



MES COLLEGE MARAMPALLY

NAAC REACCREDITED A+ (CGPA: 3.38) COLLEGE

An ISO 9001:2015 Certified Institution

Aided College Affiliated to Mahatma Gandhi University, Kottayam



Internal Quality Assurance Cell

MES COLLEGE MARAMPALLY

Minutes of the meeting held on 09-06-2022 at 2:30 PM.

Venue: IQAC Room

Agenda:

1. Activities to be conducted in the current Academic Year
2. Add on/ Certificate Courses
3. Research Grants: Proposal submission

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Ally C Antony
4. Dr. Raphika P M
5. Lt. Ibrahim Salim M
6. Mr. Haneefa K G
7. Ms.Sufaira Shamsudheen
8. Mr.Ahamed Jimshad K
9. Ms.Bhavya Kamal K Menon
10. Ms.Resiya Kareem
11. Ms. Indu Sussan Varghese

Decisions and Actions taken

Agenda No. 1: Activities to be conducted in the current Academic Year

As the third cycle of accreditation period extends only until 27 March 2024, IQAC needs to proactively identify and oversee the tasks to be completed by the Management, faculty, and students. It was decided to review the recommendations of NAAC in the 3rd cycle and ensure their implementation.

- In the interest of enhancing overall quality, significant emphasis should be placed on students' academic performance. IQAC will take the lead in improving student outcomes. Departments are instructed to identify struggling students and provide targeted support, including remedial classes, focused discussions, and peer-assisted learning.
- Each department is required to submit an action plan for the academic year 2022-23,



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incorporating the recommendations provided by IQAC based on the previous year's activities.

- IQAC will oversee the performance appraisal of faculty members. Faculty must submit self-assessment reports at the conclusion of each academic year to IQAC.
- File verification related to CMC 2021-22 will commence on Monday (22-08-2022), and a staff orientation on AQAR and NAAC criteria will be held on 23-08-2022.
- It was decided to reinforce the Quality Circle by nominating students from all classes. An interaction with the Quality Circle students is to be arranged promptly.
- The proposal for an NAAC seminar must be submitted by 30-08-22. Pending programs, such as Faculty Development Programs, orientation for non-teaching staff, and NAAC orientation for junior colleges, need to be finalized before 30-08-2022.

Agenda No.2 Add on/ Certificate Courses

Considering that the syllabus revision for UG programs was last conducted in 2017, many program syllabi have become outdated. To keep students abreast of current developments in their fields, all departments are instructed to organize add-on programs.

- Each department must identify suitable ADD-ON Courses, particularly for first-year students. Collaborations with relevant agencies and resource persons should be established to facilitate the conduct of these add-on programs. Classes for add-on courses can be scheduled on week days by adjusting the department timetable.
- PG students are encouraged to enroll in NPTEL courses. Faculty members are also urged to register for NPTEL courses and serve as mentors. Students scoring 80% or more in assignments will receive fifty percent of the examination fee as an incentive.

Agenda No. 3 Research Grants: Proposal submission

Given the limited availability of research proposal funding from external agencies, the college management has decided to provide financial assistance to teachers based on evaluations of their research proposals.


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Principal
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Minutes of IQAC cum HoD meeting held on 27-07-2022 at 2:00 PM.

Venue: Principal's Chamber

Agenda:

1. Department level preparations for the next cycle of NAAC accreditation
2. E-Content Development by faculty

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Ally C Antony
4. Dr. Raphika P M
5. Mr. Haneefa K G
6. Ms.Sufaira Shamsudheen
7. Mr.Ahamed Jimshad K
8. Ms.Bhavya Kamal K Menon
9. Ms.Resiya Karim
10. Regeena K A
11. Dr. Rafeekamol C A
12. Ms. Jasmin S
13. Ms. Gincy K Varghese
14. Mr. Praveen E P
15. Mr. Sharafudheen C A
16. Ms. Neenu Joseph
17. Ms. Geethu Merin Antony
18. Ms. Lithiya Dominic
19. Ms. Jyothi Lakshmi S
20. Dr. Neethu P M
21. Ms. Juno James
22. Mr. Amal Saroj
23. Dr. Reshmi P



