

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

MES/IQAC/2018-19/45

Minutes of the meeting held on 08.06.2018 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  
Mr. K P Muhammed Sherief, Office Superintendent

**Agenda:**

1. Plan for the Academic year 2018-19
2. CMC Recommendations
3. Strengthening of Research forum

**Decisions**

- The meeting analysed the previous academic year activities and formally approved the Core Monitoring Committee (CMC) suggestions
- The meeting was decided to prepare an academic calendar for the year 2018-19 based on the University academic calendar
- An orientation programme to freshers (both UG and PG) shall be conducted under the auspices of IQAC
- The meeting analysed the SSR preparation and discussed on the further data needed to proceed IIQA. Immediate steps will be taken to upload the IIQA
- It was decided to conduct to assign a faculty member as ICT-MOOC Coordinator to augment the ICT education and e-content development
- The meeting resolved to strengthen the activities of research forum. The institution must have research projects, Publications and paper presentations by both faculty members and students
- The meeting decided to renovate IQAC room and Principal's room. Similarly the construction of the pedestrian friendly road shall also be expedited
- It was also decided to augment Library services. The library shall have a section for rare books and software shall be procured for Plagiarism check
- The activities of Nature club shall made vibrant in this academic year

The meeting came to an end by 12.30 pm