OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Ref: MAMO/IQAC/2018-19/1 12. JUNE 2018

IQAC MEETING NOTICE

The first meeting of the IQAC for the academic year 2018-19 will be held at 3.30 pm on 13th June 2018. ~~to discuss~~ in the conference hall to discuss following agenda items.

1. Discuss and finalize the action plan on the quality initiatives related to curricular and extra-curricular activities, administrative activities and functioning of the college during the academic year 2018-19.

2. Discuss and finalize the new office bearers for the clubs/forums/committees and cells.

3. Discuss and finalize the review reports on the green initiatives of the college during the academic year 2018-19.
4. Preparatory work of AQAR.
5. Any other items permitted by the chair.

All members of the IQAC are requested to attend the meeting on time.

Notice circulated to:

1. Dr. Aboobacker Mangattuchali, Principal
2. Dr. T.C. Simon, IQAC Coordinator
3. Ms. Beena Cherian, HOD, C.S.
4. Mr. Shafi K.M, Asst. Prof., Physics
5. Mr. Shukoor K.H, HOD, Economics
6. Mr. Shibu C.G., Asst. Prof., Mathematics
7. Ms. Shameeza P., Asst. Prof., Chemistry
8. Mr. Abdullakoya Haji, Member, Management Committee.
9. Dr. Ajmal Muneen M.A, HOD, History
10. Mr. Abdul Razak. P.K., PTA Vice-president
11. Mr. Kunhan Master, Chairman, Mukkam Muncipality
12. Mr. Hasnaul Banna, President, College Alumni
13. Dr. Babu P.K, Principal, MES Mampad College (Autonomous)
14. Mr. Muhammed Fayis A.T, Chairman, College Students Union
15. Academic Committee for information
16. College ~~Comm~~ Council for information
17. Office File.

MINUTES OF THE MEETING OF IQAC HELD AT 3.30 PM ON 13th JUNE 2018.

The meeting ~~stat~~ started on time and the following members of the IQAC were present in the meeting:

1. Dr. Aboobacker Mangattuchali
2. Dr. T.C. Simon
3. Ms. Beena Cherian
4. Mr. Shafi K.M.
5. Mr. Shukoor K.H
6. Mr. Shibu C.G.
7. Ms. Shameera P.
8. Dr. Ajmal Mueen M.A
9. Mr. Abdullakoya Haji

Detailed discussions were held on the agenda items and following decisions were made.

1. Discussed and finalized the action plan on the quality initiatives related to curricular and extra-curricular, administrative activities and functioning of the college during the academic year 2018-19.

2. Discussed and finalized the list of new office bearer of the clubs/forums/committees and cells of the college during the academic year 2018-19.

3. Discussed and finalized the review report of the green initiatives during the academic year of 2018-19.

4. Based on the discussion on the progress of the preparatory works of AQAR, the meeting expressed satisfaction over the progress of the week.

The meeting came to an end at 4.30 pm.

OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Ref: MAMO/IQAC/2018-19/2 . 14 AUGUST 2018

IQAC MEETING NOTICE

The IQAC will have its odd mid-semester meeting at 3.30 pm on 16th August 2018 ~~at~~ in the conference hall.

Agenda items:

1. Review of the co and extra-curricular activities of the departments.

2. Review of the capacity enhancement programmes conducted.

3. Review of the student mentoring and tutorial services, students supports and assistances given.

4. Review of the progress of the admission process.

5. Review of the ~~arrangements~~ of the UG and PG induction cum bridge programmes
6. Preparatory work of AQAR.
7. Any other items permitted by the chair

All the members of the IQAC are requested to attend the meeting on time.

Notice circulated to:

1. Dr. Abbas T.P, Principal
2. Dr. T.C. Simon, IQAC Coordinator
3. Dr. Aboobacker Mangattuchali, Vice principal
4. Ms. Beena Cherian, HOD, C.S.
5. Mr. Shafi K.M; Asst. Prof. Physics
6. Mr. Shukoor K.H, HOD, Economics
7. Mr. Shibu C.G., Asst. Prof., Mathematics
8. Ms. Shameera P., Asst. Prof., Chemistry
9. Dr. Ajmal Mueen M.A, HOD, History
10. Mr. Abdullakoya Haji, Member, Management Committee
11. Mr. Abdul Razak P.K, PTA, Vice president
12. Mr. Kunhan Master, Chairman, Mukkam Muncipality
13. Mr. Hasnaul Banna, President, College Alumni
14. Dr. Babu P.K, Principal, MES Mampad College (Autonomous)
15. Mr. Muhammed Fayis A.T, chairman, College Students Union
16. Academic Committee for information
17. College Council for information
18. Office File

MINUTES OF THE MEETING OF THE IQAC HELD AT 3.30 PM ON 16th AUGUST 2018.

