



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

1/24-25

IQAC meeting held on 07/06/2024 at Principal Chamber

Agenda : SSR Preparation

Members Present :-

1. Dr. C. Rajesh
2. Dr. T. K. Jaleel
3. Dr. Sainul Abidin K.
4. Ummu Habeeba K.
5. Dr. Sareena K.
6. Dr. Muhammed Rafi P
7. Salahudheen P.M.
8. Dr. Job Sabu K.
9. Ratheesh C. K.
10. Dr. Mohammed Musthafa T. N.
11. Dr. Nasiya V. K.
12. Ranjini M. C.
13. Dr. Resmi K. R

Meeting Minutes:

- Decided to present the criterion-wise progress to the management on 10/06/2024 at the management room.
- Decided to conduct a mutual verification of qualitative write-up from Wednesday 12/06/2024 onward.
- Criterion-wise data and their supporting documents will be verified by the IQAC team after Bakrid.
- Decided to upload the files regarding SSR individually with the help of technical support teams.



*Assistant Professor
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2/24-25

IQAC meeting with Management on SSR Draft Review on 10/06/24 at Management Room

Agenda : SSR Draft Review

Members Present :-

1. K.C.K SayedAli
2. Mujeeb C.U.
3. C.P. Shihabudheen
4. Dr. C. Rajesh
5. Dr. T.K. Jaleel
6. Salahudheen P.M.
7. Azhar. A.
8. Dr. Job Sabu K.

Meeting Minutes:

1. Recommended to complete and examine each and every metric of SSR by the respective metric/criterion coordinators.




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3/24-25

Criterion Coordinators meeting with Principal on SSR Review on 11/06/2024 at Principal Chamber

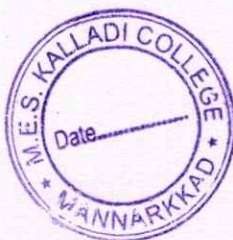
Agenda : SSR Review

Members Present :-

1. Dr. C. Rajesh
2. Salahudheen P.M
3. Azhar. A.
4. Ranjini M. C.
5. Nasiya V. K.
6. Asmabi K
7. Dr. Resmi K. R.
8. Dr. Sivadasan T. P.
9. Dr. Mohammad Musthafa T. N.

Meeting Minutes:

- Decided to correct the write-up of different criterions by their own metric-wise co-ordinators.
- Internal cross verification should be completed on 11th –14th June 2024.
- Final physical review meeting of criteria in Principal's room from 19–27 June 2024.
- Cross verification of files and write-up is planned from 28th June –1st July 2024.
- The scrutiny of qualitative write-up will be done from 2nd – 3rd July 2024.
- Uploading of SSR document will be from 4th July to 10th July 2024.
- The second and fifth criteria can be uploaded on 11th and 12th July 2024.




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4/24-25

IQAC meeting with HODs at Principal chamber on 11/06/2024

Agenda : FYUGP, SSR preparation

Members Present :-

- | | |
|------------------------------|-----------------------------|
| 1. Dr. C. Rajesh | 14. Sminsha K.M |
| 2. Sirajudheen P | 15. Aiswarya R |
| 3. Salahudheen P.M | 16. Nashariya K |
| 4. Moideen O.P | 17. Shabna Fathima |
| 5. Saithalavi P | 18. Muhammed Mansoor V |
| 6. Ramadas M | 19. Shameera M. K |
| 7. Dr. Mohammed Musthafa T.N | 20. Fathimath Thasleena K |
| 8. Dr. Sereena K | 21. Thasneema |
| 9. Dr. Sanjeev Kumar | 22. Dr. Fathimath Fousiya M |
| 10. Sreevidya N. R | 23. Ameera K |
| 11. Preetha Rajagopalan M | 24. Devika K.R |
| 12. Shabna M K | 25. Dr. Resmi K.R |
| 13. Asmabi K | |

Meeting Minutes:

- Recommended to improve the placement and progression.
- Recommended to Conduct the FYUGP workshop on 19/06/2024.




