



# MES COLLEGE ERUMELY

IQAC MINUTES



2018 - 2019

## Internal Quality assurance Cell







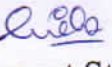




### MES COLLEGE ERUMELY

Minutes of IQAC meeting of MES college Erumely held at 10.30 a.m on 20/11/2018 in the IQAC Conference hall presided by Mr. Maheen M.N, Principal

### IQAC Meeting 1 (2018 – 2019)

#### Minutes

#### Members present

- 1) Mr . Maheen M N , Principal 
- 2) Mrs . Shamla Beegom, Vice principal ( Academics) 
- 3) Mrs . Ancy Mathew ,Vice principal (Examination) 
- 4) Mr . George John ,Vice principal (Administration) 
- 5) Mrs.Remadevi . A , HOD ,Department of Mathematics. 
- 6) Mrs.Betty Joseph , HOD ,Department of Computer Science . 
- 7) Mrs.Jisha C K , HOD, Department of Electronics . 
- 8) Mrs.Anumol Joseph , HOD, Department of Management Studies 
- 9) Mrs.Maya mol , HOD, Department of Commerce ( Finance & Taxation) 
- 10) Mrs. Santhosh K K, HOD , Department of Commerce (Marketing & OM )
- 11) Mr. Jithesh K S , Director , CDC 
- 12) Mr.Sayed Mohammed ,Alumni Representative
- 13) Tharik Asis , Student Representative 

#### Meeting Agenda : Formation of IQAC

- Meeting was presided by the Principal Mr. Maheen M N .
- Principal explained the importance of IQAC formation in our college . He also explained the importance of getting NAAC accreditation.
- Members of IQAC from Stakeholders like students, Alumni ,PTA were suggested by the principal .
- Heads of all departments were nominated as members of IQAC .

- Formed Composition & Criteria on heads

### Decisions

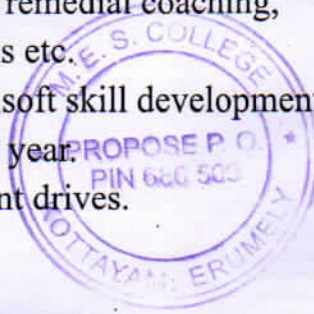
- 1) Develop a system for overall improvement of the college .
- 2) To convince all the stakeholders about the quality of education in our college .
- 3) To conduct NAAC awareness seminars in the college .
- 4) To organize workshops , seminars , fest by various departments , clubs and forums more effectively and it will be done in association with IQAC.
- 5) IQAC is to act as representative of the institution for qualitative related matters .
- 6) To improve the documentation process .
- 7) The action plan for the academic year 2018-2019 is submitted and is approved.
- 8) To inform NTS to modify files based on suggestions made by IQAC.
- 9) To prepare systematic teaching plans.
- 10) To encourage students to participate in programmes conducted by other colleges.

### Action plan of the year 2018-2019 ( 20/11/2018 onwards)

- 1) To strengthen the various student support programmes like remedial coaching, provide answers of previous years question papers, revisions etc.
- 2) In continuation with the life skill development programme, soft skill development programme further training sessions may be envisaged this year.
- 3) To provide training sessions for students to attend placement drives.

  
IQAC Coordinator

REMADEVI A.  
IQAC COORDINATOR  
MES COLLEGE ERUMELY



**Composition of IQAC Is as follows .**

Sl.No:	Name	Category	Designation
1	Mr. Maheen M N ,	Principal	Chairman
2	Jb. P.H Najeeb	Management	Member
	Jb. V.S Syed Muhammed IRS		Member
3	Mrs. Remadevi A	Teacher	IQAC Coordinator
	Mrs. Shamla Beegom	Teacher	Member
	Mr. George John	Teacher	Member
	Mrs. Ancy Mathew	Teacher	Member
	Mrs. Betty Joseph	Teacher	Member
	Mrs. Jisha C K	Teacher	Member
	Mrs. Anumol Joseph	Teacher	Member
	Mr. Jithesh K S	Teacher	Member
	Mrs. Mayamol .P	Teacher	Member
	Mrs. Salvy Mathew	Teacher	Member
	Mrs. Dani Thomas	Teacher	Member
4	Mr. Jerin Jose Mathew	Administrative	Member
5	Mr. Jaya Krishnan	PTA Representative	Member

6	Mr. Sayed Mohammed	Alumni Representative	Member
7	Mr. Sunny Jacob	Industrialist	Member
8	Mr. Tharik Asis , Department of Commerce(Marketing)	Student Representative	Member

### Criteria Heads

Criterion 1 – Mr.Jais John, Department of Electronics

Criterion 2 – Mr.Jithesh K S ,Department of Management Studies

Criterion 3 – Mr. Rajan Kurian, HOD ,Department of Social work

Criterion 4 – Ms. Asha Jaison , Department of Computer Science

Criterion 5 – Ms . Sheeba Michael , Department of English

Criterion 6 – Mr. Sajan Antony ,HOD , Department of Social work

Criterion 7 – Mrs. Salvy Mathew, HOD , Department of Commerce( Computer CA)

  
**REMADEVI A.**  
 ICAC COORDINATOR  
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