



Minutes of IQAC Meetings held on 06/06/2019 Monday at college Management Room

The newly constituted IQAC team of the college met at 2:30 PM at college Management Room with Principal, Management Committee Secretary and members with the following agenda:

## Agenda

1. Action plan for the academic year 2019-20
2. Syllabus revisions of UG and PG programs
3. Introduction of new Short Term programs
4. Strengthening of Consultancy and extension work
5. Result analysis of UG and PG programs
6. Induction program for UG and PG programs
7. ISO Certification of the college

## Participants

1. Dr. Babu PK, Principal
2. Prof. OP Abdurahiman, Secretary college management Committee
3. Anas. E, Controller of Examination
4. Dr. Sabique MK, Coordinator IQAC
5. Dr. Anoop Das, Dept. of Zoology
6. Dr. Salahudheen OP, Dept. of History
7. Alikkutty, Dept. of Commerce
8. Dr. Ranjini, Dept. of Mathematics
9. Dr. Sajid A Latheef, Dept. of English
10. Dr. Remya, Dept. of Zoology
11. Jamsheer AM, Dept. of Chemistry
12. Dr. Sajitha Mohan, Dept. of Economics
13. Ashker E, Dept. of Food Technology
14. Itheema, Office Superintend

## Discussion and Decisions

- 1) Directed all HODs and Coordinators of Clubs/Cells/Forums to prepare their annual plans and submit to IQAC on or before 15 June 2019
- 2) Drafted annual plan of the college for the year 2019-20
- 3) Directed all Heads of the Department to revise syllabus based on 2019 regulations of University of Calicut.

- 4) Decided to strengthen consultancy support for accreditation of neighbouring colleges those who are not accredited by NAAC
- 5) Decided to conduct result analysis of 2019 pass out students.
- 6) Directed all HODs to prepare syllabi of short-term programs and submit to concerned Board of Studies.
- 7) Decided to conduct three-day induction programme for UG and PG students to be admitted.
- 8) Decided to ensure the quality of UG and PG projects and assigned Dr. Shahanas Assistant Professor of Commerce as coordinator of project quality cell (PQC)
- 9) Decided to take necessary steps for the ISO certification of the institution

### **ATR of Last Meeting**

- 1) Feedback of 2018-19 academic year collected and analysed.
- 2) Conducted finishing school to the pass out UG, PG Students.
- 3) Conducted office automation workshop to the administrative staff
- 4) updated college website.
- 5) Honoured University zonal level winners of Arts and Sports competitions
- 6) Communicated to University of Calicut to increase UG and PG student strength to address increasing demand.



A handwritten signature in blue ink, appearing to be "Dr. Shahanas".

**PRINCIPAL  
MES Mampad College  
(Autonomous)  
P.O. Mampad College**



Minutes of the IQAC meeting held on 16/07/2019 Thursday at seminar hall.

## Agenda

1. Implementation of Outcome Based Education (OBE)
2. Introduction of Question Bank
3. Constitution of Centre for Dalit studies
4. Quality of publication and research
5. Participation in NIRF and other ranking frame-works

## Participants

1. Dr. Babu PK, Principal
2. Prof. OP Abdurahiman, Secretary college management Committee
3. Anas. E, Controller of Examination
4. Dr. Sabique MK, Coordinator IQAC
5. Dr. Anoop Das, Dept. of Zoology
6. Alikkuty, Dept. of Commerce
7. Dr. Ranjini, Dept. of Mathematics
8. Dr. Remya, Dept. of Zoology
9. Jamsheer AM, Dept. of Chemistry
10. Dr. Sajitha Mohan, Dept. of Economics
11. Ashker E, Dept. of Food Technology
12. Itheema, Office Superintend
13. Shaju Thomas, Member from industry

## Discussion points and Decisions

1. Decided to prepare Question bank using Linways software.
2. Decided to conduct a workshop for faculty members for the same
3. Decided to prepare CO, and PSO along with syllabus revision.
4. Decided to conduct OBE workshops for faculty members.
5. Decided to promote creative and innovative activities through clubs and forums of the colleges.
6. Decided to constitute Centre for Dalit studies to uplift marginalized people under the Department of History
7. Decided to incorporate newly elected Student Union Chairman to IQAC as student representative member.

8. Decided to increase the number of research supervisors and research scholars.
9. Decided to strengthen the publication division under the leadership of Dr. Sajid A. Latheef
10. Decided to collect data for participating in NIRF and Swatch Bharath ranking

**ATR of the meeting held on 06/06/2019**

- 1) Collected the action plans from departments and clubs, and approved with modifications.
- 2) All departments started working on syllabus revision based on 2019 regulations of University of Calicut to present in next Board of studies meeting.
- 3) Prepared the Project proposal constituting a body named "SynQ" for consultancy work for NAAC and SAAC accreditation of neighbouring colleges
- 4) Five departments prepared proposals of short-term course to present in next Board of studies meeting.
- 5) Three-day induction programme designed for UG and PG for newly admitting students under SKY
- 6) College certified by ISO



A handwritten signature in blue ink, appearing to be "Sajid A. Latheef".

