



MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJILVELIYANKODE, MALAPPURAM | AFFILIATED TO UNIVERSITY OF CALICUT
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Ref: MTM/IQAC/MM01/2021-22

Date: 25th May 2021

Minutes of IQAC Meeting

Date & Time: May 25, 2021, 2:00 PM

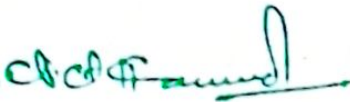









Mode: Google Meet (Online)

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

Agenda of Meeting:

1. Furnishing of New Block and rearrangement of classes and departments by the beginning of new academic year.
2. IQAC will ensure the preparation of Master Time Table and Departmental Action Plan in consultation with the College Accommodation Committee and College Council.
3. Suggestions for improving the Quality of framework and NAAC Work Progress.

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Rajendrakumar K (Vice Principal) 
6. Mr. John Joseph P (HoD, Department of English) 
7. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
8. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
9. Mr. Nandakumar C P (HOD, Department of Malayalam) 
10. Ms. Raheela T V (Office Superintendent) 

11. Mr. Khaleel (Student Representative)



Meeting Proceedings:

Welcome Address:

Mr. Arjun K P, IQAC Coordinator, extended a warm welcome to all attendees, expressing gratitude for their presence at the meeting.

Address by Principal

The Principal acknowledged the significance of the meeting, emphasizing the importance of timely completion of the new block furnishing and department rearrangements for the upcoming academic year. The Principal also stressed the need for a well-structured Master Time Table and Departmental Action Plan in collaboration with relevant committees.

Agenda Discussions and Decisions

A. Furnishing of New Block and Rearrangement of Classes and Departments

- The progress of the furnishing of the new block was reviewed. It was reported that the procurement of furniture and equipment is on schedule. The coordinator assured that the arrangements would be completed as per the stipulated timeline.
- Discussion ensued regarding the allocation of classes and departments in the new block. Inputs were sought from the HoDs for an optimal arrangement that ensures smooth academic operations.

Decisions:

- A sub-committee comprising Heads of Departments, Accommodation Committee members, and administrative staff was formed to oversee the furnishing and rearrangement process. This committee will provide periodic updates to the IQAC.

B. Preparation of Master Time Table and Departmental Action Plan

- The IQAC coordinator emphasized the need for a comprehensive Master Time Table and Departmental Action Plan for efficient resource utilization.
- It was agreed that the College Accommodation Committee and College Council would collaborate with the IQAC in finalizing the Master Time Table and Departmental Action Plan.

Decisions:

- A joint meeting with the Accommodation Committee and College Council will be scheduled to formulate the Master Time Table and Departmental Action Plan. Subsequently, it will be reviewed and approved by the IQAC.

C. Suggestions for Improving the Quality Framework and NAAC Work Progress

- Various suggestions were put forth to enhance the quality framework, including regular workshops, faculty development programs, and robust assessment mechanisms.
- The progress of NAAC-related work was discussed. The coordinator provided an overview of the current status and highlighted areas that require immediate attention.

Decisions:

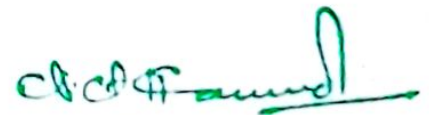
- A structured plan for faculty development programs and workshops will be devised in consultation with the HoDs. Additionally, a sub-committee will be constituted to monitor and accelerate NAAC work progress.

Vote of Thanks

Mr. John Joseph, Head of the Department of English, extended gratitude to all attendees for their active participation and valuable contributions. He emphasized the collective effort required to achieve the set objectives.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.