The meeting started on time and the following members were present.

1. Dr. Abbas T.P.
2. Dr. T.C. Simon
3. Dr. Aboobacker Mangattuchali
4. Ms. Beena Cherian
5. Mr. Shafi K.M.
6. Mr. Shukoor K.H.
7. Mr. Shibu G.G.
8. Ms. Shameera P.
9. Dr. Ajmal Mueen M.A

Detailed discussion were held ~~and follo~~ on the agenda items and the following decisions were made.

1. The IQAC has reviewed the co and extra-curricular activities of the departments based on the inputs received from the departments and from the open discussions had in the meeting. The IQAC urged the department to conduct more collaborative programmes with the institutions with which academic and research collaborations are ~~reinf~~ inforce and to enter into more collaborations with other ~~potential~~ potential organizations by signing more MoUs.

2. The IQAC expressed its satisfaction over the capacity enhancement programmes conducted

during the period.

3. IQAC expressed its satisfaction over the mentoring and tutorial services, and student support activities.

4. Based on the inputs received from the admission cell, IQAC expressed its satisfaction over the services extended to potential students of the college by the admission cell.

5. The Coordinator ~~explained~~ appreciated ~~that~~, the all arrangements ~~have been~~ done for ~~completed~~ for the two day induction programme for the first semester UG students, ~~scheduled to be~~ held ~~from~~ on July 9 & 10.
The Coordinator ~~explained~~ suggested that, ~~the~~ in future morning section will be dedicated for the induction part with special session on introducing the facilities of college, ragging and cyber laws, general motivation sessions, library facilities, becoming a committed citizens etc. The afternoon sessions ~~will~~ must be handled by the respective departments for organizing the bridge part of the programme. The induction programmes for the first semester PG students will be held on 23rd August. The departments are given the charge of organizing the programme with the objective of bridging the UG and PG programmes.

6 - The meeting reviewed the progression of AQAR and express its satisfaction.

The meeting came to an end at 4.40 pm.

OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Ref: MAMO/IQAC/2018-19/3 9 NOVEMBER 2018

IQAC MEETING NOTICE

The IQAC will have its odd End-semester meeting at 3.30 pm on 12th November 2018 in the Conference hall.

Agenda items:

1. Review of academic and co-curricular activities of the departments.

2. Review of the activities of the clubs and forums during the odd semester.
3. Review of the progress of AQAR.
4. Any other items permitted by the chair.

All members of the IQAC requestested to attend the meeting on time.

Notice circulated to:

1. Dr. Abbas T.P, principal
2. Dr. T.C. Simon, IQAC coordinator
3. Dr. Aboobacker Mangattuchali, Vice-principal
4. Ms. Beena Cherian, HOD, C.S.
5. Mr. Shafi K.M., Asst. Prof., Physics
6. Mr. Shukoor K.H., HOD, Economics
7. Mr. Shibu C.G., Asst. Prof., Mathematics
8. Ms. Shameera P., Asst. Prof., Chemistry
9. Dr. Ajmal Mueen M.A., HOD, History
10. Mr. Abdullakoya Haji, Member, Management Committee
11. Mr. Abdul Razak P.K., PTA, Vice-president
12. Mr. Kunhan Master, Chairman, Mukkam Municipality
13. Mr. Hasnaul Banna, President, College Alumni
14. Dr. Babu P.K., Principal, MES Mampad College (Autonomous)
15. Mr. Muhammed Fayis A.T., Chairman, College Students Union
16. Academic Committee for information
17. College Council for information
18. Office File

MINUTES OF THE MEETING OF THE IQAC HELD AT 3.30pm ON 12th NOVEMBER 2018

The meeting started at 3.30pm and the following members were present

1. Dr. Abbas T.P.
2. Dr. T.S. Simon
3. Dr. Aboobacker Mangattuchali
4. Ms. Beena Cherian
5. Mr. Shafi K.M.
6. Mr. Shukoor K.H.
7. Ms. Shameera P.
8. Dr. Ajmal Mueen M.A

Detailed discussion were held on agenda items and following decisions were made.

