



MES COLLEGE ERUMELY

IQAC MINUTES



2019 - 2020

Internal Quality assurance Cell





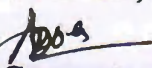

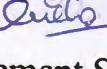



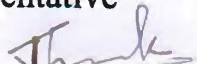
MES COLLEGE ERUMELY

Minutes of IQAC meeting of MES college Erumely held at 10 a.m on 30/05/2019 in the IQAC Conference hall presided by Mr. Maheen M.N, Principal.

IQAC Meeting 1 (2019 – 2020)

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 , (IQAC Coordinator). 
- 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) Mr. 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

1. To submit action plan of the year 2019-2020
2. To discuss other quality enhancement programmes
3. Feedback analysis
4. To present Action taken Report of the last meeting
5. Any other discussion allowed with permission of the Chair.

Proceedings

- Meeting was presided by the Principal Mr. Maheen M N .
- The IQAC Coordinator Mrs.Remadevi.A presented the action plan of the year 2019-20.

- The IQAC Coordinator presented an Action Taken Report of the last meeting.

Discussion & decisions

- 1) Discussion made on the Action Plan. All the HOD's positively responded To the Action Plan .
- 2) Discussed matters related to strengthening of feedback system .Head of criterion 1 Mr.Jais John agreed to prepare a modified feedback form for stakeholders.
- 3) All HOD's are requested to submit their respective Action Plan of the year before 1/6/2019
- 4) Duty assigned to different forums,cells & clubs.
- 5) Decided to appoint Dr,Ashok Kumar in IQAC instead of Mr.Rajan K Kurian.

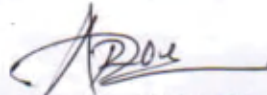
Action plan of the year 2019-2020

- To introduce more student supporting activities like bridge course,certificate course,remedial coaching etc
- To improve the functions of existing programs like PSC coaching,placement drive & career guidance.
- Seminar and Fest are to be conducted by each department
- To organize more FDP.
- To promote Research activities among Teachers & Students a forum may be formed.
- Encourage publication of Faculty members & students in reputed journals.
- To undertake more outreach programmes to nurture social responsibility. among students & keep up with vision of institution
- To strengthen the Mentor-Mentee system to the ultimate development of students.
- Faculty members are encouraged to register for PHD programs.
- To conduct an MCQ for identifying weak students.
- Provide special coaching for weak students.
- MOU with institutions of National importance for conducting workshops on IPR.
- To execute MOU with other institutions and firm related areas.
- Introduction of LMS

- To purchase more books in the Library.
- To automate the library.
- To conduct NAAC Awareness Seminar.
- Encourage students and staff to participate in seminars & swayam courses.
- Allocate duties under different heads to strengthen monitoring system

Action Taken Report of last meeting

- Conducted training program for students to face placement drives.
- Life skills as well as soft skills programs were conducted.



Coordinator (IQAC)

**REMADEVI A.
IQAC COORDINATOR
MES COLLEGE ERUMELY**



Internal Quality assurance Cell

MES COLLEGE ERUMELY

Minutes of IQAC meeting of MES college Erumely held at 10.30 a.m on 15/11/2019 in the IQAC Conference hall presided by Mr. Maheen M.N, Principal

IQAC Meeting 2 (2019 – 2020)

Minutes

Members present

- 1) Mr . Maheen M N , Principal
- 2) Mrs . Remadevi A , (IQAC Coordinator)
- 3) Mrs . Shamla Beegom, Vice principal (academics)
- 4) Mrs . Ancy Mathew , Vice principal (examination)
- 5) Mr . George John , Vice principal (Administration)
- 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) Mrs.Jithesh K S ,Director , CDC
- 12) Dr. Rakhi Chandrashekhar , Department of Economics.
- !3) Dr. Ashok Kumar , Department of Commerce (Computer Applications)
- 14) Mr. Sayed Mohammed ,Alumni Representative
- 13) Mr. Tharik Asis , Student Representative

Meeting Agenda

- To discuss the action taken regarding the decisions in the light of the NAAC Accreditation Workshop .
- To discuss the plans to improve the facilities of labs .
- To discuss the facilities to be introduced in the library.
- Any matter allowed with permission of the Chair.

