



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

Ref: MTM/IQAC/MM01/2020-21

Date: 15th Oct 2020

Minutes of IQAC Meeting

Date & Time: October 15, 2020, 3.00 PM

Mode: Google Meet (Online)

In response to the ongoing COVID-19 pandemic situation, the IQAC meeting was conducted online through Google Meet.

Agenda of Meeting:

1. Promote Faculties to participate/conduct webinars/seminars/workshops/FDPs.
2. Review the feedback from students on online classes.
3. Suggestions for improving the Quality of framework and NAAC Work Progress.

Meeting Proceedings:

Welcome Address:

The IQAC Coordinator, Mr. Suresh, extended a warm welcome to all the members and expressed gratitude for their active participation despite the challenging circumstances of conducting the meeting online.

Address by Principal:

Mr. Abdul Hameed, the Principal of MTM College, emphasized the significance of the meeting's agenda items and stressed the importance of encouraging faculty to participate in various academic activities, especially in the context of online education.

Agenda Discussions and Decisions:

a. Promoting Faculty Engagement: The members engaged in a comprehensive discussion about promoting faculty engagement in various activities such as webinars, seminars, workshops, and Faculty Development Programs (FDPs). To facilitate this, it was unanimously decided to provide financial support to faculty members in the form of covering traveling expenses and registration fees for participating in these events.

b. Review of Student Feedback: The feedback received from students regarding online classes was reviewed in detail. The members identified areas of concern and discussed strategies to address them effectively, focusing on enhancing the quality of online education and improving the overall student experience.

c. Suggestions for Quality Improvement and NAAC Work Progress: Suggestions for Quality Improvement were discussed, focusing on innovative teaching methods and technologies. Progress in NAAC work was presented by the IQAC Coordinator, Mr Suresh S B and reviewed, ensuring alignment with accreditation criteria and standards.

Vote of Thanks:

The meeting concluded with a heartfelt vote of thanks delivered by Ms. Maya, HoD of the Department of Commerce and Management Studies. She expressed sincere gratitude to all attendees for their active participation, valuable contributions, and their commitment to ensuring the excellence of academic practices.



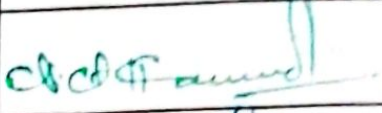

IQAC Coordinator
M.T.M. COLLEGE OF ARTS
SCIENCE & COMMERCE

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

Principal
M.T.M. COLLEGE OF ARTS
SCIENCE & COMMERCE

Members Attended:

Date: 15th Oct 2020

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



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

Ref: MTM/IQAC/MM02/2020-21

Date: 10th Jan 2021.

Minutes of IQAC meeting

Date & Time: January 10, 2021, 10:00 AM

Venue: Seminar Hall

Agenda:

1. Ensure the quality standard in newly formed club and cell activities and department activities.
2. Enhance smart classroom facilities, ICT, and lab facilities.
3. Selection of a new IQAC team.

Meeting Details:

The meeting started with a moment of silence, followed by a silent prayer. Mr. Fazil, Department of Commerce, delivered the welcome address. Principal, Mr. Abdul Hameed, expressed his appreciation for the commitment and dedication of the IQAC committee in ensuring the continuous improvement of the institution.

Discussions and Decisions:

Agenda 1: Ensure the Quality Standard in Newly Formed Club and Cell Activities within the Department:

- The IQAC committee discussed the imperative need to uphold high-quality standards in the activities of newly formed clubs and cells within the department.
- Strategies were proposed to effectively monitor and evaluate these activities.
- It was resolved that Mr. Rajendra Kumar, HoD of the English Department, will coordinate these activities and provide guidance.

Agenda 2: Enhance Smart Classroom Facilities, ICT, and Lab Facilities:

- The committee deliberated on the necessity to improve the existing smart classroom facilities, ICT infrastructure, and laboratory facilities.
- It was agreed to allocate funds and resources for the necessary upgrades.
- A timeline for implementation was discussed and unanimously approved.

Agenda 3: Selection of a New IQAC Team:

- A new IQAC Team was formed under the leadership of Mr. Arjun K P, HoD of the Department of Computer Science, with Ms. Rabiya, Assistant Professor in the Department of Commerce, selected as the joint coordinator.

Vote of Thanks:

Mr. Arjun K P, HoD of the Department of Computer Science, extended a vote of thanks to all participants for their invaluable contributions to the meeting.

