



# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM01/2022-23

Date: 25th May 2022

## Minutes of IQAC Meeting








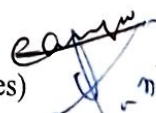


Date & Time: May 25, 2022, 2:30 PM

Venue: Principal's Cabin

### Agenda of Meeting:

1. The preparation of Master Time Table and Departmental Action Plan in consultation with College Accommodation Committee and College Council.
2. To ensure all the Teaching plans and Class Diaries are available and meticulously followed in every department.
3. To review the working of various college level and department level committees formed as per the latest (2019) regulations of the University.
4. Preparation of Academic Calendar

### IQAC Members Present:

1. Mr. John Joseph P (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. Shameem M T (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. Muhammed Khaleel (Student Representative)



### **Meeting Proceedings:**

#### **Welcome Address:**

Mr. Arjun K P, IQAC Coordinator, welcomed everyone and emphasized the importance of a well-structured Master Time Table and Departmental Action Plan for the smooth functioning of the college.

#### **Address by Principal:**

The Principal emphasized the significance of effective planning and coordination in achieving the educational goals of the institution. He urged all departments to work in collaboration with the Accommodation Committee and College Council.

### **1. Preparation of Master Timetable and Departmental Action Plan**

#### **Discussion and Decisions:**

- The Accommodation Committee and College Council will collaborate closely with respective departments to develop a comprehensive Master Time Table.
- It was decided that the Master Time Table should accommodate all academic and non-academic activities while ensuring optimal utilization of resources.
- Each department will draft its Action Plan in alignment with the overall college objectives, considering faculty availability, student strength, and resource allocation.

### **2. Ensuring Teaching Plans and Class Diaries are Followed**

#### **Discussion and Decisions:**

- It was emphasized that Teaching Plans and Class Diaries are vital tools for effective teaching and learning. All departments are required to maintain these documents meticulously.
- Department heads will monitor the adherence to these plans and diaries and provide necessary guidance to faculty members.

### **3. Review of College and Department Level Committees**

#### **Discussion and Decisions:**

- A comprehensive review of committees was conducted to ensure compliance with the 2019 University regulations.
- Necessary adjustments and additions were proposed, and the updated list of committees will be communicated to all stakeholders.

#### 4. Preparation of Academic Calendar

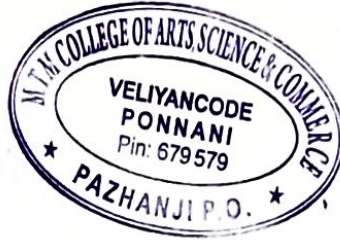
Discussion and Decisions:

- The Academic Calendar will be prepared with consideration to University-prescribed schedules, examination dates, and holidays.
- Flexibility will be maintained to accommodate any unforeseen events or changes in the academic schedule.

#### Vote of Thanks:

Mr. Muhammed Afsal A (IQAC Joint Coordinator) extended gratitude to all attendees for their active participation and valuable contributions.

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 be "John".

*Principal*  
MIM COLLEGE OF ARTS  
SCIENCE & COMMERCE

*IQAC Coordinator*  
MIM COLLEGE OF ARTS  
SCIENCE & COMMERCE





# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM02/2022-23

Date: 6th July 2022

## Minutes of IQAC Meeting




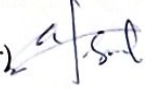



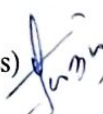
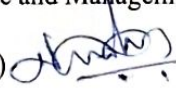


Date & Time: July 6, 2022, 3:30 PM

Venue: Principal's Cabin

### Agenda of Meeting:

1. Faculty Development Programme on 'New NAAC Guidelines: An Overview'

### IQAC Members Present:

1. Mr. John Joseph P (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
5. Mr. Rajendrakumar K (Vice Principal) 
6. Mr. Shameem M T (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. Muhammed Khaleel (Student Representative) 

### Meeting Proceedings:

#### Welcome Address:

Mr. Arjun K P, IQAC Coordinator, welcomed all attendees and introduced the agenda of the meeting, emphasizing the significance of the upcoming Faculty Development Programme.