IQAC Coordinator
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



Principal
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

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Ref: MTM/IQAC/MM02/2021-22

Date: 02nd June 2021

Minutes of IQAC Meeting

Date & Time: June 02, 2021, 2:30 PM








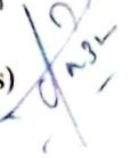



Mode: Google Meet (Online)

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

Agenda of Meeting:

1. To ensure all the Teaching plans and Class Diaries are available and meticulously followed in every department.
2. To review the working of various college level and department level committees formed as per the latest (2019) regulations of the University.

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Rajendrakumar K (Vice Principal) 
6. Mr. John Joseph P (HoD, Department of English) 
7. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
8. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
9. Mr. Nandakumar C P (HOD, Department of Malayalam) 
10. Ms. Raheela T V (Office Superintendent) 
11. Mr. Khaleel (Student Representative) 

Meeting Proceedings:

Welcome Address:

Mr. Arjun K P, IQAC Coordinator, opened the meeting by extending a warm welcome to all participants and expressing gratitude for their presence.

Address by Principal

The Principal began by acknowledging the critical importance of the meeting's agendas. They emphasized the significance of adherence to teaching plans and maintaining accurate class diaries across all departments. Furthermore, the Principal highlighted the necessity of a thorough review of various college and departmental committees in alignment with the 2019 University regulations.

Agenda Discussions and Decisions

A. Teaching Plans and Class Diaries

- The IQAC Coordinator stressed the need for meticulous adherence to teaching plans and accurate maintenance of class diaries in every department. They emphasized that this ensures transparency, accountability, and quality in the teaching-learning process.
- Heads of Departments (HoDs) shared their department-specific strategies for implementing and monitoring teaching plans and class diaries.

Decisions:

- A checklist for teaching plans and class diary maintenance will be prepared and circulated to all departments. Regular audits will be conducted by designated faculty members to ensure compliance.

B. Review of Committees

- The IQAC Coordinator provided an overview of the various college and department-level committees established in accordance with the 2019 University regulations. Each committee's composition, functions, and effectiveness were discussed.
- HoDs presented their respective department-level committee structures and reported on their activities, challenges, and outcomes.

Decisions:

- A sub-committee consisting of IQAC members and HoDs will be formed to conduct a comprehensive review of all committees. This review will include an assessment of their functionality, relevance, and effectiveness.

Vote of Thanks

Ms. Rabiya (IQAC Joint Coordinator) expressed gratitude to all attendees for their active participation and valuable contributions. He emphasized the collective responsibility in ensuring the successful implementation of the decisions taken during the meeting.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.



A handwritten signature in green ink, appearing to read "Rabiya".

IQAC Coordinator
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE

Principal
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



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Ref: MTM/IQAC/MM03/2021-22

Date: 16th June 2021

Minutes of IQAC Meeting

Date & Time: June 16, 2021, 2:30 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. Preparation of Academic Calendar
2. Planning and execution of Certificate Courses

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
6. Mr. Rajendrakumar K (Vice Principal) 
7. Mr. John Joseph P (HoD, Department of English) 
8. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
9. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
10. Mr. Nandakumar C P (HOD, Department of Malayalam) 
11. Ms. Raheela T V (Office Superintendent) 
12. Mr. Khaleel (Student Representative) 

Meeting Proceedings:**Welcome Address:**

Mr. Arjun K P, IQAC Coordinator, opened the meeting by extending a warm welcome to all attendees, expressing gratitude for their presence.

Address by Principal

The Principal acknowledged the importance of the meeting's agendas. They emphasized the need for a meticulously planned academic calendar and effective execution of certificate courses. The Principal emphasized that these initiatives are crucial for the overall development and quality of education offered by the college.

Agenda Discussions and Decisions:**A. Preparation of Academic Calendar**

- The IQAC Coordinator emphasized the necessity of a well-structured academic calendar that encompasses all academic and administrative activities. This calendar should be aligned with the college's academic policies and regulatory guidelines.
- Heads of Departments (HoDs) shared department-specific inputs regarding the scheduling of classes, examinations, seminars, workshops, and other events.

