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IQAC/2022-23-01

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 01/06/2022,11.00am

Venue: Principal Chamber

Agenda:

Action Plan

ICT Checking

Academic Monitoring Cell:

Members Present

- 1. Dr. Haseena V A Principal
- 2. Dr. Azhar A
- 3. Saina. A
- 4. Dr. Renjith. M
- 5. Dr. Junaise. P
- 6. Fathimath Thasleema
- 7. Yasmin. C. K
- 8. Manju. R. V
- 9. Dr.T. K. Jaleel
- 10. Nusrath P

Meeting Minutes

- 1. Recommended to conduct departmental action plan review within a week time
- 2. Suggested to Assign new duties and responsibilities to different club and sell coordinators
- 3. Suggested to check and clear all the errors associated with ICT
- 4. Recommended to conducted at least one seminar by each department either offline or online mode within two months

Wanna Throck

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IQAC/2022-23-02

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 06/07/2022,11.00am

Venue: Principal Chamber

Agenda

Result Analyst Admission Certificate Course.

Members Present:

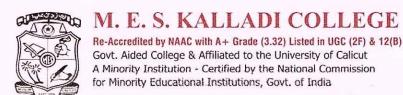
- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar. A
- 3. Sajna. A
- 4. Dr. Junaise. P
- 5. Fathimath Thasleema
- 6. Yasmin. C. K
- 7. Manju. R. V
- 8. Dr. Sareena

Meeting Minutes:

- 1. Recommended to entrust academic monitoring cell to conduct the result analysis of all the under graduate program.
- 2. Recommended to check the status of certificate program offered by different departments also check the status of NPTEL courses

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IQAC/2022-23-03

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 04/08/2022,11.00am

Venue: Principal Chamber

Agenda

- 1. Mentoring
- 2. Research Promotion
- 3. Placement
- 4. Alumni
- 5. Co Po Pso

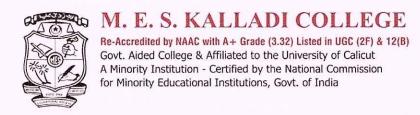
Members Present

- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar. A
- 3. Sajna. A
- 4. Dr. Junaise. P
- 5. Fathimath Thasleena
- 6. Dr. Yasmin. C. K
- 7. Manju. R. V
- 8. Salahudheen, P. M

Meeting Minutes:

- 1. Suggested to carry out the mentoring system in every department in an effective way.
- 2. Recommended to organise a research paper presentation program in every discipline
- 3. Suggested to increase number of placement program for students and conduct the skill enhancement program to acquire the placement
- 4. Recommended to conduct global alumni programme committee review meeting in the month August.
- 5. Recommended to review the co, po and pso of the every course.

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IQAC/2022-23-04

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting Date and Time: 21/09/2022,11.00am

Venue: Principal Chamber

Agenda:

Formation of Common Extension Cell

Soft Skill Program

Members Present:

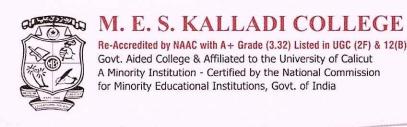
- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar. A
- 3. Sajna. A
- 4. Nusrath. P
- 5. Dr. Junaise. P
- 6. Dr. Yasmin. C. K
- 7. Manju. R. V

Meeting Minutes:

- 1. Recommended to bring all extension program of the college under rubric called 'sparsham'
- 2. Recommended to inform the department to organise soft skill training program for all the final year students.

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Principal M.E.S. Kalladi College Mannarkkad



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IQAC/2022-23-05

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 21/09/2022,11.00am

Venue: Principal Chamber

Agenda:

Faculty Development Program.

Orientation Program

Academic Monitoring

Members Present:

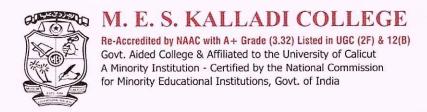
- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar. A
- 3. Dr. Job Sabu. K
- 4. Sajna. A
- 5. Nusrath, P
- 6. Sajna. P
- 7. Dr. Sareena

Meeting Minutes.