**Address by Principal:**

The Principal expressed his support for the initiative and stressed the importance of staying updated with the latest NAAC guidelines to ensure the college's continued growth and excellence.

**1. Faculty Development Programme on 'New NAAC Guidelines: An Overview'**

**Discussion and Decisions:**

- The two-day Faculty Development Programme will be conducted on 22 July and 25 July 2022.
- Mr. Suhaib P M, College Coordinator, will serve as the programme coordinator and oversee all logistical arrangements.
- The resource persons for the programme will be Mr. Arjun K P and Mr. Muhammed Afsal A, who will provide comprehensive insights into the new NAAC guidelines.
- Mr. Arjun K P and Mr. Muhammed Afsal A were confirmed as the resource persons for the Faculty Development Programme. Their extensive experience and expertise in IQAC matters make them ideal candidates to lead the sessions.

**Vote of Thanks:**

Mr. Muhammed Afsal A, IQAC Joint Coordinator, extended his gratitude to all participants for their commitment to enhancing the quality of education in the college.

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***  
MTM COLLEGE OF ARTS  
SCIENCE & COMMERCE



# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM03/2022-23

Date: 19th September 2022

## Minutes of IQAC Meeting







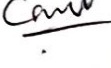




Date & Time: September 19, 2022, 3:30 PM

Venue: Principal's Cabin

### Agenda of Meeting:

1. Review of IQAC and NAAC related works.
2. Internal Audit of department files.
3. Establishment of New MOUs/Collaborations

### IQAC Members Present:

1. Mr. John Joseph P (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
5. Mr. Rajendrakumar K (Vice Principal) 
6. Mr. Shameem M T (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. Muhammed Khaleel (Student Representative) 



## Meeting Proceedings:

### Welcome Address:

Mr. Arjun K P, IQAC Coordinator, welcomed all attendees and emphasized the importance of reviewing IQAC and NAAC related works for the college's continuous improvement.

### Address by Principal:

The Principal highlighted the significance of a proactive approach towards IQAC and NAAC matters. He encouraged all departments to actively engage in the review process.

### 1. Review of IQAC and NAAC related works

#### Discussion and Decisions:

- The IQAC Coordinator presented a comprehensive overview of the current status of IQAC and NAAC related activities.
- Areas of improvement and strategic initiatives were identified, including documentation enhancement and data collection for NAAC accreditation.

### 2. Internal Audit of Department Files

#### Discussion and Decisions:

- It was agreed that an internal audit of department files would be conducted to ensure compliance with established procedures and documentation standards.
- Each department head will appoint a designated faculty member responsible for coordinating the audit process.

### 3. Establishment of New MOUs/Collaborations

#### Discussion and Decisions:

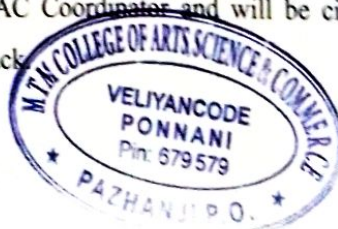
- The need for establishing new MOUs and collaborations was discussed to enhance academic and research opportunities for students and faculty.
- Departments were encouraged to identify potential partners and initiate discussions for potential collaborations.


### Vote of Thanks:

Ms. Maya C, HoD of the Department of Commerce and Management Studies, expressed her gratitude to all attendees for their active participation and commitment to the college's progress.

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

MVM COLLEGE OF ARTS  
SCIENCE & COMMERCE



  
Principal  
MVM COLLEGE OF ARTS  
SCIENCE & COMMERCE



# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM04/2022-23

Date: 14th October 2022

## Minutes of IQAC Meeting








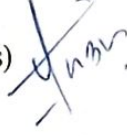



Date & Time: October 14, 2022, 3:30 PM

Venue: Principal's Cabin

### Agenda of Meeting:

1. Adoption of diverse teaching-learning methods
2. Encouraging Professional Development
3. Feedback from Students
4. Analyzing Dropout Rates

### IQAC Members Present:

1. Mr. John Joseph P (Principal) 
2. Prof. N Hava Humma (Secretary, MTM College) 
3. Mr. Arjun K P (IQAC Coordinator) 
4. Mr. Muhammed Afsal A (IQAC Joint Coordinator) 
5. Mr. Rajendrakumar K (Vice Principal) 
6. Ms. Afra N A (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. Muhammed Khaleel (Student Representative) 



## **Meeting Proceedings:**

### **Welcome Address:**

Mr. Arjun K P, IQAC Coordinator, welcomed everyone and introduced the first agenda, emphasizing the importance of effective teaching methods.

