



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

PAZHANJI, VELIYANKODE, MALAPPURAM AFFILIATED TO UNIVERSITY OF CALICUT  
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# IQAC ANNUAL REPORT

## 2019-2020



**MTM College of Arts, Science & Commerce**  
**Pazhanji | Veliyancode | Malappuram | Kerala**  
**Pin: 679579**



*By*  
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**Internal Quality Assurance Cell (IQAC) - Annual Report 2019-2020**

The Internal Quality Assurance Cell (IQAC) of MTM College of Arts and Science College was established on 1st Feb 2019 and has since become an integral part of the institution's framework, dedicated to realizing the goals of quality enhancement and sustenance. The IQAC serves as a guiding force, providing academic and administrative leadership by setting benchmarks for excellence and facilitating the preparation of quality reports at various levels.

**Objectives :**

- Establishing clear benchmarks for academic and administrative activities to ensure high standards and continuous improvement.
- Developing a systematic process for the preparation of quality reports at various levels to assess the effectiveness of initiatives and identify areas for further enhancement.
- Prioritizing student needs and feedback to enhance the overall quality of education and support services.
- Promoting a culture of transparency and accountability in all academic and administrative processes to ensure fairness and excellence.
- Regularly reviewing and updating the quality initiatives based on feedback, best practices, and emerging trends to provide an enriching learning environment for students.



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## STRATEGIES

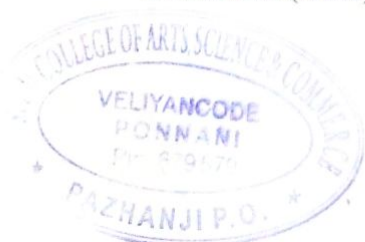
- Ensure that academic, administrative, and financial tasks are performed in a timely, efficient, and progressive manner.
- Offer relevant and high-quality academic and research programs.
- Provide equitable access to academic programs at an affordable cost for all sections of society.
- Optimize and integrate modern teaching and learning methods.
- Maintain the credibility of the assessment and evaluation process.
- Ensure the adequacy, maintenance, and proper allocation of support structures and services.

## FUNCTIONS

- Develop and apply quality benchmarks and parameters for various academic and administrative activities of the institution.
- Facilitate the creation of a learner-centric environment that promotes quality education and enables faculty maturation in adopting relevant knowledge and technology for effective teaching and learning.
- Collect and analyze feedback from all stakeholders on quality-related institutional processes.
- Disseminate information on various quality parameters to all stakeholders.
- Organize workshops, seminars, and promote quality circles on quality-related themes, both within the institution and with other institutions.
- Document various programs and activities aimed at improving quality.
- Serve as the central coordinating agency within the institution for all quality-related activities, including the adoption and dissemination of best practices.
- Develop and maintain an institutional database through Management Information System (MIS) for the purpose of enhancing institutional quality.
- Conduct periodic academic and administrative audits, followed by necessary actions for improvement.
- Prepare and submit the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters set by NAAC.

## BENEFITS

- Ensure clarity and focus on the functioning of the institution, with a primary goal of enhancing quality.
- Promote the internalization of a quality culture throughout the institution.
- Enhance and coordinate various activities within the institution, while institutionalizing effective practices.
- Provide a solid foundation for decision-making aimed at improving institutional functioning.
- Serve as a dynamic system for implementing quality changes in higher education institutions (HEIs).



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- Establish an organized methodology for documentation and internal communication within the institution.

### **IQAC Composition(2019-20):**

1. Mr. Abdul Hameed (Principal, MTM College)
2. Ms. Hawaamma (Secretary, MTM College)
3. Mr. Rajendra Kumar (HoD, Department of English)
4. Mr. Ajeesh VR (HoD, Department of Computer Science)
5. Ms. Maya C (HoD, Department of Commerce and Management Studies)
6. Mr. Asik N P (Students Union Advisor)
7. Raheela (Superintendent, MTM College)
8. Mr. Backershan T (Student Representative)

### **Achievements and Activities**

**1. NAAC Awareness Programme (NAP) :** On February 15, 2020, we organized a one-day workshop on NAAC Awareness Programme (NAP) at the Seminar Hall of MTM College, Veliyancode. The event saw active participation from 26 individuals, including the Principal, Secretary, 20 teaching staff, and 4 non-teaching staff from our college. The Inaugural Session was presided over by Prof. Suresh, Director of IQAC and Coordinator. Prof. Hawwaamma, Secretary of MTM College, extended warm greetings and appreciation to all attendees and welcomed Mr. Limsheer, the NAAC Consultant. The workshop featured technical sessions, followed by an open discussion and interaction segment. Mr. Limsheer provided insights into the Accreditation Framework and details of Institutional Preparation, both before, during, and after the Assessment & Accreditation process.



