



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/2021-22-1

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC core committee meeting

Date and Time: 01/06/2021,11.00 am

Venue: Online

Agenda:

- Online Class
- Department action plan

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. Saritha U K
10. Dr. Sreenivasan K P
11. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to continue the online classes through google meet and class notes are send through either Google class room or Moodle
2. Suggested to submit departmental action plan by considering the feedback
3. Suggested to record the progress of online classes by Academic Monitoring Committee




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IQAC/2021-22-2

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting Head of the departments and club cell coordinators

Date and Time: 06/07/2021,11.00 am

Venue: Principal Chamber

Agenda:

- Finalization of department action plan
- Action plan for club and cells

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. Approved the Departmental action plan with minor corrections
2. Recommended to formulate the action plan and conduct one online programme by each club/Cell




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IQAC/2021-22-3

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with core committee

Date and Time: 04/08/2021,11.00 am

Venue: Principal Chamber

Agenda:

- Online Internal Examination

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. Mrs. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to conduct an online internal examination using Moodle platform
2. Recommended to include both objective and subjective questions for the internal examination
3. Suggested to restrict the time of examination to 30 minutes




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IQAC/2021-22-4

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC Meeting with core committee

Date and Time: 22/09/2021, 2.30 pm

Venue: Online

Agenda:

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

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. Mrs. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to continue the online class for the students
2. Suggested to conduct Offline classes as and when government/University provide final instructions
3. Suggested to encourage the students to conduct online seminars in their respective subject
4. Recommended to conduct an offline programme by each mandatory cell once the offline classes are resumed




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IQAC/2021-22-5

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC Meeting with core committee

Date and Time: 04/10/2021, 2.30 pm

Venue: Principal Chamber

Agenda:

- Offline Class

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. Mrs. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Recommended to conduct offline classes from November 2021 onwards
2. Suggested to ensure social distancing by the students by all departments
3. Recommended to advise the Students regarding the Covid 19 protocol




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IQAC/2021-22-6

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC Meeting with core committee

Date and Time: 01/12/2021, 2.30 pm

Venue: Principal Chamber

Agenda:

- AQAR submission
- Syllabus completion

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 Aareena K
7. Mrs. Sajna A
8. Dr. Sreenivasan K P
9. Dr. Zainul Abid T

Decision/Resolution

1. Decided to place the AQAR in the coming College council
2. Suggested to start the even semester classes by December 2021 itself. In complete portion should be finished through online mode




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IQAC/2021-22-7

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Meeting with members

Date and Time: 05/01/2022, 2.30 pm

Venue: Principal Chamber

Agenda:

- Management Meet

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 the annual management meet of commerce department in the month of February 2022
2. Suggested to provide all necessary details of the meet with in the month of January, 2022



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IQAC/2021-22-8

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC Meeting with core committee

Date and Time: 17/02/2022, 1.30 pm

Venue: Principal Chamber

Agenda:

- Feed Back
- Student's satisfaction survey

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 feedback survey from all the stakeholders. Dr Saleej from Physical Education department has given charge to coordinate all the survey
2. Suggested to conduct the student satisfaction survey before final year student's study leave



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IQAC/2021-22-9

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC Meeting with core committee

Date and Time: 22/03/2022, 11.30 am

Venue: Principal Chamber

Agenda:

- Annual report
- Review of programme organized by department club/cells

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 submit the annual report departments by 31st March 2022
2. Suggested to complete all the pending programme planned by the department, club/cells




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IQAC/2021-22-10

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC Meeting with core committee

Date and Time: 13/04/2022, 11.30 am

Venue: Principal Chamber

Agenda:

Discussion on Feedback 2021-22

Preparation draft Action Plan

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 streamlining of extension programme under one rubrics
2. Suggested to Organize a Global Alumni Meet in the Campus
3. Recommended to familiarize latest A I tools to students
4. Suggested to take measures to promote start up eco system in the college




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IQAC/2021-22-11

**Internal Quality Assurance Cell
MES KALLADI COLLEGE MANNARKKAD**

IQAC Meeting with core committee

Date and Time: 23/05/2022, 11.00 am

Venue: Online

Agenda:

- Finalization of Draft action Plan 2022-23

Members Present:

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

Decision/Resolution

1. Recommended to streamline the extension programme under one common name called "Sparsham"
2. Suggested to organize a Global Alumni Meet with in the campus during the January or February 2022
3. Recommended to conduct an AI and Technology Expo in Association with IEDC and IIC



Sajna A
Principal
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