MTM COLLEGE OF ARTS, SCIENCE AND COMMERCE
PAZHANJI, VELIYANCODE, MALAPPURAM
AFFILIATED TO UNIVERSITY OF CALICUT

Ref: MTM/IQAC/MM01/2019-20   *Date:* 10th February 2020.

Minutes of IQAC meeting

Venue: Principal's Chamber

Time: 10:00 AM

The IQAC was formed as per the decision of the Academic Council on February 5th, 2020. The first IQAC meeting was held on February 10th, 2020, commencing with a short prayer. The Principal welcomed the members and briefed them on the agenda.

IQAC MEMBERS:

1. Mr. Abdul Hameed (Principal, MTM College)

2. Ms. Hawaumma (Secretary, MTM College)

3. Mr. Rajendra Kumar (HoD, Department of English)

4. Mr. Ajeesh VR (HoD, Department of Computer Science)

5. Ms. Maya C (HoD, Department of Commerce and Management Studies)

6. Raheela (Superintendent, MTM College)

Agenda:

1. Faculty Enhancement Programme on NAAC Orientation

2. Formation of NAAC Ad Hoc Committee

3. Inviting External Faculty for NAAC Guidance

Decisions:

1. It was decided to conduct a one-day NAAC orientation programme on February 15th, 2020.

2. The Ad Hoc committee was formed after a detailed discussion. The committee members are as follows:

   - IQAC Coordinator: Mr. S B Suresh (Department of English)

   - Mr. Nandakumar (HoD, Department of Language)

   - Mr. Asik N P (Assistant Professor, Department of Commerce and Management Studies)

   - Mr. Shameem (Assistant Professor, Department of English)

3. It was decided to invite Mr. Limsheer Ali (Assistant Professor, MES College Ponnani) for NAAC guidance. The committee decided to conduct a one-day NAAC orientation programme led by Mr. Limsheer Ali.

Vote of Thanks:

The meeting concluded with a vote of thanks by Mr. Asik N P (Assistant Professor, Department of Commerce and Management Studies).

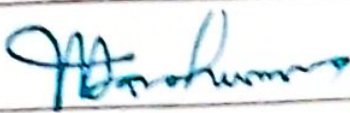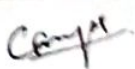IQAC Coordinator
MTM COLLEGE OF ARTS,
SCIENCE & COMMERCE

Principal
MTM COLLEGE OF ARTS
SCIENCE & COMMERCE

Members Attended:

Date: February 10th, 2020

Sl No:	Name and designation	Signature
1	Mr. Abdul Hameed(Principal,MTM College)	
2	Ms Hawaumma (Secretary, MTM College)	
3	Mr. Rajendra Kumar(HoD, Department of English)	
4	Mr Ajeesh VR(HoD, Department of Computer Science)	
5	Ms. Maya C(HoD, Department of Commerce)	
6	Mr. Asik N P(Assistant Professor, Dept of Commerce)	
7	Mr. S B Suresh (Assistant Professor, Dept. of English)	
8	Raheela(Superintendent,MTM College)	
9	Mr.Irshad M A(Student Representative)	

MTM COLLEGE OF ARTS, SCIENCE AND COMMERCE
PAZHANJI, VELIYANCODE, MALAPPURAM
AFFILIATED TO UNIVERSITY OF CALICUT

Ref: MTM/IQAC/MM02/2019-20

Date: 20th May 2020.

Minutes of IQAC Meeting

Date & Time: May 20, 2020 ,10:00 AM

Mode: Google Meet (Online)

In response to the ongoing COVID-19 pandemic and the triple lockdown situation, the IQAC meeting was conducted in online mode through Google Meet. The meeting was held in accordance with the council meeting decisions made on May 15, 2020, with the following agenda items:

Agenda of Meeting:

- Ensure the quality of content for video classes scheduled to start in June 2020.
- Initiate the creation of department files.
- Review the progress of NAAC-related work.
- Ensure adherence to standard procedures for internal marking.

Meeting Proceedings:

Welcome Address: The IQAC Coordinator, Mr. Suresh S B, welcomed all members and participants to the online meeting and expressed gratitude for their participation despite the challenging circumstances.

Address by Principal: Mr. Abdul Hameed, the Principal of MTM College, addressed the meeting. He emphasized the importance of adapting to the new normal of online education and urged the IQAC members to ensure the highest quality of content for the upcoming video classes.

Agenda Discussions and decisions:

a. Quality of Video Classes: The members discussed strategies for maintaining the quality of content for the video classes scheduled to begin in June. It was decided that each department would designate responsible faculty members to curate and review the content to meet the desired standards.

b. Initiation of Department Files: The members emphasized the need to begin creating department files and department file lists were given to HoD's. Each HOD (Head of Department) was instructed to coordinate with their respective departments to start this process.

c. Review of NAAC Work: A review of the progress in NAAC-related work was conducted. The IQAC Coordinator, Mr. Suresh, provided an update on the status and action items required for a successful NAAC assessment.

d. Standard Procedures for Internal Marking: The members discussed the importance of maintaining consistency and following standard procedures for internal marking, especially in the online teaching environment.

Vote of Thanks:

Mr. Ajeesh VR,HoD ,Department of Computer Science extended a vote of thanks to everyone for adapting to the online meeting format and for their continued commitment to maintaining educational quality.
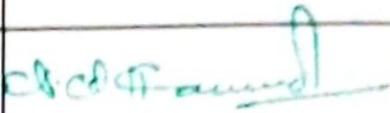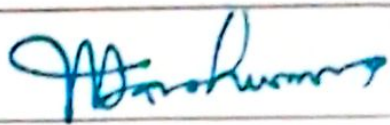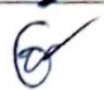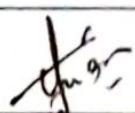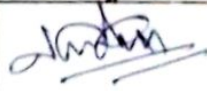
IQAC Coordinator
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Members Attended:

Date: 20th May 2020

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