

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

MES/IQAC/2017-18/44

Minutes of the meeting held on 01.03.2018 at 11.30 AM.

Venue: IQAC room

**Members Present**

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

**Agenda:**

1. Core monitoring Committee Visit
2. Appointment of new member to IQAC
3. External audit by experts

**Decisions**

- The meeting analysed the action taken on the previous resolutions and approved the report
- The core monitoring committee visit to the various departments was scheduled to conduct from 19-22 March 2018. The CMC format and instructions will be mailed to Heads of the department to this effect.
- The meeting decided revise the action plan prepared by the departments as per the new accreditation frame work proposed by the NAAC in the coming academic year onwards.
- The meeting analysed the SSR preparation and discussed on the further updating needed before the upload of the SSR.
- It was decided to conduct an external audit by the experts on the SSR preparation. Dr Harikrishnan, IQAC Coordinator of Cochin College has been invited for a workshop on the new reaccreditation frame work in this month. Similarly, an audit is planned to conduct in the month of April by Prof. Selvam, Retd. Professor, Bishop Haber College, Trichi.
- The meeting was also reviewed the curricular and co curricular activities of the year and pointed out the commendable achievements of students and teachers made in the academic year.
- The meeting welcomed the new member Dr Jasmine P M, Associate professor, Dept. Of Electronics to the IQAC.

The meeting came to an end by 1.30 pm