



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 IQAC cum HoD meeting held on 12-06-2023 at 2:00 PM.

Venue: Main Block Conference Hall

Agenda:

1. Department level presentations for the next cycle of NAAC accreditation
2. Add-on/Certificate Courses

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. Dr. Rafeekamol C A
11. Ms. Neethu Mathew
12. Ms. Gincy K Varghese
13. Ms. Sajna Rajagopalan
14. Mr. Sharafudheen C A
15. Ms. Khadeeja Beevi P A
16. Dr. Fauziya K M
17. Dr. Reshmi P
18. Ms. Shareena E M
19. Dr. Leena C Sekhar
20. Dr. Umesh B T
21. Dr. Mini K Paul
22. Dr. Shereena V B
23. Dr. Jaseena K U



+91 484 2677104/109
+91 484 2678587



mescollegemarampally@gmail.com
www.mesmarampally.org



Marampally P O, Aluva
Pin: 683 105, Emakulam

- 24. Mr. Joseph Deril K S
- 25. Dr. Abdul Azeez V M
- 26. Ms. Sabitha A A
- 27. Ms. Arifa P A
- 28. Ms. Akhila P
- 29. Lt. Ibrahim Salim M

Decisions and Actions taken

Agenda No. 1: Department-level presentations for the next cycle of NAAC accreditation


As the third cycle of the accreditation period expires on 27 March 2024, the SSR is to be submitted by September. The department must take the following actions regarding presentations:

- Every department is required to prepare presentations covering the last five years, from 2018-19 to 2023-24, according to the seven criteria set by NAAC. The principal and IQAC coordinator have provided suggestions for these presentations and instructed the departments to revise them accordingly.
- HoDs are directed to update the departmental files. The files should be organized according to the criteria and IQAC will conduct the verification of the files in July.

Agenda No. 2: Add-on/Certificate Courses

- Departments are directed to conduct add-on, certificate and value-added programs, aiming to enroll the maximum number of students. The courses should be structured so that each student receives three certificates by the end of their three-year degree course.




Dr. Ajims P Muhammed
Principal
MES College Marampally



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 IQAC meeting held on 21-06-2023 at 3:00 PM.

Venue: IQAC Room

Agenda:

Conduct of FDP for the teaching Staff

Members Present:

- 1 Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Dr. Raphika P M
4. Mr. Haneefa K G
5. Ms. Bhavya Kamal K Menon
6. Dr. Farzana S Hussain
7. Ms. Minu Muhammed
8. Lt. Ibrahim Salim M

Decisions and Actions taken

Agenda: Conduct of NAAC Sponsored National Seminar

The NAAC-sponsored National Seminar on Total Quality Management in HEIS is scheduled for 5 and 6 July 2023. IQAC congratulated Dr. Ally C Antony for preparing the proposal and getting it sanctioned from NAAC. The following actions have been taken to ensure the success of the seminar.

- To ensure the smooth conduct of the seminar, various committees have been formed, with IQAC members assigned specific responsibilities.

Sl. No.	Name of the Committee	Coordinator
1	Programme Committee	Dr. Farzana S Hussain Ms. Bhavya Menon
2	Registration	Ms. Sufaira Shamsudheen Ms. Resiya Karim
3	Invitation	Mr. Ahmed Jimshad K
4	Travel and Accommodation	Mr. Haneefa K G
5	Food and Refreshment	Lt. Ibrahim Salim M



+91 484 2677104/109
+91 484 2678587




mescollegemarampally@gmail.com
www.mesmarampally.org



Marampally P O, Aluva
Pin: 683 105, Ernakulam

- IQAC members are directed to make use of their contacts to ensure maximum registrations. Each of the IQAC members is directed to get at least 7 registrations from other colleges.
- All the committees are directed to present their status in the coming week




Dr. Ajims P Mohammed
Principal
MES College Marampally



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 IQAC meeting held on 14-07-2023 at 2:00 PM.

