

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

MES/IQAC/2019-20/50

Minutes of the meeting held on 29.05.2019 at 1.30 PM.

Venue: Principals chamber

**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  
Adv. A A Abul Hassan, Secretary, College managing committee  
Mr. M A Mohammed, Chairman, College managing committee

**Agenda:**

1. Review of NAAC peer team report
2. Planning of academic calendar
3. Action taken report

A meeting of the IQAC has been convened to analyse the Peer Team Report of NAAC. The Internal Quality Assurance Cell appreciated the efforts taken by the Management, staff and students in the NAAC reaccreditation process and to achieve the much coveted grade of A+ with a CGPA of 3.38. The meeting observed that the next cycle of accreditation in 2024 will be critical for the institution and requires a highly meticulous Action Plan in order to sustain the Quality initiatives benchmarked.

**Analysis of SSR**

Total metrics-121	
Weight 4= 71 Weight 3= 25 Weight 2= 5 Weight 1= 5 Weight 0 =4	<b>Weight 0</b> 3.3.4 Number of papers per faculty members (0.39) 6.3.2 Financial assistance to teachers for conferences 6.4.2 Non-governmental funding 7.1.3 Alternative energy

<b>Weight 1</b>	<b>Weight 2</b>
2.4.2 % of PhD	1.2.3 Students enrolled for certificate programmes
2.6.3 Pass % Students	2.1 Students from other states
3.1.2 Teachers recognised as research guides	2.2.3 No of differently abled students
3.3.5 No. of Book chapters	4.2.6 % per day usage of library
4.2.4 Annual expenditure on Books	4.3.3 Average bandwidth of Internet

### **Decisions**

Based on the SSR analysis, the IQAC suggested the departments must give full thrust for **improving the examination results**. An outcome oriented, planned teaching and critical evaluation at individual level must be formulated by the department to improve the results.

Similarly, the faculty growth plan must focus on the **research and development** and the faculty members must work for enough **publications/Patents/book chapters/research projects** (Poor contribution of research outcome has also affected the NIRF ranking also ).

The programmes conducted by the departments must **focus on two or three areas** and that should be streamlined in every years.

**Certificate programmes** to enrich the syllabus and thus to increase the **employability** shall be included in the action plan. The departments must strengthen the **Industry-academia linkages** and **consultancy services**. The analysis of SSR demands an **increase in the usage of library** by the students and faculty members.

The meeting decided to circulate a copy of the peer team report among the departments and suggested to include Peer team recommendations to include in formulating the action plan of the Departments.

The meeting came to an end by 3.30 PM

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

MES/IQAC/2019-20/51

Minutes of the meeting held on 06.01.2020 at 10 AM.

Venue: Principals chamber

**Members Present**

Dr A Biju, Principal  
Dr Jasmine P M, Associate Professor, Dept. of Electronics  
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

**Agenda:**

1. UGC- "Paramarsh" Implementation
2. NAAC Seminar proposal

The meeting started with the formal welcome address by the Principal Dr A Biju. He announced that the college has been selected by the UGC for the implementation of PARAMARSH scheme. The financial assistance sanctioned was 24.12 lakhs out of which half of the fund has been released. The mentee institutions signed MoU under the Paramarsh scheme are 1. Henry Baker College, Melukavu, 2. MES College Erumely, 3. Yeldo Mar Basil College, Kothamangalam, 4. KMEA College, Edathala and 5. MES T.O Abdulla Memorial College, Kunnukara. The meeting formally approved the action plan laid by the IQAC for the implementation of the scheme.

It was decided to conduct an Induction programme of PARAMARSH on 25 January 2020 inviting all the Standing committee members, Principals and IQAC coordinators of mentee institution, steering committee members and staff of MES College Marampally. It was also entrusted to form various committee members for the conduct of programme.

The meeting analysed the general activities of the institution and updated the status of Autonomous college application, NIRF and ARIIA Ranking, UBA activities and appreciated the conduct of freedom quest and the conduct of various programmes in connection with the the celebration of 150 years birth anniversary of Nation's father M.K Gandhi.

The meeting was also decided to prepare a proposal to NAAC for the conduct of Conference on the theme "Standards and Bench marks of Quality education and Best practices". The meeting came to an end by 11.30 AM.

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

MES/IQAC/2019-20/52

Minutes of the meeting held on 16.03.2020 at 11 AM.

Venue: Principals chamber

**Members Present**

Dr A Biju, Principal  
Dr Jasmine P M, Associate Professor, Dept. of Electronics  
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  
Ms Jaseena K U, Assistant Professor, Dept. of Computer Applications  
Mr Sam Kollannore U, Assistant Professor, Dept. of Electronics  
Dr Farzana S Hussain, Assistant Professor, Dept. of Commerce

**Agenda:**

1. Core Monitoring Committee Visit
2. Academic Audit

**Decisions**

The meeting was convened to conduct Core Monitoring Committee visits to the departments and a schedule to this effect was prepared. The visit for the academic year 2019-20 is scheduled to begin from March 11, 2020. Formats of CMC visit and guidelines for presentation was also discussed and prepared. Similarly, the Principal informed about the Academic Administrative Audit announced by the MES Central committee and it was decided to distribute the formats for the AAA to the departments and faculty members. It was also decided to collect the filled formats (both soft and printed) before the CMC visit.

<b>DATE OF VISIT</b>	<b>DEPARTMENTS</b>
17.03.2020	ARABIC, BIOSCIENCES, BUSINESS ADMINISTRATION, MHRM, COMPUTER APLICATION
18.03.2020	COMMERCE, ELECTRONICS, ENGLISH, MATHEMATICS
19.03.2020	PSYCHOLOGY, VOCATIONLAL STUDIES, PHYSICS

The meeting came to an end by 11.45 AM.

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

MES/IQAC/2019-20/53

Minutes of the meeting held on 27.05.2020 at 10 AM.

Venue: IQAC room

**Members Present**

Dr A Biju, Principal  
Dr Jasmine P M, Associate Professor, Dept. of Electronics  
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  
Ms Jaseena K U, Assistant Professor, Dept. of Computer Applications  
Mr Sam Kollannore U, Assistant Professor, Dept. of Electronics  
Dr Farzana S Hussain, Assistant Professor, Dept. of Commerce

**Agenda:**

1. Action taken report
2. Streamlining of online teaching
3. Sent-off to Dr A Biju, Principal and his inputs to move forward

**Decisions**

The meeting started with the formal welcome address of Dr. Manzur Ali P P, IQAC coordinator and Vice Principal. The meeting formally approved the Action Taken Report prepared by the Coordinator. The meeting was also decided to conduct a National Webinar on Outcome Based Education by Dr P V Apparao, Professor, NIT Warangal under the UGC "Paramarsh" Scheme for the faculty members of host and mentee institution. It was also decided to stream line the online education to compensate the Covid-19 imposed lockdown of regular in-face classes. A format to this effect shall be prepared to collect feedback from faculty members.

A formal sent-off to the Principal Dr A Biju was also arranged with regard to his transfer to MES Asmabi College, Kodungallore. All the members unanimously appreciated the efforts taken by Dr A Biju in achieving A plus grade in NAAC accreditation. Dr A Biju opined to expedite the process of Autonomous status and similarly to get approval from MG University for research departments. The meeting was also decided to conduct more Webinars on NAAC accreditation process under the UGC Paramarsh scheme.

The meeting came to an end by 11.30 AM.