
- 5) Bhavya Menon
- 6) Sufara Shamsudeen
- 7) Indu Susan Varghese
- 8) Resiya Kadam
- 9) Meenu Muhammed

Jasmine
Haneeja
Jimshad
Ally
Bhavya
Sufara
Indu
Resiya
Meenu

Discussions and decisions:

- Decided to collect data according to NAAC criteria from each department through the department head.
- Decided to collect the minute book of various clubs of the last academic year.
- To study the SSR of high ranked colleges and other institutions.

Jasmine
17/11/21

Meeting was concluded by 12:00pm.



6 Minutes of the meeting held on 16/02/2022.

Time : 3:00 pm

Venue : IQAC room

Agenda :

- * Updation of website
- * Uploading of AQAR

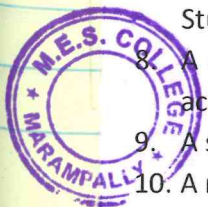
Members present :

- 1) Dr. Jasmine PM
- 2) Sufaira Shamsudeen
- 4) Meenu Muhammed
- 5) Bhavya Menon
- 6) Resiya Karim
- 7) Hankeefa K.G
- 8) Dr. Ally C. Antony
- 9) Indu Susson Varghese

Jasmine
Sufaira
Meenu
Bhavya
Resiya
Hankeefa
Ally
Indu

The following decisions were made during the meeting:

1. The IQAC may organize development programmes for faculty and students.
2. A proposal for conducting NAAC seminar should be prepared by Dr. Ally C. Antony and Mr. Ahmad Jimshad on or before 31 March 2022
3. The constitution of IQAC, minutes and action taken report of IQAC should be updated in the website.
4. The questions 8, 9, 10; 1, 2, 3 and 4 from part A of AQAR is to be prepared by Ms. Resiya Karim; Ms. Bhavya and Ms. Minu respectively.
5. A separate register and file for Board of Studies and question paper setting should be kept in all departments. A common format for data entry into the register will be prepared by Dr. Ally C. Antony. The file should contain proofs as hard copy of those data.
6. The new data template for CMC visit for the year 2021-2022 should be prepared by Resiya, Sufaira and Indu after incorporating changes if any. The CMC visit for the year 2021-2022 is scheduled to be conducted during June.
7. Queries regarding syllabi on behalf of college, should be given in written to Board of Studies or Academic Council of University.
8. A certificate course of 30 hour is to be conducted by every department for every academic year
9. A start-up programme should be organized by IQAC.
10. A minimum of 5 MoU to be signed by every department during every academic year



Jasmine
16/02/22

7 Minutes of the meeting held on 22/03/22.

Venue: Principal's chamber
Time: 3:00 pm.

Agenda:

- * CMC visit of the academic year
- * Completion of certification courses by all departments.

Members present:

- 1) Dr. Jasmine PM
- 2) Dr. Ally C. Antony
- 3) Ahmed Jimshad K
- 4) Meenu Muhammed
- 5) Indu Sussan Varghese
- 6) Sufaira Shamsudeen
- 7) Bhabya Menon
- 8) Resiya Kareem

Jasmine

Ally

Ahmed
Meenu
Indu
Sufaira
Bhabya
Resiya

Resiya

Decisions:

- IQAC coordinator and Principal-in charge directed to complete the AQAR uploading by 31 March 2022.
- Templates of each criteria in NAAC were asked to modify by Smt Sufaira Shamsudeen and Smt Resiya Kareem in order to give to all departments.
- Any change in the website were asked to notice and give suggestions to system administrator Mr Eldhose
- Departments that have not completed Certifications courses were asked to complete it either by online or offline mode.

Jasmine

Jasmine
22/3/22