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5/24-25

IQAC meeting with criterion co-ordinators and joint co-ordinators

Agenda:

1. SSR Preparation
2. Internal file verification
3. Cross checking of qualitative write-up


Members Present:-

1. Dr. C. Rajesh
2. Dr. Azhar. A
3. Salahudheen P.M
4. Dr Job Sabu
5. Mrs Sajan A

Meeting Minutes:

- Internal file verification has to be conducted
- Recommended to cross check qualitative write up




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6/24-25

IQAC meeting with criteria co-ordinators on 21/08/2024

Agenda : SSR Preparation


Members Present :-

1. Dr. C. Rajesh
2. Azhar A
3. Nasiya V.K
4. Nazeema M.K
5. Dr. Sereena K
6. Anu Joseph
7. Dr. Resmi K.R
8. Ranjini M.C
9. Dr. Muhammed Raf P
10. Salahudheen P.M

Meeting Minutes:

- Decided to upload the extended profile of the SSR document by 21/08/2024.
- Recommended to initiate the Student Satisfaction Survey process by 21/08/2024.
- Recommended to start Criterion-wise uploading from Saturday 24/08/2024.




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7/24-25

IQAC meeting with criteria co-ordinators on 02/09/2024

Agenda : SSR Preparation


Members Present :-

1. Dr. C. Rajesh
2. Dr. Azhar A
3. Dr. Sereena K
4. Dr. Muhammed Raf P
5. Sajna A
6. Ranjini M.C
7. Nazeema M.K
8. Dr. Resmi K.R
9. Dr. Nasiya V.K

Meeting Minutes:

- Recommended to ensure the working of links in their respective metric by the metric in-charges
- Prepare criteria summary report by incorporating all the information from the metrics.




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8/24-25

IQAC meeting with criterion coordinators on 06/09/2024

Agenda : SSR Submission


Members Present :-

1. Dr. C. Rajesh
2. Dr. Azhar A
3. Salahudheen P.M
4. Dr. Muhammed Raf.P
5. Dr. Mohammed Musthafa T.N
6. Dr. Sereena K
7. Ranjini M.C
8. Abdul Basid P.K
9. Dr. Resmi K.R
10. Dr. Sivadasan T.P
11. Dr. Nasiya V.K

Meeting Minutes:

- Recommended to submit the SSR by 08/09/2024
- Decided to ensure the qualitative write-up is details
- Data for SSS must be received by 07/09/2024




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9/24-25

IQAC meeting with criterion co-ordinators on 12/09/24

Agenda : DVV Clarification


Members Present:

1. Dr. C. Rajesh
2. Dr. T. K. Jaleel
3. Salahudheen P.M
4. Dr. Muhammed Raf. P
5. Dr. Mohammed Musthafa T.N
6. Dr. Sereena K
7. Dr. Resmi K.R
8. Dr. Ranjini M.C
9. Abdul Basid P.K
10. Dr. Sivadasan T.P
11. Dr. Nasiya V.K

Minutes:

- Recommended to request the NAAC to further check augmentation infrastructure maintenance etc.
- Request will be send through NAAC portal




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10/24-25

IQAC meeting with HODs on 26/09/24

Agenda : Departmental Accreditation – Internal Auditing

- | | |
|--------------------------|-------------------------------|
| 1. Dr. C. Rajesh | 13. Dr. Mohammed Musthafa T.N |
| 2. Dr. T. K. Jaleel | 14. Jofin Antony |
| 3. Dr. Sereena K | 15. Shabna Fathima |
| 4. Thasneema | 16. Sminsha K.M |
| 5. Ramadas M | 17. Preetha Rajagopalan M |
| 6. Aiswarya R | 18. Nashariya K |
| 7. Shabna M. K | 19. Muhammed Faisal |
| 8. Asmabi K | 20. Fathimath Sumayya O |
| 9. Grish K.P | 21. Manju R.V |
| 10. Femina F.P | 22. Dr. Fathimath Fouziya M |
| 11. Dr. Muhammed Rafi. P | 23. Dr. Resmi K.R |
| 12. Sajna A | |