1. Based on the inputs received from the departments and from the open discussions, IQAC reviewed the academic and extra-curricular activities of the departments. IQAC expressed its ~~satif~~ satisfaction over the activities and urged the departments to organize more activities in the coming even semester also.

2. IQAC expressed its satisfaction over the activities conducted by various clubs and forums.

3. The AQAR for the academic year 2017-18 discussed & approved.

The meeting came to an end at 4.00pm.

OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Ref: MAMO/IQAC/2018-19/4 11 JANUARY 2019

IQAC MEETING NOTICE

The IQAC will have its even mid-semester meeting at 3:30 pm on 14th January 2019 in the conference hall.

Agenda items :

1. ~~Status~~ The review of the academic activities.

2. NAAC sponsored national seminar planning

3. Discussion and finalization of AQAR 2017-18
4. Review of the best practices.
5. Any other item permitted by the chair.

All members of the IQAC are requested to attend the meeting on time.

Notice circulated to:

1. Dr. Abbas T.P, Principal
2. Dr. T.C. Simon, IQAC coordinator
3. Dr. Aboobacker Mangattuchali, Vice-percipal
4. Ms. Beena Cherigan, HOD, C.S.
5. Mr. Shafi K.M, Asst. Prof., Physics
6. Mr. Shukoor K.H., HOD, Economics
7. Mr. Shibu C.G, Asst. Prof., Mathematics
8. Ms. Shameera P., Asst. Prof. Chemistry
9. Dr. Ajmal Mueen M.A, HOD, History
10. Mr. Abdullakoya Haji, Member, Management Committee
11. Mr. Abdul Razak, ~~Chairman~~ PTA, Vice president
12. Mr. Kunhan Master, Chairman, Mukkam Municipality
13. Mr. Hasnaul Banna, President, College Alumni
14. Dr. Babu P.K., Principal, MES Mampad College (Autonomous)
15. Mr. Muhammed Fayis A.T., Chairman College Students Union
16. Academic Committee for information
17. College Council for Information
18. Office File.

MINUTES OF THE MEETING OF THE IQAC HELD AT 3.30 PM ON 14th JANUARY 2019

The meeting started at 3.30pm and the following members were present.

1. Dr. Abbas T.P
2. Dr. T.C. Simon
3. Dr. Aboobacker Mangattuchali
4. Ms. Beena Cherian
5. Mr. Shafi K.M.
6. Mr. Shukoor K.H.
7. Mr. Shibu C.G.
8. Dr. Ajmal Mueen M.A.

The detailed discussion were held on the agenda items and following decisions were made.

1. The IQAC has reviewed the academic activities and expressed satisfaction over the activities.

2. The IQAC decided to conduct the NAAC sponsored seminar during the first week of March 2019. An organizing committee is formed as follows:

Patron: VE. Moyimon Haji, Manager
Chairman: Dr. Abbas T.P, Principal
Coordinator (Convener) - Dr. T.C. Simon
Members: All IQAC Members

Broad areas of the seminar: ~~Role of~~
1. Role of accreditation in enhancing quality higher education.

2. Open online learning platforms.
3. Open online teaching and learning tools.
4. Role of research in quality enhancement.

3. The meeting the progress of AQAR and express its satisfaction

4. IQAC decided to continue best practices of the college like
   1. Home for homeless
   2. Taking care of the Chandrettan en family by ~~Palliative~~ Pain and Palliative volunteers.
   3. Miss a meal programme
   ~~3~~.

The meeting came to an end ~~end~~ at 4:30 pm.

OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Ref: MAMO/IQAC/2018-19/5 28 MARCH 2019

IQAC MEETING NOTICE

The IQAC will have its even end-semester meeting at 3.30pm on 29th March 2019 in the conference hall.

Agenda items:

1. Discuss and finalize the action taken report related to academic and non-academic and administrative activities and functioning of the college.

2. Submission of plan of action and budget for the academic year 2019-20 by all the departments.

3. Discuss and finalize the final draft of the college annual report.

4. Discuss and finalize the review of the students support activities.

5. Discuss and finalize the review report on the alumni engagement of the college during the academic year 2018-19.

6. Discuss and finalize the review report of the activities of various clubs and forums of the college.

~~Note~~

7. Preparatory works of the AQAR for the academic year 2018-19.

8. Any other items permitted by the chair.

All members of the IQAC are requested to attend the meeting on time.