IQAC Coordinator
MTM COLLEGE OF ARTS
SCIENCE & COMMERCE

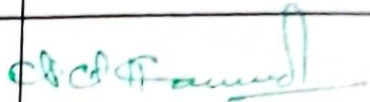
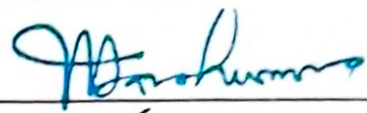

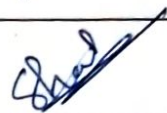


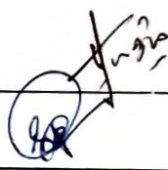

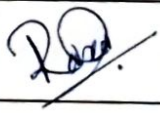





Chidambaram

Principal
MTM COLLEGE OF ARTS
SCIENCE & COMMERCE

Members Attended:

Date: : 10th Jan 2021

Sl No:	Name and designation	Signature
1	Mr. Abdul Hameed(Principal,MTM College)	
2	Ms Hawaamma (Secretary, MTM College)	
3	Mr. S B Suresh (IQAC Coordinator)	
4	Mr. Shameem(Assistant Professor, Dept.of English)	
5	Mr Ajcesh VR(HoD, Department of Computer Science)	
6	Ms. Maya C(HoD, Department of Commerce)	
7	Mr. Asik N P(Assistant Professor, Dept of Commerce)	
8	Ms. Suhara (Assistant Professor, Department of Commerce)	
9	Ms. Rascena P M (IT Club Coordinator)	
10	Mr. Ranjin K (Quiz Club Coordinator)	
11	Ms. Deepthi T K (ECC Coordinator)	
12	Mr. Muhammed Fazil (ED Club Coordinator)	



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

Ref: MTM/IQAC/MM03/2020-21

Date: 18th March 2021

Minutes of IQAC Meeting

Date: March 18, 2021 ,Time: 10:00 AM

Venue: Principal's Chamber

The Meeting was called to order by the Principal. The Convener read out the minutes of the meeting conducted on 15/10/2020 and it was approved by the members.

Meeting Agenda:

1. Ponnani International Film Festival(PIFF).
2. Annual Report.
3. Feedback from stakeholders.

Meeting Proceedings:

The meeting began with a silent prayer. Mr. Arjun KP, the IQAC Coordinator, welcomed everyone to the meeting and reviewed the agenda.

Agenda 1: PIFF

In March (21-26) 2021, MTM College proudly assumed the role of a strategic partner and a venue for the prestigious Ponnani International Film Festival (PIFF). This collaborative endeavor represents a significant step towards the enrichment of culture, arts, and education in the region. The decision made by the Internal Quality Assurance Cell (IQAC) of MTM College to back all the initiatives associated with PIFF reflects the institution's dedication to fostering cultural exchange and artistic development. The college serves as a vital hub for this week-long cinematic celebration, hosting an array of events, screenings, workshops, and discussions.

Agenda 2: Annual Report

Mr. Arjun KP presented the IQAC's annual report for the academic year 2020-2021. It was suggested to update the annual report with the upcoming PIFF. The report highlighted the college's achievements in the areas of academics and student development. IQAC decided to conduct annual review meetings and presentations by the departments and committees at the end of the academic year.

Agenda 3: Feedback from stakeholders.

IQAC decided to take feedback from various stakeholders such as teachers, students, alumni, employers etc. before the end of the current academic year.

Vote of Thanks

Dr. Rabiya, Joint IQAC Coordinator, proposed a vote of thanks to the meeting participants for their contributions.

IQAC Coordinator
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE

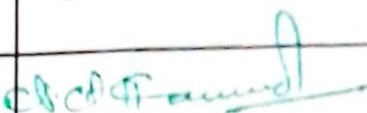
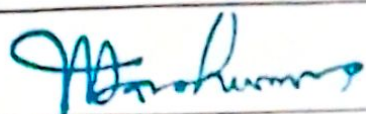



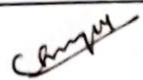
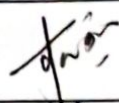

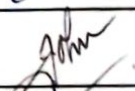



A handwritten signature in green ink, appearing to read "Rabiya", with a horizontal line underneath.

Principal
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE

Members Attended:

Date: 18th March 2021

Sl No:	Name and designation	Signature
1	Mr. Abdul Hameed(Principal,MTM College)	
2	Ms Hawaamma (Secretary, MTM College)	
3	Mr. Arjun K P (IQAC Coordinator)	
4	Ms Rabiya(IQAC joint Coordinator)	
5	Mr. Rajendra Kumar (Vice Principal,MTM College))	
6	Ms. Maya C(HoD, Department of Commerce)	
7	Mr. Asik N P(Assistant Professor, Dept of Commerce)	
8	Mr. Nandakumar(Assistant Professor, Dept of Language)	
9	Mr. John Joseph (HoD, Department of English)	
10	Mr. Nandakumar(Assistant Professor, Dept of Language)	
11	Ms. Raheela(Superintendent,MTM College)	