### **Address by Principal:**

The Principal stressed the significance of adopting diverse teaching-learning methods to cater to varied learning styles and enhance the overall educational experience.

## **1. Adoption of diverse teaching-learning methods**

### **Discussion and Decisions:**

#### **1. Classroom Teaching:**

- Ensuring that classroom teaching remains a cornerstone of the educational process, maintaining a conducive learning environment.

#### **2. Interactive Teaching-Learning Methods:**

- Encouraging faculty to engage students through discussions, case studies, and interactive activities to foster critical thinking and active participation.

#### **3. Teaching by Using PPT:**

- Promoting the use of multimedia presentations to make complex concepts more understandable and engaging.

#### **4. Experiential Learning through Field Visits and Study Tours:**

- Integrating practical experiences through visits and tours to provide real-world context to theoretical knowledge.

#### **5. Collaborative Teaching:**

- Encouraging interdisciplinary collaboration among departments to offer a holistic learning experience.

#### **6. Video Lectures:**

- Leveraging technology to supplement traditional teaching methods and provide students with a variety of resources.

## **2. Encouraging Professional Development**

### **Discussion and Decisions:**

- Encouraging faculty to actively participate in Orientation, Refresher courses, Faculty Development Programmes, Workshops, Conferences, and Seminars to stay updated with the latest pedagogical techniques and subject knowledge.

## **3. Feedback from Students**

Discussion and Decisions:

- Implementing a structured feedback system to collect students' opinions on teacher performance, with a focus on constructive suggestions for improvement.

#### 4. Analyzing Dropout Rates

Discussion and Decisions:

- Initiating a thorough analysis of dropout rates to identify underlying causes and implementing targeted interventions to reduce them.

#### Vote of Thanks:

Mr. Muhammed Afsal A (IQAC Joint Coordinator) extended gratitude to all attendees for their active participation and commitment to enhancing the quality of education in the college.

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*  
MTM COLLEGE OF ARTS  
SCIENCE & COMMERCE



# **MTM** COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM05/2022-23

Date: 2/12/2022

## **Minutes of IQAC meeting**

Date & Time: December 2, 2022, 10:00 AM

Venue: IQAC room

### **Agenda:**

1. **Approving the minutes of the previous meeting.**
2. **Selection of new IQAC Team.**

### **Meeting Details:**

The meeting started with a moment of silence, followed by a silent prayer. Mr. Syam Prasad, Assistant Professor, Department of Commerce and management studies, delivered the welcome address. Principal, Mr. John Joseph Panakkal addressed the members.

### **Discussions and Decisions:**

#### **Agenda 1: Approving the minutes of the previous meeting.**

IQAC coordinator read the minutes of the IQAC meeting held on 14th October 2022. Members approved the minutes.



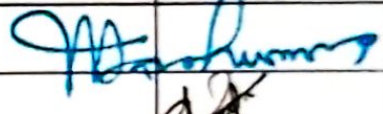
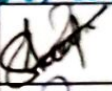



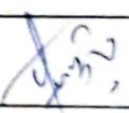
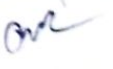









## Agenda 2: Selection of new IQAC Team

New IQAC team formed under the leadership of Ms. C. M. Sulaikha (HoD, Department of Computer science) supported by the joint coordinators Ms. Raseena P M (Assistant Professor, Department of Computer science and Mr. Suhaib (Assistant Professor, Department of English).

The new team verified the criteria's functionality and analyzed the status of the criteria's effectiveness.

