



MTM COLLEGE OF
ARTS, SCIENCE & COMMERCE
PAZHANJI, VELIANCODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT
☎ 0494 2675400/9020845400/9048044159 ✉ mtmcolleges@gmail.com 🌐 www.mtmcase.ac.in

Date: June 5th , 2023

Ref: MTM/IQAC/MM01/2023-24

Minutes of IQAC meeting

Date & Time: 5TH June 2023, 10.00 AM

Venue: Library Conference Hall

Agenda:

1. Approving the minutes of the previous meeting.
2. Convocation programme for all graduates of 2020-23 batch
3. Enrollment of student representatives for Youth Innovators Programme(YIP)
4. Seminar/Workshop to be organized for quality assurance
5. NAAC work-Criterion wise review.

Meeting Details:

- The attendees observed a moment of silence, offering prayers and respect for a peaceful and productive meeting. Ms C M Sulaikha, IQAC Coordinator delivered the welcome address. During the meeting, Principal Mr. John Joseph Panakkal took a moment to recognize and commend the efforts of the IQAC committee. He expressed deep appreciation for the exceptional commitment and dedication exhibited by the committee members in their ongoing mission to enhance and advance the institution. This acknowledgement highlighted the significant role that the IQAC committee plays in shaping the institution's future by ensuring continuous improvement in various aspects of its functioning, such as academic quality, administrative efficiency, and overall development.

Discussions and Decisions:

Agenda 1: Approving the minutes of previous meeting

- IQAC coordinator read the minutes of the IQAC meeting held on 18th May 2023. Members approved the minutes.

Agenda 2: Convocation programme for all graduates of 2020-23 batch.

- The Convocation Program for the graduates of the 2020-23 batch is a significant initiative Proposed by the Internal Quality Assurance Cell (IQAC). This type of programme creates the formal recognition and celebration of the academic achievements of students who have successfully completed their studies during the specified academic year.
- Ms. C M Sulaikha, Head of the Computer Science Department, has been assigned as the program coordinator and is kindly requested to submit the proposal and the necessary committees for the smooth execution of the program.

Agenda 3: Enrollment of student representatives for Youth Innovators Programme(YIP)

- All class tutors, as well as two representatives from each class who exhibit a heightened interest in innovation and entrepreneurship, are instructed to enroll in the YIP program. Mr. Basith, an Assistant Professor in the department, has been assigned the responsibility of coordinating this enrollment process.

Agenda 4: Seminar/Workshop to be organized for quality assurance

- IQAC suggested department heads to organize seminars or workshops focused on quality assurance. Also informed the heads to submit the list to IQAC on or before 15th June 2023.


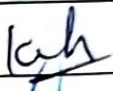

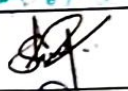


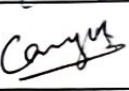






Agenda 5: NAAC work-Criterion wise review

- IQAC reviewed the criterion wise work done so far and collected the documents from criterion coordinators.

Vote of Thanks:

Ms. Raseena, IQAC joint coordinator extended a vote of thanks to all participants for their invaluable contributions to the meeting.

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 K K, HoD, Department of Sociology	
10	Dr. Fabitha Ibrahim, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	
12	Ms. Raheela T V, Office Superintendent	
13	Mr. Salahudheen, Student Representative	



IQAC Coordinator
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Ref: MTM/IQAC/MM02/2023-24

Date: 4th July, 2023

Minutes of IQAC meeting

Date & Time: July 4th 2023, 10.00 AM

Venue: Library Conference Hall

Agenda:

1. Approving the minutes of previous meeting
2. Annual Report Submission
3. Infrastructural improvements.
4. NAAC SSR Preparation-Selection of criterion coordinators
5. Faculty development programme.
6. IQAC Initiative - Assisting Students in Obtaining Driving Licenses.
7. Induction Programme
8. Bridge course
9. Other relevant matters.

Meeting Details:

IQAC meeting started with silent prayer. Mr. Suhaib P M, IQAC joint Coordinator delivered the welcome address. During the meeting, Principal Mr. John Joseph Panakkal took a moment to recognize and commend the efforts of the IQAC committee.

Discussions and Decisions:

Agenda 1: Approving the minutes of previous meeting

- IQAC coordinator read the minutes of the IQAC meeting held on 5th June 2023. Members approved the minutes.

