

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/32

Minutes of the meeting held on 21.06.2016 at 2 PM held at IQAC room.

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. of English
Ms Leena C Sekhar, Associate Professor, Dept. of Computer Applications

Agenda:

1. Action Plan of IQAC

Decisions

- The meeting was decided to suggest Principal to implement Medicinal Plant garden in the college with the support of Nature Club.
- It was decided to give proposal to KSCSTE for the conduct of workshop on Research Methodology in the month of October.
- “Moodle” training is also planned to conduct as a part of FDP programme.
- The meeting was decided to suggest Principal to invite proposal from the departments for the conduct of Eco friendly and energy conservation activities. A reasonable budget has to be allocated by the management in this regard.
- Implementation of solar panel in pilot scale is suggested by the meeting.
- IQAC has planned to offer guidance for documentation to the needy departments.
- It was decided to recommend Principal to revamp the college Website.
- An orientation class for the First year students will be conducted in July under the auspices of IQAC.
- It was decided convene the next meeting on 27.06.16 at 2 pm.

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/31

Minutes of the meeting held on 13.06.2016 at 2 PM by the newly reconstituted IQAC team

Venue: Principal's Chamber

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. Of English
Dr A Biju, Principal

Agenda:

1. Discussion on the previous NAAC report.
2. Activities for the academic year 2016-17

Decisions

- Members discussed the recommendations of previous NAAC and decided to take action on unimplemented recommendations.
- The meeting was decided to take urgent steps to start health check up facility in the college.
- Principal suggested to monitor the documentation of counselling conducted by the Dept.of Psychology.
- It was decided to collect action plan from the departments for analysis; guidelines for the preparation of action plan will be circulated in this regard. A one-to-one meeting by the IQAC and departments is planned to finalise action plan. The meeting was decided to inform the departments to distribute NAAC criteria wise charges among its faculty members.
- Implementation of office automation and appointment of Public Relations Officer (PRO) was suggested by the meeting.
- Suggestions are invited from the members to prepare action plan of IQAC for the academic year. Activities suggested are
 1. Study on river Periyar protection using UGC fund for extension.
 2. Orientation for the freshers
 3. Student Feedback collection and its analysis in September
 4. Medicinal plants garden in the college
- A meeting was decided to convene on 20.06.16 for the final preparation of IQAC action plan and to analyse the action plan submitted by the Departments.

INTERNAL QUALITY ASSURANCE CELL
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MES/IQAC/2016-17/32

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Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. of English
Ms Leena C Sekhar, Associate Professor, Dept. of Computer Applications

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INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/33

Minutes of the meeting held on 27.06.2016 at 2 PM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. of English
Ms Leena C Sekhar, Associate Professor, Dept. of Computer Applications

Agenda:

1. IQAC action plan finalisation.
2. Modification of committee for data collection

Decisions

Action plan of IQAC for the academic year is as follows

July	- Conduct of orientation programme for freshers.
August	- Implementation of extension activity "Save Periyar".
September	- Collection and analysis of students' feedback.
October	- Faculty Development Programme.
November	- Activity in collaboration with alumni "Campus to corporate".
December	- Seminar on value orientation in collaboration with PTA.
January	- Training to NTS on "Professional development".
February	- Collection and analysis of students' feedback.
March	- CMC Visit to identify "Best Department"

- It was decided to suggest major departments to consider collaboration with Physics, Maths and Arabic departments while organising funded seminars/workshops/extension activities, etc.
- It was decided to have initial study on the implementation of SAVE PERYAR extension activity. A discussion with the local Panachayath and sashtra sahitya parishath is planned in this regard.
- Dr Bindu Jamal is entrusted to invite Smt. Medha Patkar, famous environmental activist.

- The meeting was decided to make presentation of NAAC criteria and distributed charge of the criterion among members. A presentation is planned in the first meeting with group members assigned for data collection.

Dr Manzur Ali P P	- Curricular aspects and TLE
Mrs Leena C Sekhar	- Infrastructure and Learning resources
Dr Bindu Jamal	- Research, consultancy and Extension
Mrs Jaseena K U	- Governance and Leadership
Mr Sam Kollanore U	- Student support and Progression
Mrs Farzana S Hussain	- Innovations and Best practices

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/34

Minutes of the meeting held with management on 13.07.2016 at 3.30 PM.