Notice circulated to:

1. Dr. Abbas T.P., Principal
2. Dr. T.C. Simon, IQAC Coordinator
3. Dr. Aboobacker Mangattuchali, Vice-principal
4. Ms. Beena Cherian, HOD, C.S.
5. Mr. Shafi K.M., Asst. Prof., Physics
6. Mr. Shukoor K.H, HOD, Economics
7. Mr. Shibu C.G, Asst. Prof., Mathematics
8. Ms. Shameera P, Asst. Prof., Chemistry
9. Dr. Ajmal Mueen M.A, HOD, History
10. Mr. Abdullakoya Haji, Member, Management Committee
11. Mr. Abdul Razak, PTA, Vice president
12. Mr. Kunhan Master, Chairman, Mukkam Municipality
13. Mr. Hasnaul Banna, President College Alumni
14. Dr. Babu P.K., Principal, MES Mampad College (Autonomous)
15. Mr. Muhammed Fayis A.T, Chairman, College Student Union
16. Academic Committee for information
17. College Council for information
18. Office File

MINUTES OF THE MEETING OF THE IQAC HELD AT 3.30 PM, ON 29th MARCH 2019

The meeting started at 3.30 pm and the following members were present.

1. Dr. Abbas T.P.
2. Dr. T.C. Simon
3. Dr. Aboobacker Mangattuchali
4. Ms. Beena Cherian
5. Mr. Shafi K.M.
6. Mr. Shukoor K.H
7. Mr. Shibu G.G
8. Ms. Shameera P.
9. Dr. Ajmal Mueen M.A.

Detailed discussion were held on the agenda items and the following decisions were taken.

1. Discussed and finalized the action taken report on the academic and non-academic and administrative activities and functioning of the academic year 2018-19 for the submission to the college council.

~~2. Discussed and finalized~~

2. The IQAC urged the departments to submit the plan of action and budget of the coming academic year 2019-20.

3. Discussed and finalized the final draft of the college annual report jointly prepared with the academic committee, for submission to the College Council.

4. Discussed and finalized the review report on the student support activities and IQAC expressed its satisfaction over the student support activities extended to the students during the academic year.

5. Discussed and finalized the review report on alumni engagement and IQAC expressed its satisfaction.

6. Discussed and finalized the overall activities of the clubs and forums and IQAC suggest the coordinators of clubs and forums to arrange more quality programmes under each cells.

7. Based on the discussion on the progress of the preparatory weeks of AQAR, the meeting expressed the satisfaction over the progress of work.

The meeting came to an end at 4.45 pm.

OFFICE OF THE IQAC

Action Taken Report on Improving the Efficiency and Effectiveness of the Academic Activities during the Academic year 2018-2019.

ACTION TAKEN REPORT

ON

Improving Efficiency And Effectiveness of the Academic Activities During the Academic year 2018-2019.

Submitted to

College Council

Submitted jointly by

INTERNAL QUALITY ASSURANCE CELL

AND ACADEMIC COMITTIEE

MARCH 2019

ACTION PLAN

Approved By the College Council meeting Held on 1 March 2018.

1. Organize the Induction-cum-Bridge Programme for UG and PG freshers

2. Discuss and finalize the review reports on the green initiatives of the College during the Academic year.

3. Motivate and facilitate the Departments to offer more Vocational and Skill Oriented Certificate programmes.

4. Review the activities of Clubs and forums during the Current year

5. Motivate and facilitate the departments to send more Students outside the Campus for undertaking the course projects, Internship and field works.

6. Motivate and facilitate the Departments for Strengthening the tutorial and Mentoring Support Services of the Departments.

7. Discuss and finalize the review of Students Support activites.

8. Organize faculty Development Programme on Research methodology to help the young teachers who have just enrolled for their research degree and to motivate more teachers to enrol for their Research degrees.

9. Facilitate the addition of more books and e-resources to the College library

10. Facilitate and Support the Students to apply for and grab all the eligible Scholarship and freeships.

11. Facilitate and Support the Departments and cells to organise more orientation programmes on opportunities for higher studies.