Agenda 2: Annual Report Submission

- Annual reports of college, IQAC and Departments are presented in the meeting. IQAC approved the report and suggested uploading the same to the college website.

Agenda 3 : Infrastructural improvements.

- IQAC suggested the following infrastructural facilities to be included in the campus.
 1. Enhancement of class room ICT facility.
 2. Additional Computer lab facility for Commerce department for conducting the value added courses.
 3. Vehicle parking area, separate for staff and students.
 4. Seminar Hall

Agenda 4: NAAC SSR Preparation-Selection of criterion coordinators

Following a detailed discussion, the IQAC recommended the following members as coordinators to oversee the preparation of the Self-Study Report (SSR).

Criterion I: **Mr. Abdul Wasih K K (HoD, Dept. of Sociology)**

Criterion II: **Mr. Muhammed Ismail M T, (AP Dept. of English)**

Criterion III: **Mr. Syam Prasad (AP, Dept. of Commerce and Management Studies)**

Criterion IV: **Mr. Abdul Basith (AP, Dept. of Commerce and Management Studies)**

Criterion V: **Dr. Fabitha Ibrahim (HoD, Dept. of English)**

Criterion VI: **Mr. Nandakumar C P (HoD, Malayalam)**

Criterion VII: **Mr. Hrithuraj C B (AP, Dept. of English)**

Agenda 5 : Faculty development programme

During the meeting, the need for a faculty development program was discussed. The program aims to enhance the professional development of the teaching staff and ensure they are well-equipped with the latest pedagogical techniques and subject knowledge. It was agreed that the IQAC will take the lead in organizing a faculty development program.

Agenda 6: IQAC Initiative - Assisting Students & Teachers in Obtaining Driving Licenses.

The objective of this initiative is to assist students, especially those who may require a driving license. The IQAC sees this as a service that can contribute to the holistic development and independence of students and teachers. The discussion raised the possibility of collaborating with a reputable motor driving school. The collaboration is seen as a strategic move to provide students and teachers with comprehensive and professional driver training and licensing support.

Agenda 7: Induction Programme

The committee has decided to conduct the Induction Programme for the academic year 2023-24 during the first week of August. Heads of Departments (HODs) are required to submit a one-week program plan for the induction. This plan should encompass activities introducing new students to the institution, its culture, academic requirements, and other essential information.

Agenda 8: Bridge Courses

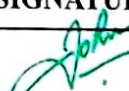

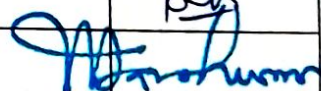
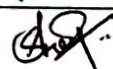
The Committee decided to direct the Department Heads to organize Bridge Courses from 16th August to 22 August 2023.


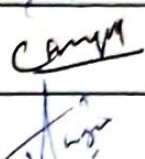
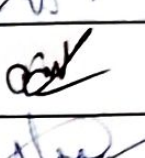


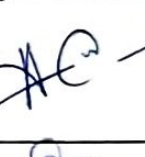






IQAC suggested a weekly review and presentation of criterion works by the Criterion Coordinators for the smooth completion of SSR preparation. Also informed them to share the work progress to IQAC mail.

Vote of thanks

Ms. Raseena, IQAC joint coordinator extended a vote of thanks to all participants for their invaluable contributions to the meeting.

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 K K, HoD, Department of Sociology	
10	Ms. Afra N A, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	
12	Mr. Hrithuraj C B, Assistant Professor, Dept. of English	
13	Ms. Raheela T V, Office Superintendent	
14	Mr. Abdul Basith C K, Assistant Professor, Dept. of Commerce and Management Studies	
15	Mr. Syam Prasad A V, Assistant Professor, Dept. of Commerce and Management Studies	
16	Mr. Muhammed Khaleel, Student Representative	



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Ref: MTM/IQAC/MM03/2023-24

Date: 1/08/2023

Minutes of IQAC meeting

Date & Time: 1st August 2023, 2.00 pm

Venue: Library Conference Hall

Agenda:

- 1. Approving the minutes of previous meeting**
- 2. College Magazine release**
- 3. Placement opportunity and Partnership Discussion**
- 4. SSR Preparation works**

Meeting Details:

IQAC 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 4th July 2023. Members approved the minutes.