Proceedings in the meeting

- Meeting started with a welcome note by IQAC Coordinator Remadevi A.
- Meeting was presided by the Principal , Maheen M N .
- The suggestions of criterion wise meetings are presented and submitted to the approval of the principal.
- IQAC Coordinator Mrs. Remadevi A explained the action taken according to the last meeting .
- Vote of thanks by Jithesh K S , CDC Director

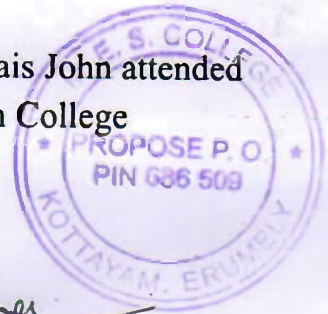
Discussions and Decisions

- 1) To purchase more books in the library.
- 2) To visit various colleges to learn more about quality enhancement programmes .
- 3) To Conduct the training programmes and placement drive as decided earlier.
- 4) To conduct a staff meeting on 15/11/2019 at 2 pm to make aware of the future plans.
- 5) To ratify the inclusion of Dr.Rakhi Chandrasekhar in IQAC instead of Salvy Mathew.
- 6) Department should ensure the participation of students and faculties in the ongoing best practice projects Thanal and Punyam Poonkavanam
- 7) Department should keep the stock register file, infrastructural file, lab file in an effective way.

Action taken according to Meeting 1

- Organized a NAAC awareness seminar and the Session was handled by Dr. Tomy Thomas , Retd .Prof. and HOD of Dept. of Commerce ,CMS College,Kottayam.
- Online attendance system is ready to be introduced.
- More systematic filing system is introduced in departments.
- To accelerate research activities, Research forum was formed.
- Orientation programme was conducted for all UG students.

- 3days residential camp was organized in different batches for all students.
- Seminars were conducted by the Department of Commerce (Finance & Taxation) And department of Economics.
- IQAC coordinator Remadevi A & Head of Criterion 1 Jais John attended the national seminar on ICT Tools conducted by Marian College ,Kuttikkanam.




IQAC coordinator

**REMADEVI A.
IQAC COORDINATOR
MES COLLEGE ERUMELY**

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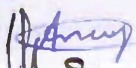

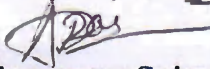

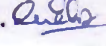


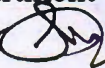


MES COLLEGE ERUMELY

Minutes of IQAC meeting of MES college Erumely held at 3.30 pm on 21/01/2020 in the IQAC Conference hall presided by Mr. Maheen M.N, Principal

IQAC Meeting 3 (2019 – 2020)

Minutes

Members present

- 1) Mr . Maheen M N , Principal 
- 2) Mrs . Shamlal Beegom, Vice principal (Academics) 
- 3) Mrs . Ancy Mathew ,Vice principal (Examination) 
- 4) Mr . George John ,Vice principal (Administration) 
- 5) Mrs.Remadevi . A , (IQAC Coordinator). 
- 6) Mrs.Betty Joseph , HOD ,Department of Computer Science . 
- 7) Mrs.Jisha C K , HOD ,Department of Electronics . 
- 8) Mrs.Anamol 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) Dr.Rakhi Chandrashekhar , Drpt, of Economics . 
- 13) Dr.Ashok Kumar , Department of Commerce (Computer Applications) 

Meeting Agenda

- To discuss the details of conducting inter collegiate fest and to fix the events conducted by various departments.
- To discuss the implementation of ICT tools in teaching.
- To fix the date of merit day.
- To tell the inauguration of PARAMASH scheme of MES College Marampally and fix the team to attend the inaugural function ,
- Discussions and future plans.

Proceedings

- Meeting is started with a welcome address by IQAC Coordinator
- Meeting was presided by the Principal Maheen M N .

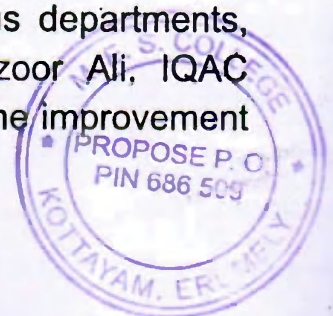
Discussions and Decisions

- It is decided to apply ICT in teaching and decided to organize a seminar on it .
- It is decided to celebrate Merit day on 25/3/2019 & assign Mrs.Sheeba Michael, Department of English to the Coordinator of the organizing committee.

