

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/40

Minutes of the meeting held with management on 23.02.2017 at 2 PM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Mr. Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Leena C Sekhar, Associate Professor, Dept. of Computer Applications
Ms Jaseena K U, Assistant Professor, Dept. of Computer Applications

Agenda:

CMC Visit
Workshop on e-content

Decisions

- The meeting analysed the conducted activities in the academic year and the meeting marked its satisfaction in conducting many quality sustenance programmes in the institution.
- A core monitoring committee visit was scheduled to conduct from 09-04, March 2017 as per the following schedule. A presentation by the department and data collection in the format prepared by the IQAC were also informed to the Heads of various departments.

DATE OF VISIT	DEPARTMENTS
09.03.2017	ARABIC, BIOSCIENCES, BUSINESS ADMINISTRATION
10.03.2017	COMPUTER APLPLICATION, COMMERCE, ELECTRONICS
13.03.2017	ENGLISH, MATHEMATICS, PHYSICS
14.03. 2017	PSYCHOLOGY, VOCATIONLAL STUDIES

- The departments are directed to keep the documents updated in connection to the CMC visit. A common file numbering system suggested by IQAC in the meeting.
- An e-content workshop was planned to conduct in the May. The meeting entrusted Mr. Sam Kollannore to coordinate the workshop

The meeting came to a close at 3.30 pm.

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2017-18/41

Minutes of the meeting held on 12.06.2017 at 3.30 PM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. Of English
Dr A Biju, Principal
Ms Leena C Sekhar, Associate Professor, Department of Computer Applications
Ms Jaseena K U, , Assistant Professor, Department of Computer Applications

Agenda:

1. CMC Recommendations
2. Plan of action for the year 2017-18

Decisions

- The meeting reviewed the activities conducted in the previous year and the action report has been approved in the meeting
- It was decided to prepare the AQAR of the year 2016-17 after the publication of University examination result announcement.
- The IQAC analysed the data collected for the SSR preparation according to the previous format and decided to go for the reaccreditation process as early as possible once the new format is published by the NAAC
- The meeting decided to strengthen career guidance classes for the students with special emphasis on International options
- Incubation centres to promote entrepreneurship among students and establishment of accredited water quality analysis lab in the college is also decided to establish in the current academic year
- Certificate courses should be started in various departments to impart skills and value addition in students
- Steps are to be taken to recognise the Biotechnology and Computer applications as research centres of MG University. It was also decided to encourage Doctoral degree holders to submit proposal for major research projects. Similarly, the science departments were directed to apply for the KSCSTE student projects.
- The meeting was decided to host international seminar in the departments which has potential to organise it

- More LCD projectors shall be purchased to supplement ICT enabled teaching. It was also decided to establish an audio-visual lab in the campus
- A water purification system with the help of PTA is also envisaged.
- The meeting decided to conduct a workshop on API based Career advancement scheme for the faculty members in view of the implementation of the scheme by MG University
- The meeting analysed the ongoing migrant literacy programme in association with Kerala Migrant Literacy Mission and appreciated the students and teachers behind it.
- Renovation of the college office and rest rooms was also a decision of the meeting. The meeting came to a close at 4.30 pm

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2017-18/42

Minutes of the meeting held on 04.08.2017 at 2 PM.

Venue: Principal chamber

Members Present

Dr Manzur Ali P P, IQAC Coordinator

Mr Sam Kollannore, Assistant Professor, Dept. of Electronics

Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce

Dr A Biju, Principal

Ms Jaseena K U, Assistant Professor, Department of Computer Applications

Agenda:

1. Discussion on the new format of SSR introduced by NAAC
2. Strengthening of academic activities

Decisions

- The meeting discussed the new format of SSR introduced and the major change in the criterion noticed. It was decided to constitute a core committee to revise the collected data into the new format of SSR. Regular meeting was also planned to finalise the SSR.
- The meeting discussed the university examination result of undergraduate courses. It was noticed that there is an increase in A and A+ grade holders in various departments. It was discussed the possibility of extending Student support programme to self financing courses.
- It was decided to conduct a career orientation programme on "Education opportunities in United States of America" for the UG and PG students on 23.08.2017 in association with United States India Education Foundation (USIEF) of US Consulate, Chennai.
- The meeting discussed the various green initiatives yet to be taken in the campus. It was decided to conduct a green audit and energy audit in the campus. Implementation of solar power panel is also in the pipeline.
- A discussion on the strengthening of the tutorial system of the college is also undertaken. It was decided to make an Internal teacher resource pool in the institution and to handle the students of different departments.
- It was decided to conduct a Research methodology seminar for PG students under the auspices of Research forum.
- The meeting also decided to strengthen alumni activities. "Campus to corporate" programme (Alumni a resource person) and registration of alumni association are planned in the meeting.
- Infrastructural support to differently abled students is also planned in the meeting.
- A workshop on Intellectual property rights in association with KSCSTE is also planned in the academic year.

The meeting came to a close at 4pm

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2017-18/43

Minutes of the meeting held on 28.11.2017 at 2.30 PM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator

Mr Sam Kollannore, Assistant Professor, Dept. of Electronics

Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce

Dr A Biju, Principal

Ms Jaseena K U, , Assistant Professor, Department of Computer Applications

Agenda:

1. AQAR
2. Review on the SSR preparation in new format

Decisions

- The meeting decided to finalise the AQAR by including the points discussed in the meeting. The pending AQAR will be sent in the coming month.
- The meeting analysed the status of SSR preparation by the steering committee constituted. It was decided to go for reaccreditation in the May-June 2018 window
- The meeting resolved to take remedial measures in certain courses which are found difficult by the students. The examination result indicated that there is a decline in the performance of boys compared to girls.
- A workshop on e-content development was planned and to this effect Mr Murugan, Associate professor and ICT coordinator entrusted to conduct this.
- The meeting resolved to conduct a career guidance class BY Dr MURALEE THUMMARUKUDY, CHIEF, DISASTER RISK REDUCTION, UNITED NATIONS, GENEVA, SWITZERLAND in January 2018.
- It was also decided to take students' feedback on teachers and curriculum.
- The meeting was also decided to host an intercollegiate arts event in the college.

The meeting came to an end by 4 pm