Venue: Principal's Chamber

Members Present

Dr A Biju, Principal
Dr K A Zakkariya, Secretary, College Managing Committee
Mr Zakkir Hussain, Treasurer, College Managing Committee
Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. of English
Ms Leena C Sekhar, Associate Professor, Dept. of Computer Applications

Agenda:

1. NAAC re-accreditation(Cycle 3)-progress review

Decisions

- Research centre proposals of Biotechnology Department and Computer applications shall be expedited.
- IQAC suggested allocating a yearly budget for organising seminars/workshops for the self financing department and also for eco-friendly activities. The management has agreed to it and proposals can be invited.
- Management suggested convening monthly meeting to review the progress of activities/actions to be completed before the NAAC inspection.
- The meeting discussed the recommendations of previous NAAC team and decided to take action on unimplemented recommendations.
- More alumni get together is suggested.
- It was also decided to revamp placement cell of the college; Option to act Placement cell as PRO of the college shall be explored.
- Workshop on "Professional development" for Non-teaching staff.

Decisions taken on facility up gradation/works in the college

- Website administrator cum PRO.
- Office automation.
- Ladies retiring room/s.
- Ramp facility and elevator in the main block.
- Motorway behind the adjacent to main block for better access in emergency situation.
- Fully equipped audio-visual lab.
- Renovation of Language lab.
- Health club.
- Common facility centre (store, counselling centre, Doctor's room, ladies waiting room shall be brought in a common building).
- Department renovation is most essential-cubicle is suggested.
- Quality improvement of college buses and provision to purchase new buses also discussed.

The meeting came to an end at 4.30 pm.

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/35

Minutes of the meeting held on 27.06.2016 at 2 PM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
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

Agenda:

1. Visit to departments
2. Orientation class to freshers

Decisions

A Schedule is prepared to visit to the Departments for the analysis of Action Plan proposed. The meeting was decided to send an email to Heads of the Department.

schedule

15.07.16 English, Biosciences
18.07.16 Computer applications, Electronics, Physics and Mathematics
19.07.16 Arabic, Business Administration, Vocational studies
20.07.16 Commerce, Psychology

Agenda of the Visit

1. Strengthening of Action Plan
2. Proposals for the conduct of Eco friendly activities with realistic budget(Please specify objectives and outcome of the proposal)
3. Consultancy
4. Facility upgradation/creation
5. Proposal for the conduct of seminars/workshops, etc from Maths, Physics and Arabic departments

It was also decided to conduct orientation classes to I UG students preferably on August first week.

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/36

Minutes of the meeting held with management on 26.07.2016 at 3.30 PM.

Venue: Room No 207

Members Present

Dr A Biju, Principal
Mr Sharafudheen CA, Dept. Of Arabic
Ms. Gincy Varghese, Dept. Of English
Ms. Binila Pulikkottil, Dept. of Mathematics
Ms. Sheba K H, Dept. Of Business Administration
Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. of English
Ms. Anupama Murali, Dept. of English
Ms Shemi P M, Dept. of Electronics
Ms Rajeena K A, Dept. of Electronics
Ms Shareena V B, Dept. of Computer Applications
Dr Julie M David, Dept. of Computer Applications
Mr Joseph Deril, Dept. of Computer Applications
Dr Umesh B T, Dept. of Biosciences
Dr Sabu M K, Dept. of Computer Applications
Mr Ibrahim Salim, Dept. of Computer Applications
Dr Jasmine, Dept. of Electronics
Dr Sopna V Muhammed, Dept. Of Business Administration
Dr Reshmi P, Dept. of Psychology
Ms Sheeba Varghese, Dept. of Electronics
Ms Raphika P M, Dept. of Electronics
Ms Jaseena K U, Dept. of Computer Applications
Dr Mini K Paul, Dept. of Biosciences
Ms. Princy Varghese, Dept. of Commerce
Ms Leena C Sekhar, Dept. of Computer Applications

Agenda:

Steering committee meeting- RAR data consolidation

Decisions

- IQAC coordinator formally welcomed the heads of the department and steering committee heads to the meeting and discussed the schedule of the data consolidation required for the reaccreditation report
- The meeting decided to collect the data for RAR preparation on or before September 2016. The meeting also encouraged self financing departments to conduct academic seminars and workshops.

- Steering committee will meet regularly to see that data collection and consolidation will be completed within the schedule.
- Principal appreciated the committees for their collective effort in preparing the RAR
- Ms Leena C Sekhar, IQAC Joint coordinator opined to have a departmental level committee in each criteria to speed up the data collection.

The meeting came to an end at 4.30 pm.

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/37

Minutes of the meeting held with management on 09.09.2016 at 2 PM.