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24. Mr. Ahamed Jimshad K
25. Ms. Shareena E M
26. Dr. Bindhu Jamal
27. Dr. Leena C Sekhar
28. Dr. Sopna V Muhammed
29. Dr. Umesh B T

Decisions and Actions taken

Agenda No. 1 Department level preparations for the next cycle of NAAC accreditation

As the third cycle of accreditation period is only upto 27 March 2024, all the departments must organize different activities/programmes under seven criteria of NAAC for A++ grade with high score. IQAC coordinator, Dr. Jasmine P M described in detail the recommendations of the last cycle of accreditation and pointed out the weakness of the institution. To prepare the college for the next NAAC visit departments are directed to implement the following things

- As the SSR format is revised by NAAC with reduced QIF and number of matrices, HoDs must go through all the criteria in the revised manual. For the smooth conduct and documentation of programs, HoDs must allocate at least one faculty for each criterion. During the file verification in connection with CMC 2021-22, it is found that documents of most of the departments are not upto date. All the departments are directed to complete the pending works within fifteen days for the next verification of IQAC along with Principal
- Departments are directed to conduct more add-on, certificate and value added programs and enroll maximum students. Courses must be organized in such a manner that each student will get three certificates after the completion of three-year Degree course. Departments are directed to promote students to take up internships, field projects etc. to promote experiential learning. Departments must ensure that feedback on curriculum from employers, alumni and students are collected for analysis and actions
- All the departments must conduct FDPs of minimum three days' duration. HoDs are requested to submit the updated result on or before 29 July 2022
- All the faculty members are directed to take special interest in publishing papers in SCI/Scopus/UGC Care Journals. Teachers who are qualified may apply for guide



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ship from parent University or other institutions. Faculty members must submit research proposals to different funding agencies like DST, ICSSR, KSCSTE etc. Due importance must be given to extension activities by incorporating more students.

- Our Library is having many e journal subscriptions. All the department may check the availability of e-resources in the concerned subject and if any shortages are to be informed to Principal. To promote library usage by students, allot one hour for library to all PG students
- All the faculty members are directed to attend Professional development programs. Teachers can avail 50% of the registration fee after submitting the attendance certificate and fee paid details. While conducting different programs, importance may be given to sessions on Gender Equity, Constitutional obligations, human values, rights, duties and responsibilities of citizens. Decided to celebrate the 75th year of independence under the leadership of NCC/NSS/Physical Education by conducting 75 different programs
- Code of conduct programs for students, teaching and non-teaching staff are to be organized

Agenda No.2 E-Content Development by faculty

- During the COVID pandemic, many of the faculty members developed e-content by utilizing different software and studio facility of MES College Marampally. After the pandemic, the faculty members are not giving due importance on e-content development. All the teachers must develop at least one e-content before 31 August 2022


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Internal Quality Assurance Cell

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Minutes of the online meeting held on 20-08-2022 at 8:00 PM.

Meeting Code : Vig-djti-rxv

Agenda:

1. IQAC plans for fourth cycle of accreditation
2. NAAC Orientation for AIMAT

Members Present:

- 1 Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Ally C Antony
4. Dr. Raphika P M
5. Lt. Ibrahim Salim M
6. Ms.Sufaira Shamsudheen
7. Mr.Ahamed Jimshad K
8. Ms.Bhavya Kamal K Menon
9. Ms.Resiya Karim

Decisions and Actions taken

Agenda No. 1 IQAC plans for fourth cycle of accreditation

As the third cycle of accreditation period is only upto 28 March 2024, IQAC has to be more instrumental and find out the activities/works to be completed by management, teachers and students. Decided to go through the recommendations of NAAC and ensure that they are implemented

- For improving the overall quality, prime importance to be given for result of students. IQAC must take the initiative of improving results. All the departments are directed to identify weak students and give special coaching like: Remedial classes, focus area discussion, peer teaching etc.