Minutes:

- It is decided to conduct a departmental accreditation process this academic year based on 2023-24 performance of each department. However, the department of psychology is excluded from the accreditation process since they do not have a single pass-out batch.
- Qualitative matrix can be evaluated by examining the supporting documents and SOP.
- Qualitative matrix is examined by an external expert based on the report submitted by each department.
- Student satisfaction survey from Embase is also a criterion for departmental accreditation process.
- Each department has to modify their profile based on the updated information.
- Conduct internal auditing of departments from 01/10/2024.
- Departments have to conduct soft skill programme for their students within a month.
- Departments have to finalise their extension programme.




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11/24-25

IQAC meeting with Core Members on 21/10/2024

Agenda :

1. Smart Scholar Programme
2. Research Journal


Members Present:

1. Dr. C. Rajesh
2. Dr. T. K. Jaleel
3. Salahudheen P.M
4. Dr. Azhar A
5. Dr. Job Sabu K.

Minutes:

1. Recommended to conduct an "Exelathon" to identify the overall best students in the college.
2. Recommended to conduct the Exelathon by including all the first year students in three stages.
 - Stage 1: Preliminary objective type examination.
 - Stage 2: Main examination contains descriptive type questions.
 - Stage 3: Group discussion and interview.
3. Prof. Shareef, Prof. Sirajudheen and Prof. Saritha and Prof. Shabana MK were given charge to conduct the process.
4. Discussed the possibilities of a research journal.




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12/24-25

IQAC meeting with core members on 30/10/2024

Agenda :

1. NAAC Peer Team Visit
2. IQAC Activities


Members Present:

1. Dr. C. Rajesh
2. Dr. T. K. Jaleel
3. Dr. Azhar A
4. Sajna A
5. Dr. Job Sabu K

Minutes:

1. Recommended to update the profile of the department and prepare the PPT of the department for NAAC presentation.
2. Recommended to conduct the remedial coaching and certificate courses in every department in the month of October 2024.
3. Each department has to organise their extension programme and identify the best practices and distinctiveness.
4. Recommended to conduct the programme for tribal areas by every department.




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13/24-25

IQAC meeting with Department Heads on 01/11/2024


Members Present:

- | | |
|-------------------------------|-------------------------|
| 1. Dr. C. Rajesh | 16. Muhammed Faisal K.T |
| 2. Dr. T. K. Jaleel | 17. Laila Abdulla |
| 3. Salahudheen P.M. | 18. Aiswarya R |
| 4. Shihab A.N. | 19. Dr. Rajesh M.K. |
| 5. Ramadas M | 20. Limseer Ali P A |
| 6. Dr. Muhammed Rafi P | 21. Dr. Sanjeev |
| 7. Femina E.P | 22. Sreevidya N. R. |
| 8. Asmabi K | 23. Preetha Rajagopalan |
| 9. Shabna M.K. | 24. Shabna Fathima |
| 10. Dr. Mohammed Musthafa T.N | 25. Dr. Sereena K |
| 11. Dr. Reshmi K.P | 26. Kajal T K |
| 12. Ramlath A | 27. Muhammed Mansoor |
| 13. Archana R | 28. Dr. Job Sabu K |
| 14. Shajitha A | 29. Dr. Azhar A |
| 15. Sminsha K.M | |

Minutes:

1. Every department was requested to prepare one detailed PPT of 30 slides and one short presentation of 10 slides. 10 days are allotted to every department to finalise their final slides.
2. Department accreditation result declared. Department of Chemistry (3.71) tops the list and Department of Food Technology is the best self-financing department.
3. Recommended and decided to conduct one extension programme within a month.
4. Departments are requested to develop their best practices in align with college's best practices.




