

**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

**INTERNAL QUALITY ASSURANCE CELL**  
**MES COLLEGE MARAMPALLY**

MES/IQAC/2018-19/47

Minutes of the meeting held on 19.01.2019 at 2.30 PM.

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

Ms. Leena C Sekhar, Associate Professor, Dept. of Computer Applications

Mr. Sam Kollannore U, Assistant Professor, Dept. of Electronics

Mr. K P Muhammed Sherief, Office Superintendent

**Agenda:**

1. Preparation for the NAAC Visit-Updating
2. Mock Visit Preparation

**Decisions**

- The meeting analysed the clarification raised by the NAAC in the Data Verification and Validation Process
- The members marked their satisfaction in DVV clarification though apprehensive about the DVV on the criterion Governance, Leadership and Management
- The meeting decided to prepare documents to support Qualitative metrics which comes under the purview of Peer Team Visit
- The format distributed to the departments for the presentation shall be scrutinised and improved after the Mock Visit
- It was decided to conduct a Mock Peer Team Visit on January 21, 2019 by Dr Yacoob, Peer Team Member and Retd. Principal of MES Asmabi College, Kodungallur.

The meeting came to an end by 3.30 pm

**INTERNAL QUALITY ASSURANCE CELL**  
**MES COLLEGE MARAMPALLY**

MES/IQAC/2018-19/48

Minutes of the meeting held on 21.01.2019 at 3.30 PM.

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  
Ms. Leena C Sekhar, Associate Professor, Dept. of Computer Applications  
Mr. Sam Kollannore U, Assistant Professor, Dept. of Electronics  
Mr. K P Muhammed Sherief, Office Superintendent  
Staff Members (Total 88 staff were present)

**Agenda:**

1. Briefing by Dr Yakoob after Mock Visit

**Decisions**

A general staff meeting was organised to analyse the findings of Dr Yakoob, Peer team member on his two day Mock Visit to the departments. The following are his suggestions.

- All the departments have conducted Extension activities
- Teachers are using ICT enormously. Lack of teaching innovations in many areas shall be identified and improved
- KSCSTE student projects in science departments is a noteworthy feature
- Case studies on Remedial teaching, Tutorials must be prepared at department level to authenticate the claim of the same.
- Journals of the library must be used by the students and teachers and activities shall be planned its optimal usage
- The clubs and Cells must prepare a report and presentation ready if they need a presentation before NAAC Peer Team Visit
- The presentation of the departments are satisfactory and he suggested to incorporate more photos to make the presentation more attractive

The meeting came to an end by 4.30 pm by the concluding remarks of Dr A Biju, Principal and Dr. Manzur Ali P P, IQAC Coordinator.

**INTERNAL QUALITY ASSURANCE CELL**  
**MES COLLEGE MARAMPALLY**

MES/IQAC/2018-19/49

Minutes of the meeting held on 01.02.2019 at 3 PM.

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  
Ms Leena C Sekhar, Associate Professor, Dept. of Computer Applications  
Mr Sam Kollannore U, Assistant Professor, Dept. of Electronics  
Mr K P Muhammed Sherief, Office Superintendent  
Heads of the Departments

**Agenda:**

1. Discussion on the Presentation and Profile prepared by the departments
2. Peer Team Visit-Duties and responsibilities

**Decisions**

The meeting was convened to review the preparation of the Departments for the upcoming NAAC Visit scheduled on March 13, 14, 2019

- All the departments made a presentation in front of the members and a general suggestion was to bring out uniqueness and thrust of the departments in the presentation
- Pictures of the events like seminars/ extension activities shall be included appropriately
- The presentation should be shortened to 10 minutes. If the slides are too much to present, print outs of the presentation shall be given to the Peer team members
- The HoDs informed that the Profile of the departments are in finishing stage and suggested to take four print outs to keep ready for the Peer team
- It was suggested to have documents to substantiate qualitative metrics with heads of the departments during Peer team interaction
- It was also decided to form a committee within the department to assist and interact with the Peer team during Visit

The meeting came to an end by 4.30 pm