- 1. Recommended to conduct a faculty department program on Teaching learning Process
- 2. Recommended to conduct an Orientation program in the month of October last week.
- 3. Suggested to assign the charge of result analysis to Academic monitoring committee

Prince.

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IQAC/2022-23-06

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 09/11/2022,11.00am

Venue: Principal Chamber

Agenda:

Global Aluminium Meet

Grievance Review

Syllabus Completion.

Members Present.

- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar, A
- 3. Sajna. A
- 4. Dr. Junaise. P
- 5. Salahudheen. P. M
- 6. Shameera. M. K
- 7. Fathimath Thasleena

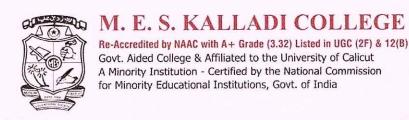
Meeting Minutes:

- 1. Recommended to conduct the global alumni meet during the month of February 2023
- Suggested to conduct a grievance meeting once the attendance is closed for odd sem Examination

3. Recommended to present the percentage of syllabus completed by the department by in the

next week

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IQAC/2022-23-07

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 20/12/2022,11.00am

Venue: Principal Chamber

Agenda:

AQAR

Members Present:

- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar, A
- 3. Sajna. A
- 4. Preetha Mol. P
- 5. Ramdas. M
- 6. Julia. A. P
- 7. Dr. Sareena

Meeting Minutes:

1. Decided to complete the data collection for AQAR by January and finalise it in February 2023

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IQAC/2022-23-08

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 12/01/2023,11.00am

Venue: Principal Chamber

Agenda:

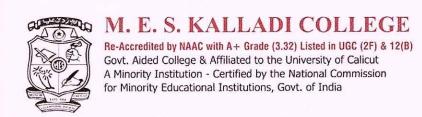
Green Initiative

Members Present:

- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar. A
- 3. Sajna. A
- 4. Dr. Sareena
- 5. Julia. A. P
- 6. Dr. Job Sabu

Meeting Minutes:

1. Recommended to check the green initiate program in the institution and conduct review on the same.



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IQAC/2022-23-09

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting Date and Time: 15/03/2023,11.00am

Venue: Principal Chamber

Agenda:

Annual Report
Completion of departmental Programme
Feedback

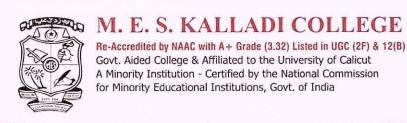
Members Present:

- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar. A
- 3. Sajna. A
- 4. Dr. Sareena
- 5. Juliya. A. P
- 6. Dr. Job Sabu

Meeting Minutes:

- 1. Suggested to submit the annual report of the department by 31st March 2023
- 2. Departments shall send the completed departmental programme report to principal@meskc.ac.in
- 3. Decided collect the feedback from all the stake holders

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IQAC/2022-23-10

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting

Date and Time: 04/04/2023,11.00am

Venue: Principal Chamber

Agenda:

Analysis of Feedback Preparation of draft action plan 23-24 **Members Present**:

- 1. Dr. Haseena. V. A Principal
- 2. Dr. Azhar. A
- 3. Sajna. A
- 4. Dr. Sareena
- 5. Julia. A. P
- 6. Dr. Job Sabu

Meeting Minutes:

- 1. Decided to conduct a professional development programme on new education policy, CO PO Mapping and ICT in Education
- 2. Decided to conduct an Professional enhancement programme for Non-teaching staff

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IQAC/2022-23-11

Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

IQAC Core committee meeting Date and Time: 02/05/2023,11.00am

Venue: Principal Chamber

Agenda:

Finalisation of draft action plan 23-24

Members Present:

- 1. Dr. Haseena. V. A Principal
- 2. KCK syed Ali
- 3. C.U. Mujeeb
- 4. Dr. Azhar. A
- 5. Sajna. A
- 6. Dr. Sareena
- 7. Juliya. A. P
- 8. Dr. Job Sabu

Meeting Minutes:

- 1. Approved the action plan for academic year 2023-24
- 2. Decided to conduct a professional development programme on Changes in teaching leaning process and ICT in Education

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