Decisions:

- A sub-committee, comprising HoDs and IQAC members, will be formed to collate departmental inputs and draft the comprehensive academic calendar. This calendar will be reviewed by the IQAC before finalization.

B. Planning and Execution of Certificate Courses

- The IQAC Coordinator highlighted the significance of certificate courses in enhancing students' skill sets and employability. The discussion focused on identifying the most relevant and in-demand courses for implementation.
- HoDs provided suggestions for potential certificate courses offered by their departments and discussed the feasibility of execution.

Decisions:

- A working group, consisting of representatives from relevant departments and IQAC members, will be established to finalize the list of certificate courses, their content, and mode of delivery. The group will also oversee the planning and execution process.

Vote of Thanks

Ms. Maya C, Head of the Department of Commerce and Management Studies, extended gratitude to all attendees for their active participation and valuable contributions. She emphasized the collective effort needed to ensure the success of the academic calendar and certificate courses.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.

IQAC Coordinator
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



A handwritten signature in green ink, appearing to read "Chandramoni".

Principal
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



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Ref: MTM/IQAC/MM04/2021-22

Date: 09th July 2021

Minutes of IQAC Meeting

Date & Time: July 09, 2021, 2:30 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. Completion of the renovation works of Computer Laboratory being carried out in order to accommodate the enhanced number of students in take.
2. Review of IQAC and NAAC related works.

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
6. Mr. Rajendrakumar K (Vice Principal) 
7. Mr. John Joseph P (HoD, Department of English) 
8. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
9. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
10. Mr. Nandakumar C P (HOD, Department of Malayalam) 
11. Ms. Raheela T V (Office Superintendent) 

12. Mr. Khaleel (Student Representative)



Meeting Proceedings:

Welcome Address:

Mr. Arjun K P, IQAC Coordinator, welcomed all attendees, expressing gratitude for their presence and emphasizing the importance of the meeting's agendas.

Address by Principal

The Principal began by acknowledging the significance of the meeting's agendas. They emphasized the necessity of completing the renovation works of the Computer Laboratory to accommodate the increased number of students. The Principal also stressed the importance of a thorough review of IQAC and NAAC related works for continuous improvement.

Agenda Discussions and Decisions:

A. Completion of Renovation Works of Computer Laboratory

- The IQAC Coordinator provided an update on the progress of the renovation works in the Computer Laboratory. It was reported that the work is proceeding according to schedule.
- Discussion ensued regarding the specifications and requirements for accommodating the enhanced number of students.

Decisions:

- A sub-committee consisting of IQAC members, technical experts, and administrative staff was formed to monitor the progress of renovation works and ensure compliance with the specified requirements.

B. Review of IQAC and NAAC Related Works

- The IQAC Coordinator presented an overview of the ongoing IQAC and NAAC related activities. This included faculty development programs, quality improvement initiatives, and preparations for NAAC accreditation.
- HoDs and faculty members shared their department-specific contributions and challenges in relation to IQAC and NAAC works.

Decisions:

- A comprehensive report on IQAC and NAAC related works will be compiled, highlighting achievements, challenges, and future action plans. This report will be submitted to the IQAC for further evaluation.

Vote of Thanks

Ms. Rabiya (IQAC Joint Coordinator) extended gratitude to all attendees for their active participation and valuable contributions. She emphasized collective responsibility in achieving the set objectives.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.

IQAC Coordinator
MEM COLLEGE OF ARTS
SCIENCE & COMMERCE



A handwritten signature in green ink, appearing to read "C. C. F. A. M. S.", written over a horizontal line.

Principal
MEM COLLEGE OF ARTS
SCIENCE & COMMERCE



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Ref: MTM/IQAC/MM05/2021-22

Date: 03rd August 2021

Minutes of IQAC Meeting

Date & Time: August 03, 2021, 3:00 PM





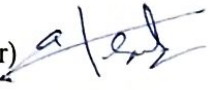



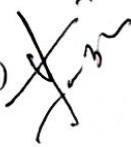


Mode: Google Meet (Online)

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

Agenda of Meeting:

1. Develop Website for students to ensure easy dissemination of information relating to Programmes offered by college, curriculum, courses, facilities in the Campus, PO, PSO and CO etc
2. Feedback on curriculum will be obtained from students, teachers, employers and alumni.