### Members attended:

SL. NO	NAME & DESIGNATION	SIGNATURE
1	Mr. John Joseph P, Principal, MTM College	
2	Mr. Rajendra Kumar, Vice Principal, MTM College	
3	Ms. Hava Humma, Secretary	
4	Ms. C M Sulaikha, IQAC Coordinator	
5	Ms. Raseena P M , IQAC Joint Coordinator	
6	Mr. Suhaib P M, IQAC Joint Coordinator	
7	Ms. Maya C, HoD, Department of Commerce and Management Studies	
8	Mr. Asik N P, Student Union Advisor	
9	Mr. Abdul Wasih, HoD, Department of Sociology	
10	Ms. Afra N A, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Malayalam	
12	Mr. Hrithuraj C B, Assistant Professor, Dept. of English	
13	Ms. Raheela T V, Office Superintendent	
14	Mr. Abdul Basith, Assistant Professor, Dept. of Commerce and Management Studies	

15	Mr. Syam Prasad, Assistant Professor, Dept.of Commerce and Management Studies	
16	Mr. Muhammed Khaleel, Student Representative	



***IQAC Coordinator***  
MTM COLLEGE OF ARTS  
SCIENCE & COMMERCE

***Principal***  
MTM COLLEGE OF ARTS  
SCIENCE & COMMERCE



# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM06/2022-23

Date: 4/01/2023

## Minutes of IQAC Meeting

Date & Time: 4/01/2023, 3.00 pm

Venue: Principal's Cabin

### Agenda:

1. Approving the minutes of the previous meeting.
2. To initiate the Connect Career Campus programme.
3. Internal Examination.
4. Submission of Mentor Mentee File.

### Meeting Details:

Mr.Suhaib P M, IQAC Joint Coordinator gave a warm welcome to the IQAC Members.

### Discussions and Decisions:

#### Agenda 1: Approving the minutes of previous meeting.

IQAC coordinator read the minutes of the IQAC meeting held on 2nd December 2022..Members approved the minutes.

#### Agenda 2: To initiate the Connect Career Campus programme.

.IQAC decided to conduct CCC(Connect Career Campus programme)Programme the college to promote the concept of 'Right job@Right Time' by raising awareness about new age



jobs, changes in job markets, the importance of skilling and encouraging students to find the right career. CCC is an initiative of Kerala Knowledge Economy Mission (KKEM) and supported by ASAP Kerala. Mr. Muhammed Fazil P.P, an Assistant Professor in the Department of Commerce and Management Studies, has been appointed as the Nodal Officer for CCC. Committee also decided to conduct ASAP Training Session in connection with CCC Programme.

### Agenda 3: Internal Examination

The committee has made the decision to organize internal examinations for first-year students.

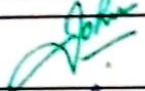
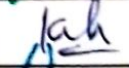
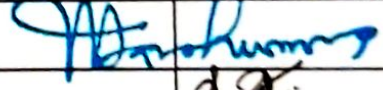




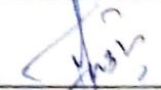

### Agenda 4: Submission of Mentor Mentee File.





The HoDs are instructed to make necessary corrections in the Mentor-Mentee file and are requested to resubmit it.

### Vote of thanks

The meeting ended with a vote of thanks by Mr. Muhammed Fazil, Assistant Professor, Dept. Of Commerce and Management studies.

1.

SL. NO	NAME & DESIGNATION	SIGNATURE
1	Mr. John Joseph P, Principal, MTM College	
2	Mr. Rajendra Kumar, Vice Principal, MTM College	
3	Prof. N Hava Humma, Secretary	
4	Ms. C M Sulaikha, IQAC Coordinator	
5	Ms. Raseena P M, IQAC Joint Coordinator	
6	Mr. Suhaib P M, IQAC Joint Coordinator	
7	Ms. Maya C, HoD, Department of Commerce and Management Studies	
8	Mr. Asik N P, Student Union Advisor	
9	Mr. Abdul Wasih, HoD, Department of Sociology	

10	Ms. Afra N A, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	
12	Ms. Raheela T V, Office Superintendent	
13	Mr. Muhammed Khaleel, Student Representative	



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

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



# **MTM** COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM | AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 📧 mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM07/2022-23

Date: 9/02/2023

## **Minutes of IQAC Meeting**

Date & Time: 9th February, 2.00 pm

Venue: Principal's Cabin

### **Agenda:**

- 1. Approving the minutes of previous meeting**
- 2. Timely completion of final year Project work**
- 3. Review of criterion works**
- 4. Revision Classes**

### **Meeting Details:**

The IQAC Coordinator gave a warm welcome to the IQAC Members.

