

Minutes and Action Taken Report 2018-19

Members present


- Chairman: Prof. P Soopy (Principal)
Coordinator: Mrs Shabna Asmi (Asst. Professor Department of English)
Mr. Ramesh P (Head of the Department – Commerce)
Mr. Aysha Jamsheer (Head of the Department – computer Science)
Mr. Shabeer Ali P (Head of the Department- English)
Mrs. Jasminas Vengad (Head of the Department - Management)
Mrs. Prasanna KT (Head of the Department – Mathematics)
Mrs. Sreerexha P (Department of Commerce)
Mr. Abdul Basheer C (Department of Commerce)

Decisions:

- ★ To prepare Academic Calendar
- ★ Request the management for augmenting the infrastructure of the Block one Building.
- ★ Prepare a list of amounts spent each year for purchasing library books.
- ★ Decided to prepare for NAAC accreditation
- ★ The committee discussed the proposal of MES Ponnani College, Ponnani South to stimulate and facilitate the development of collaborative and mutually beneficial programmes which serve to enhance the intellectual life and cultural development on both campus. The committee decided to accept the proposal and sign MoU with MES College.
- ★ Decided to prepare MoU with MES Kalladi College, Mannarkad
- ★ Decided to prepare 2020-25 strategic plan
- ★ Decided to conduct department wise academic audit and cumulate it with college annual report.
- ★ Decided to take feedback from all stakeholders.

Action Taken;

1. Mr. Abdul Basheer C and Shabeerali P (the members of IQAC) scrutinized the Academic Calendar prepared by Mrs Shabna Asmi and Ramesh P and forwarded to the principal for submission.
2. Requested the management to extend the infrastructure of Block one Building and other facilities.
3. The whole teaching staff of the college were divided into seven different groups based on NAAC Criterias
4. MoU prepared and signed by principal of MES ponnani and Nasra College on 30/6/2018.
5. A Memorandum of Understanding prepared with the aim of enhancing and facilitate the development of collective and mutually beneficial programmes which serve to increase the intellectual and cultural development of both institutions.
6. Successfully made academic audit report for all departments.
7. Collected curriculum feedback from all faculty and more than 50% of students and parents, analyzed and made feedback reports.


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