



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

01/23-24

IQAC meeting held on 06/06/2023 at 2 PM at Principal chamber

Agenda:

- Discussion on IQAC Action plan 2023-24

Members Present:

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

Minutes

Meeting started at 2 PM. IQAC Coordinator gave the welcome note.

1. Discussed the Action plan for the academic year 2023-24
2. Decided to conduct the Internal Auditing of IQAC files on 18, 19, 20 of February 2023
3. Decided to conduct the Faculty Development Programme on Outcome based education and Innovative teaching
4. Discussed about the formation of SQAC
5. Discussed about the introduction of various student development activities
6. Recommended the governing body to provide travel grant to faculty members for Research activities
7. Recommended the governing body to fund for minor research project.
8. Academic plan vetted by academic monitoring cell is approved and recommended




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9. Feedback of different stakeholders were analysed. Based the students feedback the following recommendation were made.
 - a. request to registrar of University of Calicut to insist the BOS to revise the curriculum to promote higher order thinking scale.
 - b. conduct soft skill development programs and workshops to enhance employability skills.
 - c. collaborations with industries and other educational institutions to provide more opportunities for internships and field visits
10. Based the faculty feedback the following recommendation were made.
 - a. Request (BOS) to address the concerns raised by faculty members and provide more flexibility in the syllabus
 - b. Request the management for the purchase of more recent books and online journals
11. Based the Alumni feedback the following recommendation were made.
 - a. All departments shall conduct activities inviting Alumni as resource persons.
12. Based the Employer feedback the following recommendation were made.
 - a. More job-oriented add-on courses

Meeting was concluded at 3.30 PM


Assistant Professor
in Charge of Principal
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02/23-24

IQAC meeting held on 13/06/2023 at principal chamber 3.15 pm

Agenda:

- Review of previous AQAR
- IPR/Research Methodology/Entrepreneurship Seminar
- Training programme for administrative staff

Members Present:


1. Dr. Rajesh C
2. Dr. Azhar A
3. Dr. Juliya A P
4. Dr. Ranjini M C
5. Nusrath P
6. Noorjahan K K
7. Dr. Junais P
8. Manju R V
9. Sajna. A

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. Decided to review the previous AQAR within a week time.
2. Decided to check the quantitative matrix of the previous AQAR
3. Decided to finalise the Action Plan in the next meeting of IQAC
4. Recommended to conduct seminar on IPR, Research Methodology and Entrepreneurship by all departments
5. Decided to conduct Training programme for administrative staff

Meeting was concluded at 4.00 PM


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03/23-24

IQAC meeting held on 06/07/2023 at 10.30 AM at Chemistry Conference room

Agenda:

- Discussion regarding LMS Implementation
- Foreign Language training Centre
- Skill Development Centre

Members Present:


1. Dr. Rajesh C
2. Dr. Azhar A
3. Salahudheen. P M
4. Sajna. A
5. Dr. Job Sabu. K
6. Dr. Sreenivasan. K P
7. Dr. Girish K P

Minutes

Meeting started at 10.30 AM. IQAC Coordinator gave the welcome note.

1. Discussed about the implementation of a new campus management software including LMS. The IQAC opined that the software should have all provisions including learning outcome analysis. Decided to give recommendations about this to governing body
2. Recommended the governing body to start foreign Language training in the college
3. IQAC recommended the setting up of a Skill development centre in the college to impart the skill education under the brand name SKILL TUNE

Meeting was concluded at 11.30 AM


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04/23-24

IQAC meeting held on 14/07/2023 at principal chamber 01:30 PM

Agenda:

- Discussion regarding internal Auditing

Members Present:


1. Dr. Rajesh C
2. Dr. Azhar A
3. Girish K P
4. Sereena K
5. Manju R V
6. Dr. Sreenivasan K P
7. Nusrath P
8. Dr. Juliya A P
9. Dr. Ranjini M C
10. Fathima Thasleena K
11. Dr. Sainul Abidin K
12. Sajna. A
13. Salahudheen P M

Minutes

Meeting started at 1.30 PM. IQAC Coordinator gave the welcome note.

1. Discussed about conducting of internal visit as per schedule to complete the internal auditing
2. Five members from the IQAC will inspect the different files in the department, four members will be permanent and one additional member will be changing in the team
3. Decided to record the performance of the department during the visit by the IQAC team
4. Decided to circulate performance assessment indicators and internal auditing evaluation sheet to departments.