Venue: Principal Chamber

Members Present

Dr A Biju, Principal
Mr. Zakkir Hussain, Treasurer, MES College Managing committee
Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
Dr Bindu Jamal, Associate Professor, Dept. of English
Dr Sabu M K, Dept. of Computer Applications
Ms Jaseena K U, Dept. of Computer Applications
Ms Leena C Sekhar, Dept. of Computer Applications
Dr Jasmine, Dept. of Electronics
Dr Sopna V Muhammed, Dept. Of Business Administration
Ms Shemi P M, Dept. of Electronics

Agenda:

RAR data consolidation-Status review
Strengthening of campus activities

Decisions

- Steering committee heads presented the status of data consolidation for RAR and the first draft shall be submitted by 10 October 2016. The meeting discussed on the points to be strengthened for further action.
- The meeting decided to provide internet connection in the hostel
- IQAC decided to monitor the WWS and SSP programmes higher education initiatives of Kerala government to enhance the quality of the conduct of these programmes
- It was decided to strengthen the students' quality circle and the staff coordinators are decided to appoint for this. Mr Jithin, Ms Rasya and Ms Roshini, Asst Professors appointed as coordinators.
- Palliative care unit by the students for the local community is planned to form in the campus under the auspices of NSS/Psychology department
- Strengthening of PTA activities also discussed in the meeting.

- Strengthening of various student support programmes like Ant-sexual harassment cell, Grievance redressal cell and anti-drug cell decided in the meeting
- It was also decided to conduct more women empowerment programmes. A campus emergency response team formation is also decided in the meeting.
- A housing project to the homeless student of the institution is also planned and the project has named as “sopnaveedu”
- It was also decided to conduct a research methodology class for the PG students

The meeting came to a close at 4 pm.

INTERNAL QUALITY ASSURANCE CELL
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MES/IQAC/2016-17/32

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Members Present

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

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- IQAC has planned to offer guidance for documentation to the needy departments.
- It was decided to recommend Principal to revamp the college Website.
- An orientation class for the First year students will be conducted in July under the auspices of IQAC.
- It was decided convene the next meeting on 27.06.16 at 2 pm.

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/38

Minutes of the meeting held with management on 26.10.2016 at 2 PM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Mr Sam Kollannore, Assistant Professor, Dept. of Electronics
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

Agenda:

Conduct of MOODLE workshop
Briefing of workshop conducted by the Higher education department

Decisions

- It was decided to conduct a one day workshop on learning management system "MOODLE" on 28 October 2016 in association with ICT academy of Kerala for the faculty members of the institution. The workshop will be jointly organised by IQAC and Dept. Of Computer applications. It was decided that Mr Sam Kollannore, IQAC member as programme convener.
- The meeting also decided to conduct a two day Residential orientation Programme for post graduate students- 2016 Admission in November 2016. The programme must be included communication skills, goal setting, public speaking and career motivation. The residential programme provided a different experience to the students.
- IQAC coordinator Dr Manzur Ali P P briefed the proceedings of the two day workshop organised by the Kerala higher education department. Innovative practices like working paper series, mother PTA shall be adopted in the campus is suggested in the meeting.
- It was decided to collect the feed back from students on teaching learning process in the month of Novemeber

The meeting came to a close at 4 pm.

INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE MARAMPALLY

MES/IQAC/2016-17/39

Minutes of the meeting held with management on 14.12.2016 at 1.30 PM.

Venue: IQAC room

Members Present

Dr Manzur Ali P P, IQAC Coordinator
Ms Farzana S Hussain, Assistant Professor, Dept. of Commerce
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

Agenda:

Conduct of KSCSTE workshop

Decisions

- The meeting reviewed the resolutions of the previous meeting and action taken with respective to the resolutions.
- IQAC coordinator informed the meeting that the proposal submitted to KSCSTE for the workshop on “Research methodology” has been funded. The meeting decided to conduct the workshop on January 20-21, 2017. The sessions planned to include are scholarly communication, e-resources, IPR and manuscript preparation. An evening session on “Faculty motivation” was also planned to conduct.
- The following charges has been given to conduct the two day workshop
Convener-Dr Manzur Ali P P
Programme-Mr. Sam Kollannore, Ms Leena C Sekhar, Ms Jaseena K U
Hospitality-Dept. Of Physics
Report preparation-Dr Bindu Jamal, Ms Frazana Hussain
- The meeting also decided to conduct a workshop on “NAAC reaccreditation process” on January 13, 2017. A communication to this effect will be sent to Dr S V Sudheer, Director, Academic staff college, Trivandrum.
- Alumni association meet is planned to conduct on January 26. It was suggested to honour prominent alumni of various departments in the function. The meeting suggested instituting Alumni endowment and scholarship to the needy students.

The meeting came to a close at 3.30 pm.