Dr. Ajmal Mueen M.A.
IQAC Coordinator
MAMO College, Mukkam
ajmalkdr@gmail.com

Muhammed Abdurahiman Memorial Orphanage College
P.O. Manassery
Mukkam
Pin - 673602

PRINCIPAL
Muhammed Abdurahiman Memorial
Orphanage College
MANASSERY, MUKKAM

ACTION TAKEN REPORT

1. BRIDGE PROGRAMME

As per the Action Plan the IQAC, in collaboration with Academic Committee, has organized a week long induction-cum-bridge programme for UG freshers and a two-day bridge programme for PG Students. Bridge programme can vary depending on students population served. It offered upper level students, soon to be entering their first year of the college. Such programmes induce the students to act in a specific manner as they are in new situation. The students were given general introductory session about the college rules, regulations, policies, curricular and non-curricular activities.

2. GREEN INITIATIVENESS IN COLLEGE

The IQAC and Academic Committee discussed and finalized the review reports on green initiatives during the academic year 2018-19. As part of the green initative in the campus, the college always tries to reduce the waste through reuse, reduce and recycling which ensure the cleanliness and eco-balance in the campus.

3. CERTIFICATE COURSES

With the initiative of the IQAC and Academic Committee, the teaching departments have offered 27 vocational and skill-oriented programmes for the students during the academic year 2018-19. 1165 students benefitted and have completed the certificate programmes during the year.

4. ACTIVITIES OF CLUBS AND FORUMS

During the current academic year, the IQAC has given all possible directions and support to facilitate the Clubs and forums for organizing innovative and useful co- and extra - curricular programmes for improving the students engagements and participations.

5. EXTERNAL PROJECTS, INTERNSHIP AND FIELD WORKS.

With the initative of the IQAC, during the Academic year 2018-2019, many Students have undertaken their course project, Internship and field works from outside the College, which is relatively higher than the previous academic year.

6. TUTORING AND MENTOR SUPPORT.

The IQAC monitored the tutorial and mentoring activities of the departments for the Academic year 2018-2019 and found that the well Structured, well - established, well planned and well documented tutorial and mentoring System went Smoothly during the current academic year. This year also, the students were divided in to ~~to~~ different groups and each groups was under the tutorship of a faculty member. It direct and clearly defines the work to support the Students acquirement of Spectre academic Skill. The tutor and mentor maintained a detailed record of Students about their Performance.

7. STUDENTS SUPPORT ACTIVITIES

With the joint effort by the IQAC and the College Students union, the college has generously supported the Students for participation in the University Zonal Arts fest and sports events. with these joint efforts, the college has succeeded in significantly improving the position in the University Arts and sports events. The IQAC has facilitated and supported the Departments to organise more orientation programmes on higher Studies and research opportunities for Students. The IQAC has also supported the Students to pursue their higher education at overseas.

8. FACULTY DEVELOPMENT PROGRAMME

The IQAC has organised a number of faculty Development programme on capacity Building during the Academic year 2018-19. During the current academic year too. IQAC has extended the support and training to the faculties to facilitate the use ICT enabled teaching. It improving the quality and effectiveness of the curricular activities. As part of the training various mobile Applications other ICT tool and resource and online learning platforms were introduced to faculty.

9. ADDITION OF MORE BOOKS AND E-RESOURCES TO THE LIBRARY

With the switch ~~on~~ to an ICT integrated teaching - learning - process, the IQAC has taken specific and special interest and efforts in making the library resources available to the students 24x7. With the support of the IQAC Ms. Jeshina M. Librarian, has taken initative to automate the college library.

10. SUPPORT FOR SCHOLARSHIP AND FREESHIPS

The IQAC has given all directions, guidance and support to the Scholarship cell of the college coordinated by Ms. Nicy Joseph. Assistant Professor, Department of English and Mr. Farees D. Assistant Professor Department of Chemistry, for extending the Scholarship and free-ship guidance and support to students.

11. SUPPORT FOR STUDENT PROGRESSION

The IQAC has facilitated and supported the Department and cells to organise more orientation programme on higher studies and research opportunities. The IQAC has also supported the students to pursue their higher education at overseas.

Dr. Ajmal Mueen M.A.
IQAC Coordinator
MAMO College Mukkam
ajmalkdr@gmail.com

Muhammed Abdurahiman Memorial Orphanage College
P.O. Mavoorey
Mukkam
Pin - 673602

PRINCIPAL
Muhammed Abdurahiman Memorial
Orphanage College
MAVOOR, MUKKAM