Agenda 2: College Magazine release

The agenda item "College Magazine Release" was discussed during the meeting. The discussion focused on the successful release of the college magazine and its significance in promoting the institution's academic and cultural accomplishments.

Agenda 3: Placement opportunity and Partnership Discussion

Placement Opportunity and Partnership Discussion was addressed during the meeting. The discussion centered on enhancing placement opportunities for students and the potential partnership to achieve this goal. The committee has decided to sign an MOU with Skill Master's Finishing School and has assigned the responsibility to the college Placement Cell Coordinator to proceed with this task.

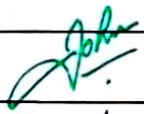
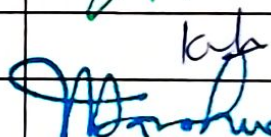
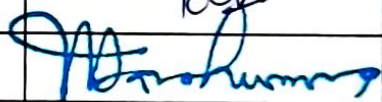
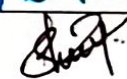





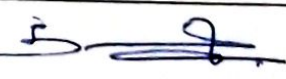
Agenda 4: SSR Preparation Works

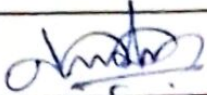


An update on the progress made in SSR preparation, including data collection, documentation, and assessment, was reviewed.

Vote of thanks

The meeting ended with a vote of thanks by Mr. Suhaib, IQAC Assistant Coordinator.

Members attended:

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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 K K, HoD, Department of Sociology	
10	Dr. Fabitha Ibrahim, HoD, Dept. of English	

11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	
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13	Mr. Salahudheen, Student Representative	



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Ref: MTM/IQAC/MM04/2023-24

Date: 6/09/2023

Minutes of IQAC meeting

Date & Time: 6th September 2023, 2.00 pm

Venue: Library Conference Hall

Agenda:

1. Approving the minutes of previous meeting
2. Result analysis
3. Visit to Rajagiri College-NAAC Margadarshi Scheme
4. SSR Preparation works

Meeting Details:

IQAC 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 1st August 2023. Members approved the minutes.

Agenda 2: Result Analysis

The agenda item Result Analysis was addressed during the meeting. The discussion focused on the analysis of recent academic results with lower than expected percentages and the strategies to enhance student performance. It was decided to assign relevant faculty and departments the responsibility to identify areas for improvement and implement strategies. Committee also suggested remedial coaching for the slow learners.

Agenda 3: Visit to Rajagiri College-NAAC Margadarshan Scheme

Discussed the date for the visit to Rajagiri College as part of the Margadarshan scheme launched by NAAC, which aims to mentor and provide guidance to accreditation aspirant institutions, helping them improve and ensure quality assurance in higher education.

Agenda 4: SSR preparation works

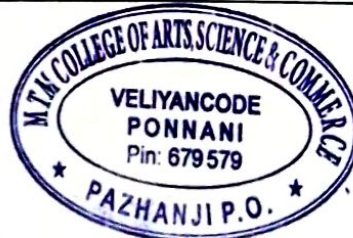
Analyzed the progress of SSR works .

Vote of thanks

The meeting ended with a vote of thanks by Mr. Suhaib P M, IQAC Assistant Coordinator.

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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	
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Ref: MTM/IQAC/MM05/2023-24

Date: 12/10/2023

Minutes of IQAC meeting

Date & Time: 12 October 2023, 2.00 pm

Venue: Principal's cabin

Agenda:

1. Approving the minutes of previous meeting
2. Introduction of N-LIST in Library
3. SSR Preparation works

Meeting Details:

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 6th September 2023. Members approved the minutes.

Agenda 2: Introduction of N-LIST in Library

In an effort to enhance the quality and accessibility of resources within our institution's library, the Internal Quality Assurance Cell (IQAC) has taken a pivotal initiative by introducing the National Library and Information Services Infrastructure for Scholarly Content (N-LIST). N-LIST offers access to a wide range of e-resources, including e-journals, e-books, and databases, covering various disciplines and subject areas. IQAC has assigned Mr. Abdul Basith, the coordinator for Criterion 4, the responsibility of following up on the registration procedures.