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
6. Mr. Rajendrakumar K (Vice Principal) 
7. Mr. John Joseph P (HoD, Department of English) 
8. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
9. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
10. Mr. Nandakumar C P (HOD, Department of Malayalam) 
11. Ms. Raheela T V (Office Superintendent) 

12. Mr. Khaleel (Student Representative)



Meeting Proceedings:

Welcome Address:

Mr. Shameem MT, IQAC Coordinator, welcomed all the attendees and expressed gratitude for their presence.

Address by Principal

The Principal acknowledged the significance of the proposed website, emphasizing its potential to serve as a crucial communication tool for students, parents, and stakeholders. He stressed the need for a user-friendly interface and comprehensive information dissemination.

Agenda Discussions and Decisions

Agenda A: Objectives and Features of the Website:

- The committee discussed the primary objectives of the website, including providing information on programs offered, curriculum details, campus facilities, Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO).

- Features like a user-friendly interface, clear navigation, search functionality, and responsive design were deemed essential.

b. Content Categories:

- It was proposed to categorize information under distinct sections such as "Academic Programs," "Courses," "Campus Facilities," and "PO, PSO, CO" for easy accessibility.

c. Responsibilities and Timeline:

- The responsibilities for content creation, design, and maintenance were assigned to specific faculty members and IT professionals.

- A tentative timeline for website development and launch was proposed.

d. Feedback Mechanism:

- A suggestion box or feedback form on the website was proposed to gather suggestions and concerns from users for continuous improvement.

e. Review Mechanism:

- It was decided that the website's effectiveness would be periodically reviewed, and necessary updates or enhancements would be made based on user feedback.

Agenda B: Curriculum Feedback

a. Stakeholders for Feedback:

- The committee discussed the importance of obtaining feedback from students, teachers, employers, and alumni to ensure the curriculum remains relevant and effective.

b. Feedback Collection Methods:

- Surveys, focus group discussions, and one-on-one interviews were proposed as effective methods for gathering feedback.

c. Feedback Implementation:

- It was decided that the feedback received would be analyzed, and necessary adjustments to the curriculum would be made based on valid suggestions.

Vote of Thanks

Ms. Rabiya (IQAC Joint Coordinator) expressed gratitude to all attendees for their valuable contributions and affirmed the commitment to implementing the discussed initiatives.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.

IQAC Coordinator
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



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

Principal
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

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Ref: MTM/IQAC/MM06/2021-22

Date: 15th September 2021

Minutes of IQAC Meeting

Date & Time: September 15, 2021, 3:00 PM




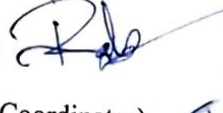
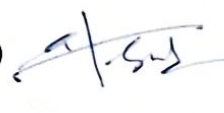




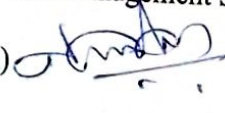


Mode: Google Meet (Online)

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

Agenda of Meeting:

1. Analysis of students' performance during the complete evaluation process and steps will be taken for improvement of students' performance.
2. Internal Audit of department files.

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
6. Mr. Rajendrakumar K (Vice Principal) 
7. Mr. John Joseph P (HoD, Department of English) 
8. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
9. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
10. Mr. Nandakumar C P (HOD, Department of Malayalam) 
11. Ms. Raheela T V (Office Superintendent) 
12. Mr. Khaleel (Student Representative) 

Meeting Proceedings:**Welcome Address:**

Mr. Arjun K P, IQAC Coordinator, welcomed all the attendees and expressed gratitude for their presence.

