



M. E. S. KALLADI COLLEGE

Re-Accredited by NAAC with A+ Grade (3.32) Listed in UGC (2F) & 12(B)
Govt. Aided College & Affiliated to the University of Calicut
A Minority Institution - Certified by the National Commission
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Mannarkkad College P.O.,
Palakkad Dt. 678 583, Kerala
Phone : 04924-222377, 223414
Web: www.meskc.ac.in
Email : info@meskc.ac.in

IQAC/2020-21-1

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 04/06/2020,11.00 am

Venue: Online

Agenda:

Online Class

Members Present:

1. Dr. T.K Jaleel Principal
2. Dr Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr Sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to conduct online classes using google meet other application during the pandemic period.
2. Suggested to share the class notes through Google class room.
3. Suggested to prepare and provide a special time table to the students prepared by each department.
4. Recommended that teachers can record the classes and send to the students so that they can listen that class at later time.




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IQAC/2020-21-2

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting Head of the departments and club cell coordinators

Date and Time: 23/07/2020, 11.00 am

Venue: Online

Agenda:

- Preparation of department wise action plan
- Action plan for club and cells

Members Present:

1. Dr.T.K. Jaleel Principal
2. Dr. Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr. Sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul abid T

Decision/Resolution

1. Suggested to finalize the departmental action plan within this month
2. Recommended to finalize each club/cell wise action plan and conduct their first before the admission of first year UG students
3. It decided that all the department has to conduct the programme through online mode only




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IQAC/2020-21-3

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 31/08/2020, 11.00 am

Venue: Online

Agenda:

Online Internal Examination

Members Present:

1. Dr.T.K. Jaleel Principal
2. Dr. Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr. Sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul abid T

Decision/Resolution

1. Recommended to conduct an online internal examination using google form
2. Suggested to include all multiple choice questions with four options and carries 2 marks for each for the correct answer
3. Suggested to limit the time of examination to 15 minutes




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IQAC/2020-21-4

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 23/09/2020, 2.30 pm

Venue: Online

Agenda:

- Online Class Review
- Department programme review
- Club/Cell programme review

Members Present:

1. Dr. T. K Jaleel Principal
2. Dr Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr Sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to provide a break of 30-45 minutes in every online class
2. Suggested to conduct a remedial class on Saturday
3. Suggested to conduct webinars by each department
4. Recommended to hold an online quiz competition as a part of department/club programme




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IQAC/2020-21-5

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 22/10/2020, 2.30 pm

Venue: Online

Agenda:

Covid 19 Counseling

Members Present:

1. Dr. T.K. Jaleel Principal
2. Dr. Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr. Sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to select students for Covid 19 Counseling.
2. Suggested to provide counseling all students in the different department.



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IQAC/2020-21-6

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 17/11/2020, 2.30 pm

Venue: Online

Agenda:

Academic monitoring

Members Present:

1. Dr. T.K. Jaleel Principal
2. Dr. Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr. Sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Suggested to correct the master time table by incorporating the changes in even semester
2. Recommended to check the effectiveness of online quizzes and other examination



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IQAC/2020-21-7

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with members

Date and Time: 08/12/2020, 2.30 pm

Venue: Online

Agenda:

ICT related issues

Members Present:

1. Dr. T.K Jaleel Principal
2. Dr Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr Sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to associate with MES marrampally College, Aluva for Moodle subscription
2. Recommended to support the teachers who facing difficulty in facing in conducting online classes
3. Suggested to purchase quality devices for the betterment of ICT facility in the college




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IQAC/2020-21-8

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 06/01/2021, 1.30 pm

Venue: Online

Agenda:

Certificate courses

Members Present:

1. Dr. T.K Jaleel Principal
3. Dr Haseena V A
1. Dr. Mohammed Mustafa T N
2. Dr. Ranjith M
3. Dr. Azhar A
4. Dr Sareena K
5. Sajna A
6. Dr. Sreenivasan K P
7. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to conduct online certificate courses for students




