



# MES COLLEGE ERUMELY

IQAC MINUTES







2021 - 2022

**MES COLLEGE ERUMELY**  
**INTERNAL QUALITY ASSURANCE CELL**  
**IQAC MEETING 1 (2021-2022)**

Minutes of IQAC meeting of M.E.S College Erumely is held at 10.00 a.m on 01/06/2021 in the IQAC conference hall presided by Jithesh K.S (IQAC Coordinator)

**Members Present**

1. Mr. Maheen M N, Principal
2. Mr. Jithesh K S, (IQAC Coordinator) 
3. Mrs. Ancy Mathew, Vice principal (Examination) 
4. Mr. George John, Vice principal (Administration)
5. Mrs. Betty Joseph, HOD ,Department of Computer Science 
6. Mrs. Jisha C K, HOD ,Department of Electronics
7. Mrs. Anumol Joseph, HOD ,Department of Management Studies
8. Mrs. Maya mol, HOD, Department of Commerce ( Finance & Taxation)
9. Mrs. Asha K M, HOD, Department of Commerce (Marketing & OM) 
10. Mr. Sayed Mohammed, Alumni Representative

**Meeting Agenda**

1. Progress of IQAC activities
2. To talk over the procedures for preparation of Internal marks
3. To discuss about the appointment of various committee ,clubs, cells and forums
4. To discuss about the action plan of various clubs, cells & forum
5. To discuss the commencement of Certificate course, Bridge course & Add on Course for the Academic year 2021-2022
6. Any other matters allowed with the permission of the chair.

**Discussions & Decision**

1. It was decided to run programs of various clubs ,cells & forums according to the action plan
2. It is decided to prepare the syllabus for the certificate course, bridge course and add-on course for the academic year 2021-2022
3. Assistant HODs are in charge of coordinating co-curricular activities and should submit the reports on each month

**Action taken report of last meeting**

1. Amala Job, Asst. Prof. Department of Economics attended 30 Hour FDP fundamentals of Econometrics & Panel data analysis on 17/04/21.
2. Sonia M Abraham , student, M.Com Finance and Taxation V2 weeks training programme –Research Training Programme by MSME X from 22/02/21 to 05/03/21.
3. Amala Job,Asst. Prof. Department of Economics attended Virtual FDP on Econometrics for time series analysis from 03/03/21 to 10/03/21.
4. Soumya S, Asst. Prof, PG Dept.of Commerce attended 3 days workshop Data Analysis using SPSS from 15/04/21 to 17/04/21





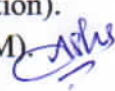
# MES COLLEGE ERUMELY

## INTERNAL QUALITY ASSURANCE CELL

### IQAC MEETING 2 (2021-2022)

Minutes of IQAC meeting of M.E.S College Erumely is held at 10.00 a.m on 29/10/2021 in the IQAC conference hall presided by Jithesh K.S (IQAC Coordinator)

#### Members Present

1. Mr. Maheen M N, Principal
2. Mr.Jithesh K S, (IQAC Coordinator) 
3. Mrs. Ancy Mathew, Vice principal (Examination) 
4. Mr. George John, Vice principal (Administration)
5. Mrs.Betty Joseph, HOD, Department of Computer Science. 
6. Mrs.Jisha C K, HOD, Department of Electronics.
7. Mrs.Anamol Joseph, HOD, Department of Management Studies. 
8. Mrs.Maya mol, HOD, Department of Commerce (Finance & Taxation).
9. Mrs.Asha K M, HOD, Department of Commerce (Marketing & OM). 
10. Mr.Sayed Mohammed ,Alumni Representative

#### Meeting Agenda

1. Progress of IQAC activities
2. To discuss NAAC Assessments, MOU's Collaboration, Research oriented activities, Co-curricular activities, Students feedback, Department Minutes, Result analysis & students progression.
3. To talk over the paper presentation and research paper publication of teachers.
4. To discuss the use of the library by the students.
5. Any other matters allowed with the permission of the chair.

#### Discussions & Decision

1. Those who are not completed the NAAC assessments and MOU's collaboration ,should complete as early as possible
2. Teachers should present research papers and publish articles to enhance their academic excellence
3. It was decided to allot library hours for PG & UG students.

#### Action taken report of last meeting

1. Ameena Meeran, Asst. Prof. Department of Commerce attended Best Practices for online teaching from 08/7/21 to 14/7/21
2. Soumya S, Asst. Prof, PG Dept. Of Commerce attended 7 days virtual FDP on Writing and publishing Quality Research paper from 16/08/21 to 22/08/21.
3. Tejil Thomas , MSW student attended FDP on Data Analysis Techniques using SPSS on 07<sup>th</sup> &08<sup>th</sup> June 2021