Address by Principal

The Principal emphasized the crucial role of the IQAC and Result Monitoring Committee in enhancing students' performance. He stressed the need for a comprehensive analysis to identify areas of improvement.

Agenda Discussions and Decisions**Agenda A: Analysis of Students' Performance****a. Evaluation Process Analysis:**

- The IQAC and Result Monitoring Committee will closely examine the entire evaluation process, including examination patterns, grading systems, and feedback mechanisms.

b. Identification of Performance Gaps:

- Specific focus will be on identifying trends, common challenges, and areas where students tend to struggle.

c. Intervention Strategies:

- Various intervention strategies such as additional support, workshops, and mentoring programs were proposed to address identified performance gaps.

d. Regular Progress Tracking:

- It was decided that a system for regular tracking of students' progress would be implemented, enabling timely interventions and support.

Agenda B: Internal Audit of Department Files**a. Objective of the Audit:**

- The committee discussed the purpose of the internal audit, which is to ensure compliance with record-keeping procedures and to maintain transparency and accountability.

b. Scope of the Audit:

- The audit will encompass all departmental files, including academic records, administrative documents, and financial records.

c. Audit Process:

- The audit team, comprising designated faculty members and administrative staff, will conduct a thorough examination of the files.

d. Corrective Measures:

- Any discrepancies or non-compliance found during the audit will be addressed promptly, and corrective measures will be implemented.

Vote of Thanks

Ms. Maya C, Head of the Department of Commerce and Management Studies, extended her gratitude to all attendees for their active participation and commitment to enhancing the quality of education within the institution.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.

IQAC Coordinator
MEM COLLEGE OF ARTS
SCIENCE & COMMERCE



Ch. Ch. F. Anand

Principal
MEM COLLEGE OF ARTS



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Ref: MTM/IQAC/MM07/2021-22

Date: 01st December 2021

Minutes of IQAC Meeting








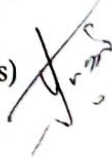



Date & Time: December 01, 2021, 3:00 PM

Venue: Principal's Cabin

Agenda of Meeting:

1. Application for ISO 9001:2015 Certification
2. Outreach Programmes by Departments
3. Establishment of New MOUs/Collaborations
4. Expansion of Computer Science Lab, Auditorium, and Parking Space

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College)
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
6. Mr. Rajendrakumar K (Vice Principal) 
7. Mr. John Joseph P (HoD, Department of English) 
8. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
9. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
10. Mr. Nandakumar C P (HOD, Department of Malayalam) 
11. Ms. Raheela T V (Office Superintendent) 
12. Mr. Khaleel (Student Representative) 

Meeting Proceedings:

Welcome Address:

Mr. Arjun K P, IQAC Coordinator, extended a warm welcome to all attendees and expressed his gratitude for their presence in the meeting. He emphasized the importance of the agenda items and their significance in enhancing the college's overall quality and infrastructure.

Address by Principal:

The Principal acknowledged the critical nature of the agenda items and commended the efforts of the IQAC in driving quality initiatives within the college. He urged everyone to actively participate and contribute constructively to the discussions.

Agenda Discussions and Decisions:

1. Application for ISO 9001:2015 Certification

- The IQAC reviewed the process for obtaining ISO 9001:2015 certification and discussed the steps involved, including documentation, process mapping, and internal audits. It was decided to form a dedicated committee to oversee the certification process and ensure timely submission of the application.

2. Outreach Programmes by Departments

- Each department presented their proposed outreach programs, outlining the target beneficiaries, activities, and expected outcomes. The IQAC emphasized the need for effective coordination among departments and agreed to create a consolidated plan. Regular progress reports would be submitted to the IQAC.

3. Establishment of New MOUs/Collaborations

- Departments shared their proposals for potential MOUs and collaborations. The IQAC assessed the feasibility and alignment of these partnerships with the college's objectives. It was decided to form a committee to facilitate the negotiation and implementation of new MOUs.