Venue: IQAC Room

Agenda:

Conduct of FDP for the Teaching Staff

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Raphika P M
3. Mr. Haneefa K G
4. Ms. Bhavya Kamal K Menon
5. Lt. Ibrahim Salim M
6. Ms. Resiya Karim
7. Dr. Ally C Antony


Decisions and Actions taken

Agenda: Conduct of FDP for the Teaching Staff

The meeting reviewed the progress of the Faculty Development Programme (FDP) titled "Professionalism in Higher Education: How to Make a Good Teacher a Great Teacher," scheduled for July 15, 2023. The programme aims to inspire good teachers to become great teachers. Dr. T.O. Poulouse, an international trainer and family counselor, will serve as the resource person. Dr. Raphika P. M. and Lt. Ibrahim Salim M. detailed the arrangements for the FDP.

- The programme is scheduled from 10:00 am to 3:30 pm.
- Certificates will be distributed to all faculty members who attend the FDP.
- Lunch and tea will also be provided.




Dr. Ajims P Mohammed
Principal
MES College Marampally



+91 484 2677104/109
+91 484 2678587



mescollegemarampally@gmail.com
www.mesmarampally.org



Marampally P O, Aluva
Pin: 683 105, Ernakulam



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 Criterion 7 and 2 meeting held on 22-11-2023 at 9:30 AM.

Venue: IQAC Room

Agenda:

1. Update of Institutional Values and Best Practices
2. Update of Teaching, Learning and Evaluation

Members Present:

- 1 Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Mr. Rafeeq C M
4. Dr. Sheeba K H
5. Lt. Ibrahim Salim M
6. Dr. Farzana S Hussain
7. Dr. Shemi P M
8. Ms. Jyothi Lakshmi S
9. Ms. Geethu Merin Antony
10. Mr. Joyal Reji
11. Ms. Shefinas P B

Decisions and Actions taken

Agenda 1: Update of Institutional Values and Best Practices

Members of Criterion VII, IVBP described the progress of metrics 7.1, 7.2 and 7.3. The following decisions and actions were taken.

- Gender Audit: The Women's Cell, in consultation with Dr. Farzana S Hussain, developed a questionnaire and distributed it among students for their feedback. The Principal insisted Dr. Farzana S Hussain to submit the Gender Audit report by 24-11-2023.
- Dr. shemi P M is entrusted to prepatre the institutional distinctiveness by 27 November 2023. Dr. Sheeba K H and Mr. Uveysudheen is deputed to assist Dr. Shemi P M
- The write-up of the qualitative metric 7.1.1, 7.1.4 and 7.2 along with supporting documents is to be submitted by 24 November 2023



+91 484 2677104/109
+91 484 2678587



mescollegemarampally@gmail.com
www.mesmarampally.org




Marampally P O, Aluva
Pin: 683 105, Ernakulam

Agenda 2: Update of Teaching, Learning and Evaluation

Ms. Bhavya Menon and Ms. Resiya Karim detailed the progress of the second criterion, Teaching, /learning and Evaluation. Following decisions were taken to speed up the SSR submission.

- The documents to be uploaded are described to the committee members.
- Departments are directed to submit the details of student satisfaction survey by 24 November 2023 in the shared template
- To compute the PO-CO attainment, result analysis of all semesters is to be tabulated in an excel sheet.




Dr. Ajims P. Muhammed
Principal
MES College Marampally



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 IQAC meeting held on 22-12-2023 at 9:30 AM.

Venue: IQAC Room

Agenda:

1. Status of AQAR 22-23
2. Status of SSR documents

Members Present:

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

Decisions and Actions taken

Agenda 1: Status of AQAR 22-23

Faculty members responsible for each criterion presented the status of AQAR for 2022-2023.

- As some criteria have not completed the uploading of AQAR, the Principal directed to ensure completion of AQAR uploading by December 28, 2023.

Agenda 2: Status of SSR

The status of each criterion was presented, observing that the majority of the metrics are incomplete. Subsequently, the following actions were taken:



+91 484 2677104/109
+91 484 2678587



mescollegemarampally@gmail.com
www.mesmarampally.org



Marampally P O, Aluva
Pin: 683 105, Ernakulam


- IQAC members are required to convene meetings with the respective criterion's faculty members and finalize data collection by the first week of January.
- It was also decided to submit the IIQA during the Christmas Holidays.
- Dr. Sheeba K H and Mr. Uvaiz are to assist Dr. Shemi P M in completing Criterion 7.3, distinctiveness.
- Even though the biodiversity audit report was finished months ago, it has not been received yet. Ms. Amrutha Dinesh is responsible for doing the follow-ups to get the reports.