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- Performance appraisal of teachers is to be done by IQAC. Faculty must submit the self-appraisal at the end of every academic year to IQAC.
- File verification in connection with CMC 2021-22 will begin on Monday (22-08-2022) and orientation for staff members on AQAR and NAAC criterion will be conducted on 23-08-2022.
- Decided to strengthen the Quality circle by nominating students from all classes. An interaction with the students of the quality circle will be conducted immediately
- Proposal for NAAC seminar is to be submitted by 30-08-22. The pending programs (FDP, Orientation to non-teaching staff, NAAC orientation for junior colleges) are to be worked out before 30-08-2022

Agenda No.2 NAAC Orientation for AIMAT

- Decided to conduct the NAAC orientation at AIMAT on 24-08-2022. Decided to give the general orientation on NAAC and the formalities of SSR submission, criterion wise presentations/discussions to be carried out.


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Internal Quality Assurance Cell

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Minutes of the meeting held on 12-10-2022 at 3:30 PM.

Venue: IQAC Room

Agenda:

- 1. Gaps/Short coming s of AQAR 2021-22**
- 2. Implementation of New Activities**

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Ally C Antony
4. Dr. Raphika P M
5. Lt. Ibrahim Salim M
6. Mr. Haneefa K G
7. Mr.Ahamed Jimshad K
8. Ms.Resiya Karim

Decisions and Actions taken

Agenda No. 1: Gaps/Short coming s of AQAR 2021-22

With the third cycle of accreditation set to conclude on March 27, 2024, IQAC is gearing up for a proactive approach to bridge the gaps identified in AQAR 2021-22. Here's the plan:

- **Criterion-Focused Meetings:** We've resolved to conduct criterion-specific meetings with faculty from each department to pinpoint and address departmental shortcomings. These sessions will pave the way for improvement.
- **Centralized Student Satisfaction Survey:** To ensure a comprehensive assessment, the Student Satisfaction Survey for 2021-22 will be centrally conducted using our state-of-the-art computer lab. All departments and staff are urged to update information on our college website.
- **Empowering Student Quality Circles:** We're convening a meeting of our student quality



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circle to collaboratively plan and execute student-focused activities. Their input is invaluable.

- **Strengthening Tutorial and Mentoring:** We're committed to enhancing our tutorial and mentoring system. Regular meetings with student groups will foster a supportive learning environment. We're encouraging students to participate in field trips and internships to promote experiential learning.
- **Faculty Research:** Our appreciation goes out to Dr. Ally C Antony, Dr. Rubeena, and Dr. Mini K Paul for their research paper publications. To bolster our research output, faculty members are encouraged to publish in SCI/Scopus/UGC Care journals and book chapters with prestigious publishers. Cash awards will be granted to faculty members for publications from the past year. We're also exploring partnerships with a consortium of Autonomous colleges and encouraging faculty to submit research projects.
- **IIC Coordinator Appointment:** In light of Ms. Geethu Merin Antony's leave, Ms. Shareena E M from the Department of Electronics will assume the role of IIC coordinator.
- **Community Engagement:** NSS, NCC, and various departments engaged in numerous extension activities last academic year with NGOs and Local/Self-Government bodies. We're in the process of collecting appreciation letters from these organizations. Departments are urged to establish MoUs with esteemed institutions and industries to provide enriching experiences for our students.
- **Health and Well-being:** We're planning to appoint doctors/counselors on a regular/visiting basis to cater to the well-being of our students and staff. As part of a unique initiative, each student will spend a day at the pain and palliative care unit during their study period.
- **Accessibility and Sustainability:** To promote inclusivity, we've decided to install a campus lift. Additionally, in line with our commitment to environmental sustainability, we're working towards installing a vehicle charging station on campus.