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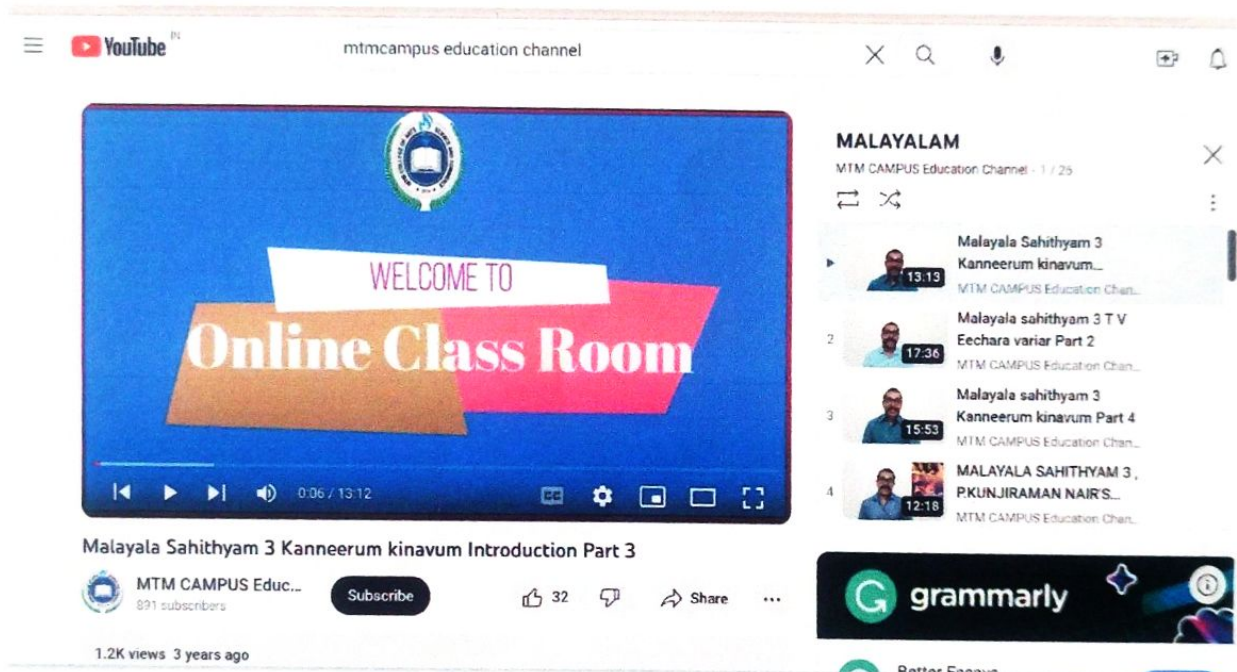
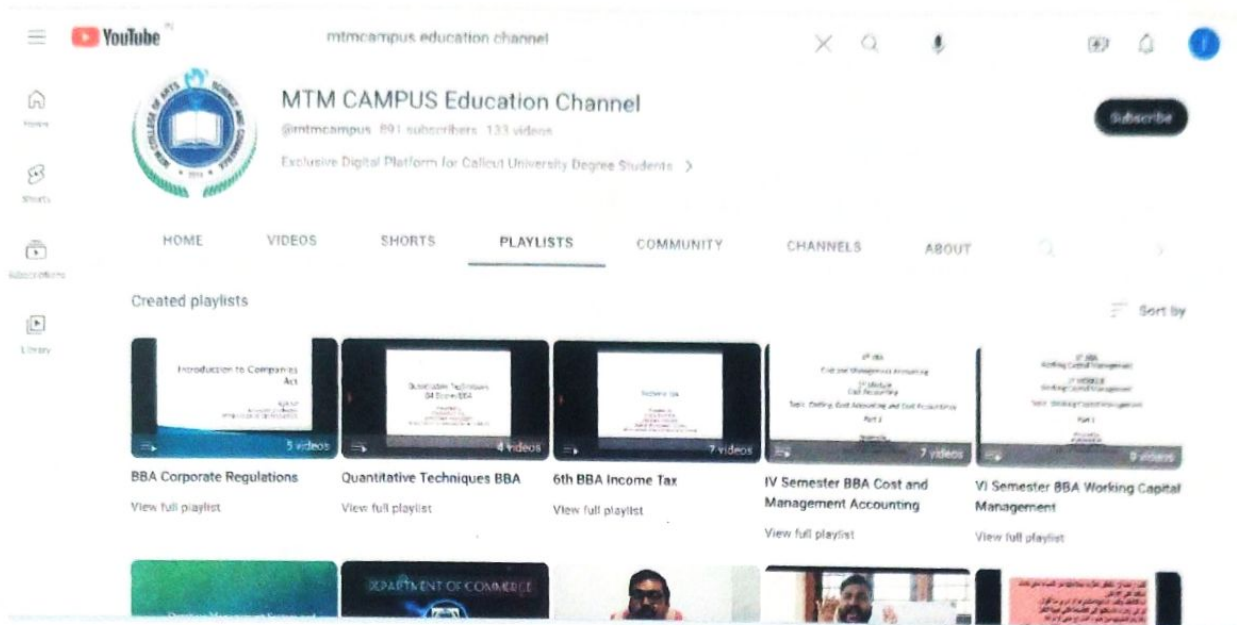
**2. Online Transition :** Due to the COVID-19 pandemic, all activities shifted to an online mode. In response, an official **YouTube Channel** was inaugurated by **Principal Mr. Abdul Hameed** on June 1, 2020. This channel became a platform for providing online classes during the pandemic and is now exclusively used by Calicut University students for quality classes. It is also accessible through the MTM College website. IQAC played a pivotal role in setting quality benchmarks for all video classes uploaded and shared among students.



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**3. Faculty Development Programs (FDPs):** The IQAC encouraged faculty members to actively participate in a maximum number of Faculty Development Programs (FDPs). Several faculties participated in these programs, which contributed to their professional development and enhanced teaching capabilities.



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## Conclusion

The IQAC of MTM College of Arts, Science and Commerce is committed to ensuring quality in all aspects of institutional functioning. The various activities undertaken by the IQAC in the academic year 2019-20 have helped to enhance the quality of academic and administrative performance of the institution.



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

**Principal**  
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A handwritten signature in blue ink, appearing to read "Bijoy".

**IQAC Coordinator**  
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