### **Discussions and Decisions:**

#### **Agenda 1: Approving the minutes of previous meeting**

The IQAC coordinator read the minutes of the IQAC meeting held on 4th January 2023. Members approved the minutes.

#### **Agenda 2: Timely completion of final year Project work.**

Emphasized the importance of ensuring the timely completion of final year project work during the IQAC meeting.

#### **Agenda 3: Review of criterion works.**



During the IQAC meeting, a discussion and review of criterion works took place, with all Criterion Heads presenting the current status of their respective criteria.

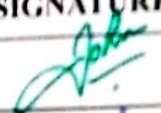

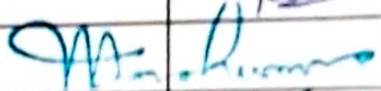




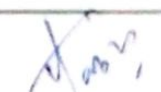
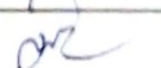

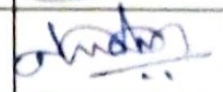
#### Agenda 4: Revision Classes



It was proposed to organize revision classes as a measure to improve student performance. This recommendation aims to provide students with additional support and resources for better academic outcomes.

#### Vote of thanks

The meeting ended with a vote of thanks by Ms. Maya, HoD, Department of Commerce and Management Studies

#### Members attended:

SL. NO	NAME & DESIGNATION	SIGNATURE
1	Mr. John Joseph P, Principal, MTM College	
2	Mr. Rajendra Kumar, Vice Principal, MTM College	
3	Prof. N Hava Humma, Secretary	
4	Ms. C M Sulaikha, IQAC Coordinator	
5	Ms. Raseena P M, IQAC Joint Coordinator	
6	Mr. Suhaib P M, IQAC Joint Coordinator	
7	Ms. Maya C, HoD, Department of Commerce and Management Studies	
8	Mr. Asik N P, Student Union Advisor	
9	Mr. Abdul Wasih, HoD, Department of Sociology	
10	Ms. Afra N A, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	

12	Ms. Raheela T V, Office Superintendent	
13	Mr. Muhammed Khaleel, Student Representative)	



***IQAC Coordinator***  
MTM COLLEGE OF ARTS  
SCIENCE & COMMERCE



***Principal***  
MTM COLLEGE OF ARTS  
SCIENCE & COMMERCE



# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM08/2022-23

Date: 15/03/2023

## Minutes of IQAC meeting

Date & Time: 15<sup>th</sup> March, 2.00 pm

Venue: Principal's Cabin

### Agenda:

1. Approving the minutes of previous meeting
2. Submission of Audit Course Result.
3. Collect Feedback from, students, Alumni, stake holders.
4. Review of criterion works

### Meeting Details:

The IQAC Coordinator gave a warm welcome to the IQAC Members.

### Discussions and Decisions:

#### Agenda 1: Approving the minutes of previous meeting

The IQAC coordinator read the minutes of the IQAC meeting held on 9<sup>th</sup> February 2023. Members approved the minutes.

#### Agenda 2: Submission of Audit Course Result.

The committee has requested the submission of the Audit Course results and a reminder for the timely uploading of results on the university portal

#### Agenda 3: Feedback

IQAC instructed to conduct



**Agenda 3: Collect Feedback from, students, Alumni, stake holders**

**Agenda 4: Review of criterion works.**

During the IQAC meeting, a discussion and review of criterion works took place, with all Criterion Heads presenting the current status of their respective criteria.

**Vote of thanks**

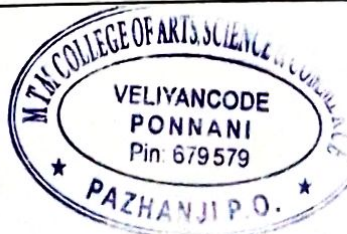
The meeting ended with a vote of thanks by Mr. Abdul Wasih, HoD, Department of Sociology.

**Members attended:**

1.