Agenda 2: Review of Criterion 2, Teaching, Learning and Evaluation

Discussed all seven metrics of the TLE. Ms. Resiya Karim and Ms. Bhavya Menon provided detailed explanations regarding the status of each metric and outlined the necessary steps to complete the SSR upload.

- All departments are instructed to submit the result analysis. For the calculation of PO-CO attainment, marks of all semesters must be tabulated in an Excel file.
- Departments are directed to submit the template for uploading student satisfaction survey details on or before November 24, 2023.




Dr. Ajims P. Mohammed
Principal
MES College Marampally



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 IQAC meeting held on 30-01-2024 at 9:45 AM.

Venue: IQAC Room

Agenda:

1. Status of SSR uploading

Members Present:

1. Dr. Ajims P Mohammed
2. Dr. Jasmine P M
3. Lt. Ibrahim Salim M
4. Dr. Ally C Antony
5. Dr. Raphika P M
6. Mr. Ahamed Jimshad K
7. Mr. Haneefa K G
8. Ms. Sufaira Shamsudheen
9. Ms. Resiya Karim
10. Ms. Bhavya Menon
11. Ms. Minu Muhammed
12. Dr. Nisha P
13. Ms. Geethu Merin Antony
14. Mr. Vivas Salim
15. Dr. Mini K Paul

Decisions and Actions taken

Agenda: Status of SSR Uploading

The Institutional Information on Quality Assurance (IIQA) was approved on January 24, 2024.

Since the SSR needs to be uploaded within 45 days, the following actions were initiated:

- All documents required for the SSR uploading must be submitted to IQAC by February 8, 2024.



+91 484 2677104/109
+91 484 2678587

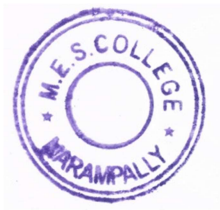



mescollegemarampally@gmail.com
www.mesmarampally.org



Marampally P O, Aluva
Pin: 683 105, Ernakulam

- It was decided to conduct the mock test on February 5, 2024.
- IQAC is responsible for reviewing all documents thoroughly and preparing them for upload by February 15, 2024.
- Criteria coordinators are instructed to provide daily status updates via WhatsApp groups.
- The uploading of SSR must be completed by the end of February.
- No Casual Leave, Commuted Leave or duty leave will be granted under any circumstances during this period.




Dr. Ajims P Muhammed
Principal
MES College Marampally



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 IQAC meeting held on 20-05-2024 at 10:00 AM.

Venue: Management Room

Agenda:

1. NAAC Peer Team Visit

Members Present:


1. Dr. Ajims P Mohammed
2. Adv. A A Abul Hassan
3. Dr. K A Abubaker
4. Dr. Jasmine P M
5. Lt. Ibrahim Salim M
6. Dr. Ally C Antony
7. Dr. Raphika P M
8. Mr. Haneefa K G
9. Ms. Sufaira Shamsudheen
10. Ms. Resiya Karim
11. Ms. Bhavya Menon
12. Ms. Minu Muhammed
13. Shana Iqbal

Decisions and Actions taken

Agenda: NAAC Peer Team Visit

Dr. Jasmine P. M., IQAC Coordinator, explained the work completed for the 4th cycle of NAAC accreditation. She provided a detailed description of the seven NAAC metrics and the marks obtained for each quantitative metric to the members unfamiliar with NAAC formalities. Additionally, she outlined the tasks required for the qualitative metrics, which will be evaluated by the peer team members. Dr. Ajims P. Mohammed, the Principal, described the necessary formalities for the peer team visit. Adv. A. A. Abul Hassan, Chairman of the College Management Committee, instructed the Principal to remit the fees the next day. The meeting also discussed upcoming infrastructural additions in preparation for the peer team visit.




Dr. Ajims P Mohammed
Principal
MES College Marampally



+91 484 2677104/109
+91 484 2678587



mescollegemarampally@gmail.com
www.mesmarampally.org



Marampally P O, Aluva
Pin: 683 105, Ernakulam