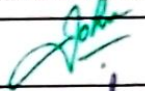
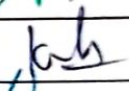
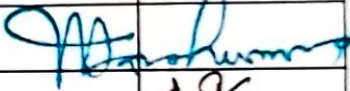
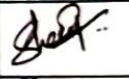


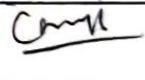

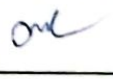




Agenda 3: SSR Preparation works

IQAC assesses the progress of the SSR preparation work, ensuring that it aligns with established timelines and objectives. The review encompasses various aspects, including data collection, documentation, and quality assurance.

Vote of thanks

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

Members attended:

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1	Mr. John Joseph P, Principal, MTM College	
2	Mr. Rajendra Kumar, Vice Principal, MTM College	
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Ref: MTM/IQAC/MM06/2023-24

Date: 11th November 2023

Minutes of IQAC meeting

Date & Time: 11th November, 2023, 10:00 AM

Venue: IQAC

Agenda:

1. Approving the minutes of previous meeting.
2. IIQA Registration.
3. Awareness Programme on newly introduced Barcode system
4. SSR Preparation works.

Meeting Details:

IQAC 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 12th October 2023. Members approved the minutes.

Agenda 2: IIQA Registration

During the recent meeting, the committee focused on the crucial task of registering for the Institutional Information Quality Assurance (IIQA) on the NAAC Portal. The committee members engaged in a comprehensive discussion regarding the necessary steps and timelines for this registration process.

Agenda 3: Awareness Programme on newly introduced Barcode system

During the meeting, it was highlighted that an awareness programme on the newly introduced Barcode system is essential for the academic community. Barcode system, a recent implementation, is poised to enhance efficiency and streamline processes across various academic and administrative functions. It is imperative to organize an awareness programme to familiarize faculty, staff, and students with the benefits, functionality, and proper utilization of the Barcode system. IQAC requested to college Exam cell to conduct this programme. Mr. Ranjin is assigned to present the barcode system to teachers.


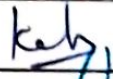
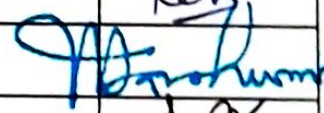
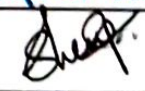


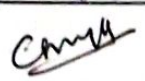
Agenda 3: SSR Preparation works







The IQAC monitored the SSR preparation works and decided to verify and evaluate the completed quantitative work and informed all criterion heads to be ready with the updated data template and supporting documents.

Vote of Thanks:

Mr. Suhaib P M, IQAC Joint Coordinator, extended a vote of thanks to all participants for their valuable contributions to the meeting.

Members attended:

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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 K K, HoD, Dept. of Sociology	
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Ref: MTM/IQAC/MM07/2023-24

Date: 2nd December 2023.

Minutes of IQAC meeting

Date & Time: 2nd December, 2023, 10:00 AM

Venue: IQAC

Agenda:

1. Approving the minutes of previous meeting.
2. NAAC IIQA Approval and SSR Submission

Meeting Details:

IQAC 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 11th November 2023. Members approved the minutes

Agenda 2: NAAC IIQA Approval and SSR Submission

IQAC coordinator informed the IQAC Team that NAAC has granted approval to our College on December 1st December 2023. This is a significant achievement and a testament to our collective commitment to academic excellence and quality assurance.

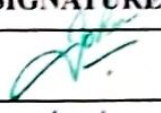

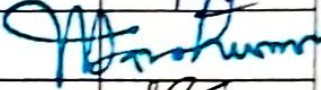



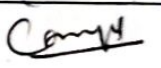

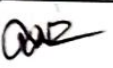




In light of this, the SSR (Self-Study Report) submission process is now open on the NAAC portal. All criterion coordinators are directed to check criterion wise documents uploaded in the

draft copy of SSR. Discussed the proposed date to submit the SSR in NAAC Portal and concluded to submit the SSR in the last week of December.

Vote of Thanks:

Mr. Suhaib, Assistant Professor, IQAC Joint coordinator extended a vote of thanks to all participants for their valuable contributions to the meeting.

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 K K, HoD, Dept. of Sociology	
10	Dr. Fabitha Ibrahim, HoD, Dept. of English	
11	Mr. Nandakumar C P, HoD, Dept. of Malayalam	
12	Ms. Raheela T V, Office Superintendent	
13	Mr. Salahudheen, Student Representative	



IQAC Coordinator
MTM COLLEGE OF ARTS
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Principal
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