Agenda No.2: Implementing New Initiatives

In preparation for the upcoming NAAC accreditation in March 2024, we're eager to introduce new programs and initiatives across departments and cells to excel in the fourth cycle:

- **Startup Cell Coordinator:** Recognizing the significance of innovation and entrepreneurship, we're appointing a part-time faculty member as the coordinator for



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our startup cell.

- Innovation Workshop: In November 2022, we're hosting a workshop on innovation, targeting mentee institutions to foster a culture of creativity and innovation.
- Best Practices Workshop: We're collaborating with other MES aided colleges to organize a workshop on best practices, providing a platform for knowledge sharing and learning.

Let's work together to ensure our institution continues to thrive and excel in all aspects of education and campus life


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Minutes of the meeting held on 11-11-2022 at 3:30 PM.

Venue: IQAC Room

Agenda:

1. National Seminar on Best Practices
2. Workshop on Art of Research Paper Writing

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Ally C Antony
4. Dr. Raphika P M
5. Lt. Ibrahim Salim M
6. Mr. Haneefa K G
7. Mr. Ahamed Jimshad K
8. Ms. Resiya Kareem
9. Ms. Bhavya Menon
10. Ms. Sufaira Shamsudheen

Decisions and Actions taken

Agenda No. 1: National Seminar on Best Practices

The National Seminar on "Best Practices in HEIs: Strategies Adopted for Quality Assurance," sponsored by the Kerala State Higher Education Council in association with MES Ponnani College and MES Kalladi College Mannarkkad, is scheduled for November 28, 2022. To ensure the smooth conduct of the seminar, the following decisions were made:

It was decided to invite Dr. Rajan Varughese, Member Secretary of KSHEC, for the keynote address, and Dr. Yaqoob P K, Former Principal of MES Asmabi College and NAAC Peer Team



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member, to handle the session. The session will be followed by presentations from various colleges. To maximize participation in the seminar, each IQAC member was assigned the duty of informing different colleges about the event. Additionally, responsibilities for various committees were allocated to ensure the effective organization of the seminar:.


- Program Committee: Dr. Ally C Antony and Ms. Bhavya Menon
- Reception Committee: Mr. Ahamed Jjimshad K
- Food Committee: Dr. Raphika P M and Lt. Ibrahim Salim M
- Registration: Ms. Resiya Karim and Ms. Sufaira Shamsudheen

Agenda No. 2: Preparation of AQAR 2021-22

With the NAAC accreditation due in March 2024, the SSR work is set to commence in January 2024. Consequently, the submission deadline for AQAR 2021-22 is December 31, 2022. The Principal and IQAC coordinator reviewed all uploaded data for AQAR 2021-22 and made necessary corrections to each criterion. Discussions were also held regarding the actions required for timely submission.

- As the Student Satisfaction Survey is pending, it was determined that the SSS will be conducted by bringing the students to the Computer Lab.
- An energy, environment, and green audit for the year 2021-22 will also be conducted.

The meeting also resolved to participate in the Academic Carnival organized by Mahatma Gandhi University on January 17, 18, and 19, by setting up a stall. Mr. Ahmed Jimshad, Mr. Vivas Salim, and Mr. Ajimsha Maideen were designated as the coordinators for this event.



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Internal Quality Assurance Cell

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Minutes of the meeting held on 09-01-2023 at 2:30 PM.

