

Minutes of the meeting held on 09. June 2020 in the  
Principal's chamber at 9.30 AM

3

Agenda

AQAR preparations

Members present-

1. Dr. Ajma. P. Mohanraj
2. Umapr. B. H
3. Leena. C. Sekhar
4. Dr. FARZANA S. HUSSAIN
5. Jaseena. K. U.
6. Jasmine P M
7. Sam Kollannore U
- 8.

*(Handwritten signatures and initials next to the list items)*

### Decisions

- Uploading of AQAR 2018-19 and 2019-20 to be done on time. AQAR 2018-19 is to be submitted before 28-06-2020.
- Dr. Jasmine P M and Dr. Farzana S Hussain were given the charges of submitting a proposal for NAAC Seminar
- Follow up with mentee institutions of NAAC Paramarsh scheme is to be done
- Action Plan to be collected from all the departments and various clubs
- A Webinar is to be conducted with B. S. Ponmudiraj, Adviser (Academic), National Assessment and Accreditation Council (NAAC). MS. Leena C Sekhar and Ms. Jaseena K U were given the charges of the webinar
- Detailed Action Plan of IQAC to be prepared
- Encourage more students and teachers to register with Coursera courses
- All the departments must conduct at least two certificate courses and enrol at least 30 students in each course. Webinars to be conducted in the areas of Research Methodology, IPR etc. More social extension activities to be conducted with various departments and cells.
- All programmes conducted is to be reported through the Public Relations Officer.
- Strengthen the quality Circle.

The meeting came to an end by 10:30 AM

*(Handwritten signature and date)*  
09/06/20



Minutes of the meeting held on 20.09.2020  
in the Principal's chamber. at 10.30 am.

## Agenda

1. Review and analysis of online classes.

## Members Present

1. Dr. Ajims P. Mohamood. ~~ajims~~
2. Dr. Manjeri Ali P. P. ~~Manjeri~~
3. Bindhu Jamal. ~~Bindhu~~
4. Ms. Heena C. Sekhar. ~~Heena~~
5. Ms. Sam Kollanose U. ~~Sam~~
6. Dr. Fargana S. Hameed
7. Dr. Jasmine P.M. ~~Jasmine~~
8. Ms. Jaseena K.U. ~~Jaseena~~

## Decisions

- Decided to augment the Internet Facilities at the college for the smooth conduct of online classes.
- Department Heads are directed to identify the students who have no electronic gadgets to attend online classes. Mobile phones could be arranged with the help of ALUMNI for deserving students.
- To strengthening the Mental Health of the students during COVID 19, an initiative is taken by the department of Psychology.
- More webinars were planned to organize with the support of abroad working ALUMNI.
- Faculty Development Programme on MOODLE to be conducted for the faculty members, under the initiative of Department of Computer Applications.

~~Manjeri~~  
20/09/20



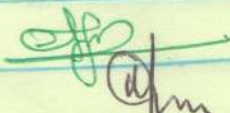
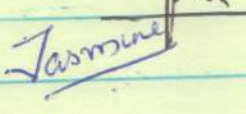

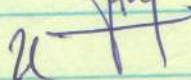
Minutes of the meeting held on 16.03.2021  
in the principal's chamber at 10.00 AM

Agenda

CMC Unit -

UGC - Paramarsh

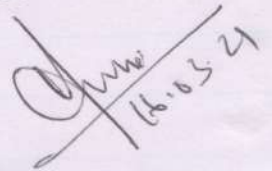
Members Present

1. Dr. Ajams. P. Mohammed 
2. Dr. Manzoor Ali P.P.
3. Dr. Jasmine P.M. 
4. Jaseena K.U. 
5. Sam Kollanore U 

Decisions :-

#### Decisions

- CMC Presentations to be conducted from 24 and 26 March at main conference Hall. All the teachers are encouraged to attend the presentations. Fifteen minutes are allotted for department level presentations. The presentations should be mailed to IQAC on or before 21-03-2021. Verification and evaluation to be done on 26<sup>th</sup> March 2021.
- Merit day to be scheduled on 29 March 2021. Awards to be given for rank holders, best department, best outgoing student to faculty with publications in UGC Care Journals, PhD holders etc.
- Training for the Administrative Staff of all the MES Colleges
- Conduct the review meeting of Paramarsh with mentee Institutions on 8 April 2021
- Faculty Development Programme to be conducted on June 2021 under UGC Prammarsh scheme
- Submit AQAR 2019-20 by 10 April 2021
- 360 degree virtual tour of the campus to be posted in college website.

  
16.03.21