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IQAC/2020-21-9

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 11/02/2021, 11.30 am

Venue: Online

Agenda:

- Extension activities
- Progression and Placement

Members Present:

1. Prof. Shihab A M Principal
2. Dr Haseena V A
3. Dr. Mohammed Mustafa T N
4. Dr. Ranjith M
5. Dr. Azhar A
6. Dr sareena K
7. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul abid T

Decision/Resolution

1. Recommended to conduct online extension programme to the kudumbasree units
2. Suggested to collect the progression of pass out students of 2020
3. Suggested to collect the placement status of outgoing students of 2020




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IQAC/2020-21-10

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 03/03/2021, 4.30 pm

Venue: Online

Agenda:

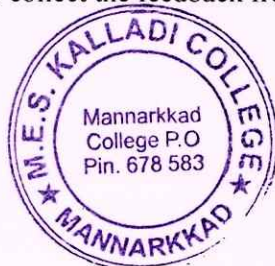
- AQAR
- Research Promotion
- Review of Department wise Programme
- Feed back

Members Present:

1. Prof. Shihab A M Principal
2. Dr. T. K. Jaleel
3. Dr. Haseena V A
4. Dr. Mohammed Mustafa T N
5. Dr. Ranjith M
6. Dr. Azhar A
7. Dr. Sareena K
8. Sajna A
9. Dr. Sreenivasan K P
10. Dr. Zainul abid T

Decision/Resolution

1. Decided to place the AQAR 2021 in the coming College Council
2. Recommended to conduct an online Research orientation programme for Faculty members
3. Recommended to complete their pending programme within February
4. Suggested to collect the feedback from the stakeholders




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IQAC/2020-21-11

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 24/03/2021, 11.00 am

Venue: Online

Agenda:

Annual Report

Members Present:

1. Prof. Shihab A M Principal
2. Dr. T. K. Jaleel
3. Dr. Haseena V A
4. Dr. Mohammed Mustafa T N
5. Dr. Ranjith M
6. Dr. Azhar A
7. Dr. Sareena K
8. Sajna A
9. Dr. Sreenivasan K P
10. Dr. Zainul abid T

Decision/Resolution

1. Recommended to complete and submit all the reports related to departmental programmes
2. Recommended to complete their annual reports on or before 10 April 2021
3. Suggested to complete their annual reports on or before 31 March 2020




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IQAC/2020-21-12

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 12/04/2021,11.00 am

Venue: Online

Agenda:

- Discussion on Feedback 2020-21
- Preparation of draft action plan 2021-22

Members Present:

1. Prof. Shihab A M Principal
2. Dr. T.K. Jaleel
3. Dr Haseena V A
4. Dr. Mohammed Mustafa T N
5. Dr. Ranjith M
6. Dr. Azhar A
7. Dr Sareena K
8. Sajna A
9. Dr. Sreenivasan K P
10. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to conduct more number of research methodology programme for different discipline
2. Suggested to apply for more vocational courses in the College
3. Recommended to provide Scholarship/Freeships to all the students of the institution
4. Suggested to provide Online capacity building workshops to the students




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IQAC/2020-21-13

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with Members

Date and Time: 06/05/2021, 11.00 am

Venue: Online

Agenda:

Finalization of Draft Plan of Action

Members Present:

1. Prof. Shihab A M Principal
2. KCK syed Ali
3. C.U. Mujeeb
4. Dr T.K. Jaleel
5. Dr Haseena V A
6. Dr. Mohammed Mustafa T N
7. Dr. Ranjith M
8. Dr. Azhar A
9. Dr sareena K
10. Sajna A
11. Dr. Sreenivasan K P
12. Dr. Zainul abid T

Decision/Resolution

1. Recommended to approve the Action plan of the college
2. Suggested to provide Scholarship to all the students who are not having any government Scholarship




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