

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2017-18/44

Minutes of the meeting held on 01.03.2018 at 11.30 AM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Dr Jasmine P M, Associate Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr A Biju, Principal
Dr Bindu Jamal, Associate Professor, Dept. of English

Agenda:

1. Core monitoring Committee Visit
2. Appointment of new member to IQAC
3. External audit by experts

Decisions

- The meeting analysed the action taken on the previous resolutions and approved the report
- The core monitoring committee visit to the various departments was scheduled to conduct from 19-22 March 2018. The CMC format and instructions will be mailed to Heads of the department to this effect.
- The meeting decided revise the action plan prepared by the departments as per the new accreditation frame work proposed by the NAAC in the coming academic year onwards.
- The meeting analysed the SSR preparation and discussed on the further updating needed before the upload of the SSR.
- It was decided to conduct an external audit by the experts on the SSR preparation. Dr Harikrishnan, IQAC Coordinator of Cochin College has been invited for a workshop on the new reaccreditation frame work in this month. Similarly, an audit is planned to conduct in the month of April by Prof. Selvam, Retd. Professor, Bishop Haber College, Trichi.
- The meeting was also reviewed the curricular and co curricular activities of the year and pointed out the commendable achievements of students and teachers made in the academic year.
- The meeting welcomed the new member Dr Jasmine P M, Associate professor, Dept. Of Electronics to the IQAC.

The meeting came to an end by 1.30 pm

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2018-19/45

Minutes of the meeting held on 08.06.2018 at 11.30 AM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Dr Jasmine P M, Associate Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr A Biju, Principal
Dr Bindu Jamal, Associate Professor, Dept. of English
Mr. K P Muhammed Sherief, Office Superintendent

Agenda:

1. Plan for the Academic year 2018-19
2. CMC Recommendations
3. Strengthening of Research forum

Decisions

- The meeting analysed the previous academic year activities and formally approved the Core Monitoring Committee (CMC) suggestions
- The meeting was decided to prepare an academic calendar for the year 2018-19 based on the University academic calendar
- An orientation programme to freshers (both UG and PG) shall be conducted under the auspices of IQAC
- The meeting analysed the SSR preparation and discussed on the further data needed to proceed IIQA. Immediate steps will be taken to upload the IIQA
- It was decided to conduct to assign a faculty member as ICT-MOOC Coordinator to augment the ICT education and e-content development
- The meeting resolved to strengthen the activities of research forum. The institution must have research projects, Publications and paper presentations by both faculty members and students
- The meeting decided to renovate IQAC room and Principal's room. Similarly the construction of the pedestrian friendly road shall also be expedited
- It was also decided to augment Library services. The library shall have a section for rare books and software shall be procured for Plagiarism check
- The activities of Nature club shall made vibrant in this academic year

The meeting came to an end by 12.30 pm

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2018-19/46

Minutes of the meeting held on 18.12.2018 at 10.30 AM.

Venue: IQAC room

Members Present

Dr A Biju, Principal
Dr Jasmine P M, Associate Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Manzur Ali P P, IQAC Coordinator
Dr Bindu Jamal, Associate Professor, Dept. of English
Mr. K P Muhammed Sherief, Office Superintendent
Heads of the Departments

Agenda:

1. Upcoming NAAC Visit
2. Preparation for the Peer Team Visit

Decisions

- The meeting appreciated the efforts taken by the staff to upload the Self Study Report for the III Cycle of accreditation
- IQAC Coordinator explained the revised method of NAAC peer team visit and it was decided to prepare the documents professionally well in advance to face the Peer Team Visit.
- The meeting was decided to prepare a profile at the departments' level which includes the activities for the past five years.
- It was also decided to conduct a Mock Peer Team Visit on January 11, 2019
- The departments must prepare a report on Teaching Learning Process and its evaluation and the same has to be included in the Departments presentation
- The Tutorial report shall be updated. The Biodata Book of the students shall be updated and shall be made available on the day of NAAC peer team Visit.
- The Departments must document the External and Internal examination details and shall be checked its correctness

The meeting came to an end by 11.30 am