4. Expansion of Computer Science Lab, Auditorium, and Parking Space

- The IQAC discussed the urgent need to enhance the college's infrastructure, focusing on the Computer Science lab, Auditorium, and Parking space. A sub-committee was formed to conduct a detailed feasibility study and present a comprehensive plan for approval.

Vote of Thanks:

Ms. Rabiya (IQAC Joint Coordinator) extended heartfelt thanks to all attendees for their active participation and valuable contributions to the meeting. He stressed the collective responsibility in executing the decisions made during the meeting.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.

IQAC Coordinator
MTM COLLEGE OF ARTS
SCIENCE & COMMERCE



Principal

Principal
MTM COLLEGE OF ARTS
SCIENCE & COMMERCE



MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

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Ref: MTM/IQAC/MM08/2021-22

Date: 24th January 2022

Minutes of IQAC Meeting








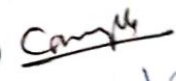
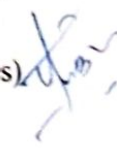



Date & Time: January 24, 2022, 3:30 PM

Venue: Principal's Cabin

Agenda of Meeting:

1. Library Automation Process
2. Subscription of High-Speed Leased Line Internet
3. Arrangement of Placement Activities/Drives
4. IQAC Regular Internal Audits

IQAC Members Present:

1. Prof. Abdul Hameed (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Ms. Rabiya (IQAC Joint Coordinator) 
5. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
6. Mr. Rajendrakumar K (Vice Principal) 
7. Mr. John Joseph P (HoD, Department of English) 
8. Ms. Maya C (HoD, Department of Commerce and Management Studies) 
9. Mr. Asik N P (Asst. Professor, Department of Commerce and Management Studies) 
10. Mr. Nandakumar C P (HOD, Department of Malayalam) 
11. Ms. Raheela T V (Office Superintendent) 
12. Mr. Khaleel (Student Representative) 

Meeting Proceedings:

Welcome Address:

Mr. Arjun K P, IQAC Coordinator, welcomed all attendees to the meeting. He expressed gratitude for their presence and highlighted the significance of the agenda items in advancing the college's quality and infrastructure.

Address by Principal:

The Principal commended the efforts of the IQAC in driving quality enhancement initiatives within the college. He emphasized the importance of the agenda items and encouraged active participation from all departments.

Agenda Discussions and Decisions:

1. Library Automation Process

- The IQAC reviewed the progress of the library automation process. It was reported that the process was nearing completion, and final testing and training sessions were scheduled. The IQAC expressed satisfaction with the progress.

2. Subscription of High-Speed Leased Line Internet

- The IQAC discussed the need for a high-speed leased line internet connection to facilitate seamless academic and administrative activities. After considering various options, it was decided to subscribe to an internet service with a speed ranging between 40-50 Mbps.

3. Arrangement of Placement Activities/Drives

- The IQAC deliberated on the importance of organizing placement activities and drives to provide opportunities for students. Departments were encouraged to collaborate and actively participate in arranging placement activities, including guest lectures, workshops, and recruitment drives.

4. IQAC Regular Internal Audits

- The IQAC emphasized the significance of internal audits in ensuring the effectiveness of departmental and Club/Cell activities. It was decided to conduct regular audits to evaluate the adherence to quality standards and generate comprehensive reports.

Vote of Thanks:

Mr. John Joseph P (HoD, Department of English) extended sincere thanks to all attendees for their active involvement and valuable contributions to the meeting. He stressed the collective responsibility in implementing the decisions taken during the meeting.

These minutes were recorded by IQAC Coordinator and will be circulated to all concerned members for their reference and feedback.

IQAC Coordinator
MIM COLLEGE OF ARTS
SCIENCE & COMMERCE



John
Principal
MIM COLLEGE OF
SCIENCE & COMMERCE