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5. Departmental distinctiveness must focus on tribal areas. Since our college has tribal area focus, and it should be so aligned with it.
6. E-content files should be sent to librarian within a week.
7. Vidwan portal should be updated.




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14/24-25

IQAC Core Committee Meeting on 07/02/2025 at principal Chamber

Agenda : Online Faculty Development Programme.


Members Present:

1. Dr. C. Rajesh
2. Dr. T. K. Jaleel
3. Sajna A
4. Dr. Job Sabu K
5. Salahudheen P.M
6. Dr. Azhar A

Minutes:

1. It is decided to conduct a national-level faculty development programme from 14th to 18th February 2025 on "NEP: Stepping Stone to Excellence of Higher Education."
2. Recommended to include different sessions on Research and Development, Innovation Ecosystem, Reimagining Vocational Education, Flexible learning pathways in Higher Education, and Internationalisation of Higher Education.




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15/24-25

IQAC core committee meeting on 09/04/2025 at Principal Chamber

Agenda : Discussion of Plan of Action 2025-26

Members Present:

1. Dr. C. Rajesh
2. Dr. Azhar A
3. Salahudheen P.M
4. Dr. Nasiya V K
5. Dr. Job Sabu K
6. Sajna A
7. Dr. T. K. Jaleel

Minutes:

1. Recommended to restructure the bridge course by including career guidance and ice-breaking sessions.
2. Parent orientation to top 100 students in Excelathon to discuss more on civil service opportunity.
3. Recommended to restructure the MESKCON 2025-26 – 4 sessions for one discipline. Each discipline has to organise a micro-conference on an independent theme in alignment with the theme of the conference. It is also recommended to group related disciplines while planning the conference.
 - Commerce, Management and Tourism
 - Mathematics, Computer Science and Data Science
 - Languages
 - History and Islamic History
 - Economics
 - Physics
 - Arabic and Islamic History (UG)
 - Chemistry
 - Biological Science





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4. Recommended to felicitate rank holders during graduation ceremony.
5. Recommended to provide information about different certificate courses during the time of admission. Parents are requested to confirm three certificate courses during admission process. Orientation must be given by concerned agency.
6. Recommended to conduct NET coaching by each PG department.
7. Recommended to conduct online lecture series by each department.
8. Recommended to encourage flipped teaching by the teachers.
9. Recommended to form a sub-committee to discuss the Internal Examination Reform.
10. Recommended to obtain foreign/National MoUs and collaborations.
11. Recommended to conduct Academia-Industry meet by each department.
12. Recommended to conduct a workshop on Artificial Intelligence in July 2025. It is also recommended to conduct a workshop on Teaching Learning Process, Flipped Teaching, etc. An FDP is planned during December.
13. Recommended to increase the research publications by each faculty members. One research paper in each year should be communicated to Scopus-indexed journal. Book review presentation is recommended twice in a year.
14. Recommended to promote Student Start-ups and Teachers Start-ups.
15. Recommended to dematerialize the teachers' diary and departmental diary.
16. Recommended that management may initiate scholarship scheme to attract foreign students through the Study in India programme




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Internal Quality Assurance Cell MES KALLADI COLLEGE MANNARKKAD

Action Plan and Action Taken Report-2024-25

Action Plan	Action Taken Report
Complete NAAC fourth cycle Accreditation	Fourth cycle Accreditation completed
Conduct a workshop on FYUGP	The college has organized an FYUGP workshop
To introduce the departmental Accreditation system	Departmental Accreditation system introduced in the college
To conduct a talent hunt to identify the Smart scholar of the campus	Excelathon programme conducted to identify the best outgoing student
Organise Soft Skill Development programmes	Each department has conducted soft skill development programme
Publication of PG dissertation projects in a book with ISBN	PG dissertation is published in the form of a book
To organise Faculty Development programme	One week faculty development programme organized