Meeting was concluded at 2.30 PM


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05/23-24

IQAC meeting held on 05/10/2023 at principal chamber 03:15 PM

Agenda:

- Discussion regarding Graduation ceremony
- Discussion regarding International Conference series

Members Present:


1. Dr. Rajesh C
2. Dr. Azhar A
3. Girish K P
4. Sereena K
5. Manju R V
6. Dr. Sreenivasan K P
7. Nusrath P
8. Dr. Juliya A P
9. Dr. Ranjini M C
10. Fathima Thasleena K
11. Dr. Sainul Abidin K
12. Sajna. A
13. Salahudheen P M

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. IQAC recommended to conduct the graduation ceremony on 21/10/2023
2. Dr. Girish K.P., Department of mathematics and co-ordinator of academic monitoring cell is entrusted to draw a plan of anthem
3. Recommended the launching of international conference series in February 2024

Meeting was concluded at 4.00 PM


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06/23-24

IQAC meeting held on 13/10/2023 at Principal chamber 03:15 PM

Agenda:

- Women Entrepreneurship development
- Review of International Conference

Members Present:

1. Dr. Rajesh C
2. Dr. Azhar A
3. Girish K P
4. Sreena K
5. Manju R V
6. Dr. Sreenivasan K P
7. Nusrath P
8. Dr. Juliya A P
9. Dr. Ranjini M C
10. Fathima Thasleena K
11. Dr. Sainul Abidin K
12. Sajna. A
13. Salahudheen P M

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. Regarding the International Conference, it was decided that all the department has to invite one national and international recourse person for the conference.
2. Logo of the conference can be selected through a competition
3. Suggested the Women Cell to initiate a scheme named 'Udyami' cell to promote Women Entrepreneurship

Meeting was concluded at 4.00 PM


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07/23-24

IQAC meeting held on 27/10/2023 at principal chamber 3.15 pm

Agenda:

- On line Faculty Development Programme
- Approval of Research Funding

Members Present:

1. Dr. Rajesh C
2. Dr. Azhar A
3. Girish K P
4. Sreena K
5. Manju R V
6. Dr. Sreenivasan K P
7. Nusrath P
8. Dr. Juliya A P
9. Dr. Ranjini M C
10. Fathima Thasleena K
11. Dr. Sainul Abidin K
12. Sajna. A
13. Salahudheen P M

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. Decided to conduct online FDP on 27/12/2023 to 01/01/2024.
2. Faculty/ Resource person can be obtained from Jamal Mohammed College and other external expert
3. Decided to conduct the inauguration of Margadarshan Scheme on 27/12/2023 at 03:00 PM
4. As the governing body has approved, IQAC recommendation for research grant, it was decided to invite research proposal from teachers for the award.

Meeting was concluded at 4.00 PM



[Signature]
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08/23-24

IQAC meeting held on 16/11/2023 at principal chamber on 11:30 AM

Agenda:

Review of AQAR

Members Present:

1. Dr. Rajesh C
2. Dr. Juliya A P
3. Fathima Thasleena K
4. Remya P. A
5. Hasfiya K.P
6. Reena K
7. Nabeela M K
8. Shafar E K
9. Muhammed Ajmal N
10. Dr. Azhar A

Minutes

Meeting started at 11:30 AM. IQAC Coordinator gave the welcome note.

1. Decided to review the data collection by 24/11/2023 to 28/11/2023.
2. AQAR preparation and submission for the 22-23 Academic year will start by 30/11/2023

Meeting was concluded at 12.00 PM


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09/23-24

IQAC meeting held on 21/11/2023 at principal chamber 3.15 pm

Agenda:

- Review of AQAR 2022-23
- Other matters

Members Present:


1. Dr. Rajesh C
2. Mujib C. U
3. Sayed Ali KCK
4. O P Salahudheen
5. Hasfiya K P
6. Renjini M C
7. Nabeela M K
8. Dr. Juliya A P
9. Noorjahan K K
10. Fathimath Thasleena K
11. Sajna A
12. Manju R V
13. Reena K
14. Dr. Sreenivasan K P
15. Muhammed Ajmal N

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. Decided to complete the AQAR 2022-23 by January 2024 with the suggested corrections.
2. All the department must complete their programme based on the action plan within the stipulated time.

Meeting was concluded at 4.00 PM


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10/23-24

IQAC meeting held on 31/01/2024 at principal chamber 3.15 PM

Agenda:

- Discussion on new UGC guidelines
- External Auditing

Members Present:

1. Dr Rajesh C
2. Dr. Azhar A
3. Dr. Job Sabu K
4. Dr. Sreenivasan K P
5. Sajna A

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. Discussed about the implementation on new UGC Guidelines on Guidelines on the Optimal Utilization of Resources by Higher Educational Institutions (HEIs) in a proper way
2. Implementation of four-year UG Programme discussed
3. Decided to conduct the external auditing on 03/02/2024

Meeting was concluded at 4.00 PM


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11/23-24

IQAC meeting held on 03/02/2024 at management room 3.15 PM

Agenda:

- IQAC Plan of Action 2024-25
- External Auditing Discussion

Members Present:


1. Dr. C. Rajesh, Principal
2. Dr. R. Selvam, Former Dean,
3. Dr. Cini Kurian, Principal, Ameen College, Edathala, Aluva
4. E P Imbichikoya, Principal, SAFI Institute of Advanced Study, Malappuram
5. Mr. Sayed Ali, Chairman & correspondent, MES Kalladi College
6. Mujib C U, District President, MES
7. Dr. Job Sabu K, Asst. Professor, MES Kalladi College
8. Dr. Sreenivasan K P, Asst. Professor, MES Kalladi College

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. The external auditing team examined the documents and discussed the findings with IQAC team
2. Prepared a draft of IQAC action plan and discussed with external auditing team
3. Suggestions in the action plan for 2024-25 from management are also discussed

Meeting was concluded at 4.00 PM


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12/23-24

IQAC meeting held on 08/02/2024 at management room 3.15 PM

Agenda:

- Four-Year UG Programme
- SWOC Analysis

Members Present:


1. Dr Rajesh C
2. Dr. Azhar A
3. Dr. Job Sabu K
4. Dr. Sreenivasan K P
5. Sajna A

Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. Decided to organise an FYUGP Workshop for different stakeholders of the college.
2. A core committee was formed with principal chairman and IQAC coordinator as vice charman to conduct the SWOC analysis

Meeting was concluded at 4.00 PM


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13/23-24

IQAC meeting held on 13/03/2024 at management room 3.15 PM

Agenda:

- Finalisation of draft action plan
- Recommendation of travel/Conference grant for teachers
- Action Plan 2024-25 and SWOC analysis
- Deployment of vision 2025 goal

Members Present:

1. Dr Rajesh C
2. Dr. Azhar A
3. Dr. Job Sabu K
4. Dr. Sreenivasan K P
5. Sajna A
6. All HODs


Minutes

Meeting started at 3.15 PM. IQAC Coordinator gave the welcome note.

1. Decided to approve the draft action plan after considering the stakeholders remarks
2. Decided to recommend the Travel/ Conference grants for teachers
3. A primary discussion on action plan 2024-25 has undertaken
4. Discussion was done about the deployment of vision 2025 goal related to human resource development such as E content Development, Scholarship, Placement drive, workshops and industrial training
5. Hods Recommended that more industry connectivity is required to improve the placement opportunity to the college.
6. Suggested to improve the foreign collaboration

Meeting was concluded at 4.00 PM




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14/23-24

IQAC meeting held on 15/03/2024 at management room 2.30 PM with Alumni and Parents

Agenda:

- Discuss the SWOC

Members Present:


1. Dr Rajesh C
2. Dr. Azhar A
3. Dr. Job Sabu K
4. Dr. Sreenivasan K P
5. Sajna A

Minutes

Meeting started at 2.30 PM. IQAC Coordinator gave the welcome note.

1. Decided to conduct more skill development programme for students
2. Library and other infrastructure facilities improved including research
3. Linkage with community is improved
4. Recommended to set up TBI in the college campus

Meeting was concluded at 4.00 PM


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14/23-24

IQAC meeting held on 20/03/2024 at management room 3.15 PM with Students

Agenda:

- Discuss the SWOC

Members Present:


1. Dr Rajesh C
2. Dr. Azhar A
3. Dr. Job Sabu K
4. Dr. Sreenivasan K P
5. Sajna A
6. Student representatives

Minutes

Meeting started at 3.15P M. IQAC Coordinator gave the welcome note.

1. Decided to increase the leisure time space for students
2. Library books and E content facility has improved

Meeting was concluded at 4.00 PM


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15/23-24

IQAC meeting held on 23/03/2024 at management room 11 AM with Governing Body and Industry

Agenda:

- Discuss the SWOC

Members Present:

1. Dr Rajesh C
2. Dr. Azhar A
3. Dr. Job Sabu K
4. Dr. Sreenivasan K P
5. Sajna A
6. A Jabbar Ali
7. Dr. K A Hashim
8. KCK syedali

Minutes

Meeting started at 11 AM. IQAC Coordinator gave the welcome note.

3. Decided to conduct job-oriented Certificate Courses for students
4. Decided to improve the activities of the placement cell
5. Partner with government agency for skill development and innovation

Meeting was concluded at 12.30 PM


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16/23-24

IQAC meeting held on 27/05/2024 at management room 11 AM

Agenda:

- Discuss the SWOC

Members Present:


1. Dr Rajesh C
2. Dr. Azhar A
3. Dr. Job Sabu K
4. Dr. Sreenivasan K P
5. Sajna A

Minutes

Meeting started at 11 AM. IQAC Coordinator gave the welcome note.

1. Discussed the suggestion mentioned by the different stakeholders and recommended to the management and college council

Meeting was concluded at 12.30 PM


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