**PRINCIPAL**  
**MES Mampad College**  
**(Autonomous)**  
**P.O. Mampad College**



Minutes of IQAC meeting held on 07/11/2019 Friday at Seminar Hall

### **Agenda**

1. MESMAC International conference
2. Feedback collection and analysis
3. Utilization of RUSA fund
4. New UG, PG programs

### **Participants**

1. Dr. Babu PK, Principal
2. Prof. OP Abdurahiman, Secretary college management Committee
3. Anas. E, Vice Principal
4. Dr. Sabique MK, Coordinator IQAC
5. Dr. Salahudheen OP, Dept. of History
6. Alikkutty, Dept. of Commerce
7. Dr. Ranjini, Dept. of Mathematics
8. Dr. Sajid A Latheef, Dept. of English
9. Jamsheer AM, Dept. of Chemistry
10. Dr. Sajitha Mohan, Dept. of Economics
11. Ashker E, Dept. of Food Technology
12. Itheema, Office Superintend
13. Muhammed Salih, Student representative

### **Discussion points and Decisions**

- 1) Decided to conduct Fourth edition of MESMAC international conference under MESMAC inter-disciplinary centre in January 2020
- 2) Decided to take the feedback of B1, B3, B5, M1 and M3 at the end of the semester
- 3) Decided to prepare a plan and estimation of utilizing RUSA fund.
- 4) Decided to prepare proposals for new UG and PG programs

## **ATR of the meeting held on 16/07/2019**

1. Conducted workshops for faculty members on Question bank preparation based on Linways software.
2. Conducted OBE workshops for faculty members to prepare PO, CO, and PSO along with syllabus revision.
3. Formed *Friday Club* in campus under Innovation council and ED club to promote innovative products of students.
4. Assigned Dr. Salahudheen, Head Department of History to constitute Centre for Dalit studies and prepared to proposal to KCHR on seminar on Dalit studies.
5. Mr. Irshad of M.Com was nominated to IQAC as student representative.
6. Five departments conducted RAC meetings to admit scholars.
7. Faculty members having PhD in other disciplines directed to apply for guideship in other colleges and University centres.
8. Publication Division published 4 books in connection with MESMAC conferences.
9. Assigned Shabna of Mathematics department to collect data for participating in NIRF and Swatchatha ranking.



A handwritten signature in blue ink, appearing to be 'S. S. S.', written over a horizontal line.

**PRINCIPAL**  
**MES Mampad College**  
**(Autonomous)**  
**P.O. Mampad College**



Minutes of the fourth IQAC meeting held on 10/01/2020 Tuesday at seminar hall

### **Agenda**

1. Finishing school for pass out students
2. MESMAC international conference
3. Collection and analysis of feedback
4. Outcome Based Education

### **Participants**

1. Dr. Babu PK, Principal
2. Prof. OP Abdurahiman, Secretary college management Committee
3. Anas. E, Vice Principal
4. Dr. Sabique MK, Coordinator IQAC
5. Jamsheer AM, Dept. of Chemistry
6. Dr. Salahudheen OP, Dept. of History
7. Alikkutty, Dept. of Commerce
8. Dr. Anoop Das, Dept. of Zoology
9. Dr. Sajid A Latheef, Dept. of English
10. Dr. Sajitha Mohan, Dept. of Economics
11. Dr. Remya, Dept. of Zoology
12. Ashker E, Dept. of Food Technology
13. Muhammed Salih, Student representative
14. Shaju Thomas, Member from industry

### **Discussion points and Decision**

- 1) Decided to conduct finishing school to the pass out UG and PG Students.
- 2) Decided to conduct a workshop for the organizers and partners of MESMAC international conference on organizational skills
- 3) Decided to publish 8 volumes of proceedings under publication division.
- 4) Decided to take feedback of B2,B4,B6,M2 and M4 Classes at the end of the semesters.
- 5) Decided to use online platform for the all fee payments.
- 6) Decided to strengthen ED club for innovative activities.
- 7) Decided to upload the collected PO, PSO and CO into college website

## **ATR of the meeting held on 7/11/2019**

- 1) Fourth edition of MESMAC international conference under MESMAC inter disciplinary centre was conducted in 2020 January 13,14,15. Man Booker Prize winner Jokha Al Harithi inaugurated the conference.
- 2) Feedback of B1, B3, B5, M1 and M3 were collected by the sub committee appointed by IQAC.
- 3) Prepared the plan and estimate of utilizing RUSA fund.
- 4) Five departments prepared proposals for new UG and PG programs
- 5) Started to generate question papers from question bank.



A handwritten signature in blue ink, appearing to be "S. S. S.", written over a horizontal line.

**PRINCIPAL**  
**MES Mampad College**  
**(Autonomous)**  
**P.O. Mampad College**