Venue: IQAC Room

Agenda:

1. Uploading of AQAR 2021-22
2. Participation in Academic Carnival of Mahatma Gandhi University

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Ally C Antony
4. Dr. Raphika P M
5. Lt. Ibrahim Salim M
6. Mr. Haneefa K G
7. Mr. Ahamed Jimshad K
8. Ms. Minu Muhammed

Decisions and Actions taken

Agenda No. 1: Uploading of AQAR 2021-22

It has been resolved to upload the Annual Quality Assurance Report (AQAR) for the academic year 2021-22 by the 31st of January 2023. The Principal and the IQAC Coordinator have meticulously reviewed the uploaded data, and the following suggestions have been put forth to enhance the completeness and accuracy of the AQAR:

- The Student Satisfaction Survey for Criterion II, Teaching, Learning, and Evaluation, remains pending. To expedite this essential task, it has been decided



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to conduct the survey by bringing the students to the computer laboratory, ensuring its timely completion.

- Recognizing an omission within the AQAR, specifically the absence of audit reports, immediate action has been initiated. It has been resolved to conduct energy, environment, and green audits forthwith. Dr. Raphika P M, an IQAC member and the coordinator of EECC (Energy and Environment Conservation Club), has been entrusted with the responsibility of conducting these audit reports by liaising with authorized agencies.

Agenda No.2: Participation in Mahatma Gandhi University's Academic Carnival

Mahatma Gandhi University is poised to host an illustrious Academic Carnival on the 17th, 18th, and 19th of January. In a testament to our commitment to scholarly engagement, MES College Marampally, in collaboration with AIMAT has unanimously resolved to participate in this prestigious event. Our joint endeavor shall be marked by the arrangement of a single stall to represent both institutions. The noble charge of coordinating this multifaceted program has been entrusted to the capable hands of Mr. Ajimsha Maideen, Mr. Vivas Salim, and Mr. Ahamed Jimshad K.



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Minutes of the meeting held on 14-02-2023 at 2:30 PM.

Venue: IQAC Room

Agenda:

1. Accreditation module of Linways
2. Documentation of SSR (IV cycle)

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Ally C Antony
4. Dr. Raphika P M
5. Lt. Ibrahim Salim M
6. Mr. Haneefa K G
7. Mr. Ahamed Jimshad K
8. Ms. Minu Muhammed
9. Dr. Jaseena K U
10. Ms. Sufaira Shamsudheen
11. Ms. Bhavya Menon

Decisions and Actions taken

Agenda No. 1: Accreditation module of Linways

To simplify the submission of AQAR 2022-23, it has been decided that all faculty members must enter their data into the Linways EXAT module. To ensure the accuracy and effectiveness of the accreditation module, all IQAC members, in collaboration with Dr. Jaseena K U, the faculty member responsible for the accreditation module, have verified all the modules under the STAFF section.

- After entering sample data under each heading, it was identified that certain categories need modification. Consultation will be sought from the Department regarding



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consultancy, and publications will be further categorized into journal publications, book chapters, and conference proceedings. Additionally, it has been decided to make the inclusion of dates mandatory for publications.

Agenda No.2 Documentation of SSR (IV cycle)

- As the validity of the third cycle of accreditation extends only until March 27, 2023, it is imperative that we promptly prepare the SSR documents to ensure the submission of the SSR by September 2023.
- It has been determined that the documentation work for SSR will commence in the first week of March. Simultaneously, documentation work for AQAR 22-23 will be undertaken.
- The benchmark for quantitative metrics was discussed, emphasizing the need to pay special attention to those areas where maximum points have not been attained.
- Proper management of reports detailing all activities conducted by various cells/departments is crucial. All reports and accompanying photos are to be uploaded into the Linways EXAT module.
- Furthermore, it has been resolved to visit SAFI Institute of Advanced Studies, Vazhayoor, recently accredited with an A+ by NAAC, with participation from all IQAC members.

A proposal for a National Online Faculty Development Program on MOODLE, in collaboration with the Guru Angad Dev Teaching Learning Centre (a center under the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, MHRD, Government of India), is to be promptly submitted. The responsibility for overseeing the program has been assigned to Lt. Ibrahim Salim M, Assistant Professor in the Department of Computer Applications.


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