Action taken according to the last meeting

- NAAC Awareness seminar is conducted . The resource person was Dr.Manzoor Ali ,Vice principal & IQAC Coordinator ,MES College, Marampally.
- In the light of the above seminar IQAC put forward a representation to the Principal and he forwarded it to the management committee and favourable decisions were made by the management.
- IQAC coordinator Remadevi A & Head of Criterion 1 Jais John visited K G College ,Pambady . Discussions with the Principal Dr. Shyla Abraham & IQAC coordinator Preetha Mathews were made.
- 16 members including IQAC coordinator, HODs , Criterion heads visited MES College, Marampally and visited various departments, library, labs and office. Discussion with Dr. Manzoor Ali, IQAC coordinator helped a lot to get innovative ideas for the improvement of the quality of education of our college.


 IQAC Coordinator
 REMADEVI A.
 IQAC COORDINATOR
 MES COLLEGE MARAMPALLY



Internal Quality assurance Cell








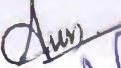
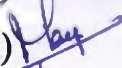
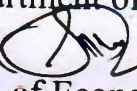


MES COLLEGE ERUMELY

Minutes of Online IQAC meeting of MES college Erumely held at 3.30 pm on 07/05/2020 through zoom app presided by Mr. Maheen M.N, Principal

IQAC Meeting 4 (2019 – 2020)

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 , (IQAC Coordinator). 
- 6) Mrs.Betty Joseph , HOD ,Department of Computer Science . 
- 7) Mrs.Jisha C K , HOD ,Department of Electronics . 
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- 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) Dr.Rakhi Chandrashekhar , Drpt, of Economics . 
- 13) Dr.Ashok Kumar , Department of Commerce (Computer Applications) 

Meeting Agenda

- To discuss the impact of covid 19 on the successful completion of the action plan of this year.
- To discuss the effectiveness of online education.
- To explain the online exam under TCS platform.
- To fix the pattern of question banks for online examinations.
- Any other matter allowed with the permission of the chair.

Proceedings

- Meeting is started with a welcome address by IQAC Coordinator
- Meeting was presided over by the Principal Maheen M N .

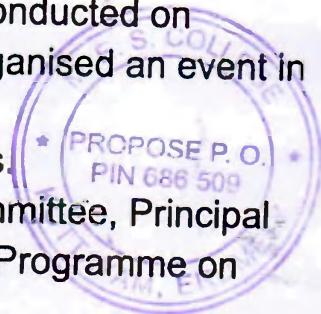
Discussions and Decisions

- Principal appreciated the faculty for the successful completion of online classes. It was completed on May 6 using whatsapp groups.

- There was a difficulty in sharing and storing materials in various whatsapp groups. To overcome this problem there was a suggestion to switch to other better platforms.
- Online exams are to be conducted on TCS ION platform.
- The Principal suggested that the trial run has completed and after this registration procedure for about 1400 students of the college is being done. He also hinted that the email id should be error free.
- It was decided that at least 25% of the classes must be ICT enabled from the next academic year.
- Vice Principal of examination Mrs. Ancy Mathew and CDC Director Mr. Jithesh K.S explained the framework for online examination.
- Many HOD's are of the opinion that MCQ exam is not enough to measure the knowledge of students. They insisted on short answers and essay type questions.
- After the discussion it was decided to include short answer type questions also. Total no. of questions are 150, among those 120 are MCQ and the rest are essay types.
- It was further decided that the internet availability and phone facility for every student must be assessed by HOD and the list of students who are facing net issues shall be forwarded to the Principal.
- Faculty training for online exams is to be conducted by IT Cell and it will start on May 8 itself.
- Members expressed their concern for the non conducting of college day and merit day in this special situation.
- It is expected that delay in NAAC proceedings can be solved after reopening.
- Academic plan of the year 20202 must be submitted on or before 30/05/2020.
- IQAC decided to organise National and international Webinars in relevant topics in association with various clubs and forums

Action taken according to the last meeting

- Intercollegiate fest 'BUSQUEDA DE TALENTO' was conducted on 25/02/2020. In the fest each department effectively organised an event in different places of the campus.
- ICT enabled teaching is started in various departments.
- 18 members including Chairman of Management Committee, Principal attended the inauguration of 'PARAMARSH' induction Programme on 25/01/2020 at MES College Marampally.



(Signature)

IQAC Coordinator

REMADEVI A.
 IQAC REMADEVI A.
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 MES COLLEGE ERUMELY