



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
for Minority Educational Institutions, Govt. of India

Mannarkkad College P.O.,
Palakkad Dt. 678 583, Kerala
Phone : 04924-222377, 223414
Web: www.meskc.ac.in
Email : info@meskc.ac.in

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. Sajna. 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



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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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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




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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
2. 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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