SL. NO	NAME & DESIGNATION	SIGNATURE
1	Mr. John Joseph P, Principal, MTM College	
2	Mr. Rajendra Kumar, Vice Principal, MTM College	
3	Prof. N Hava Humma, Secretary	
4	Ms. C M Sulaikha, IQAC Coordinator	
5	Ms. Raseena P M, IQAC Joint Coordinator	
6	Mr. Suhaib P M, IQAC Joint Coordinator	
7	Ms. Maya C, HoD, Department of Commerce and Management Studies	
8	Mr. Asik N P, Student Union Advisor	
9	Mr. Abdul Wasih, HoD, Department of Sociology	
10	Ms. Afra N A, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	
12	Ms. Raheela T V, Office Superintendent	
13	Mr. Muhammed Khaleel, Student Representative	

*IQAC Coordinator*  
MIM COLLEGE OF ARTS,  
SCIENCE & COMMERCE



*Principal*  
MIM COLLEGE OF ARTS  
SCIENCE & COMMERCE



# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
☎ 0494 2675400 | 9020875400 | 9495982267 ✉ mtmcolleges@gmail.com 🌐 mtmcasc.ac.in

Ref: MTM/IQAC/MM/09/2022-23

Date: 8 /05/2023

## Minutes of IQAC meeting

Date & Time: 8th May 2023, 2.00 pm

Venue: Principal's Cabin

### Agenda:

1. Approving the minutes of previous meeting.
2. preparation of Master Time Table and Departmental Action
3. 5 Day Faculty Development Programme.
4. Review of criterion works.

### Meeting Details:

#### Welcome address

Ms. C M Sulaikha, IQAC Coordinator, opened the meeting by extending a warm welcome to all attendees, expressing gratitude for their presence.

### Discussions and Decisions:

#### Agenda 1: Approving the minutes of previous meeting

The IQAC coordinator read the minutes of the IQAC meeting held on 15 th March 2023. Members approved the minutes.

#### Agenda 2: preparation of Master Time Table and Departmental Action

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.

#### Agenda 3: 5- Day Faculty Development Programme;

The Internal Quality Assurance Cell (IQAC) has taken the initiative to organize a 5-day Faculty Development Programme (FDP) scheduled for the last week of this month. This FDP has been meticulously designed to cater to the professional growth and development of our esteemed



faculty members. The primary goal of this FDP is to enhance and enrich the teaching and research capabilities of our faculty. This program underscores the IQAC's commitment to promoting continuous professional development and maintaining high academic standards within our institution. The discussion occurred to find out the date on which the FDP will be conducted.

**Agenda 4: Review of criterion works.**

During the IQAC meeting, a discussion and review of criterion works took place, with all Criterion Heads presenting the current status of their respective criteria.

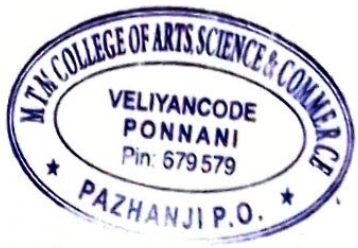
**Vote of thanks**

The meeting ended with a vote of thanks by Mr. Asik, HoD, Department of Management studies.

**Members attended:**

SL. NO	NAME & DESIGNATION	SIGNATURE
1	Mr. John Joseph P, Principal, MTM College	
2	Mr. Rajendra Kumar, Vice Principal, MTM College	
3	Prof. N Hava Humma, Secretary	
4	Ms. C M Sulaikha, IQAC Coordinator	
5	Ms. Raseena P M, IQAC Joint Coordinator	
6	Mr. Suhaib P M, IQAC Joint Coordinator	
7	Ms. Maya C, HoD, Department of Commerce and Management Studies	
8	Mr. Asik N P, Student Union Advisor	
9	Mr. Abdul Wasih, HoD, Department of Sociology	
10	Ms. Afra N A, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	
12	Ms. Raheela T V, Office Superintendent	
13	Mr. Muhammed Khaleel, Student Representative	

**IQAC Coordinator**  
 MTM COLLEGE OF ARTS  
 SCIENCE & COMMERCE



**Principal**  
 MTM COLLEGE OF ARTS  
 SCIENCE & COMMERCE