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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Ref : MAMO/IQAC/2019-20/1

6 June 2019

IQAC MEETING NOTICE

The First meeting of the IQAC of the Academic 2019-20 will be held at 3.30pm on 7th June 2019 in the Conference Room.

Agenda Items:-

1. Discuss and finalize the action plan on the quality initiatives and sustenance activities related to curricular, co and extra curricular and administrative activities and functioning of the college during the academic year 2019-20 for submission to the College Council.
2. Discuss and finalize the list of new office bearers of the clubs/Forums/committees/cells of the college during the Academic year 2019-20, for submission to the College Council.
3. Discuss and finalize the action plan and Annual Budget of Various Departments during the Academic year 2019-20
4. Discuss and Finalize the Induction programmes cum Bridge Course for the first year UG and PG students
5. Preparatory works of AQAR for the Academic year 2018-19
6. Any other items permitted by the chair.

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

Notice Circulated to :

1. Dr. Abbas T.P, Principal. ✓
2. Dr. Ajmal Mueen M.A, IQAC coordinator ✓
3. ~~Hanna~~ Thasneem, HOD, English ✓
4. Mr. Shafi K.M, Asst. Professor, Physics. ✓
5. Ms. Beena Cherian, HOD, C.S ✓
6. Dr. Aboobacker Mangattuchalif, Vice Principal. ✓
7. Mr. Shukoor K.H, HOD, Economics ✓
8. Mr. Shiby C.G, ~~Asst.~~ Professor, Mathematics ✓
9. Ms. Shameera P, Asst. Professor, Chemistry. ✓
10. Mr. Kunhammed Kutty M.K, Office Superintendent
11. Mr. Abdulla Koya Haji, Member, Management committee
12. Mr. Abdul Razak, PTA, Vice President - PTA
13. Mr. Kunhan Master, Chairman, Mukkam Municipality
14. Mr. Hasamul Banna, President College Alumini.
15. Dr. Babu P.K, Principal, MES Mampad College (Autonomous)
16. Mukthar Muhsin C.V, chairman, College Students Union
17. Academic committee for information.
18. College council for information.
19. Office file.

MINUTES OF THE MEETING OF THE IQAC HELD AT
3.30 PM ON 7TH JUNE 2019

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

1. Dr. Abbas. T. P. ✓
2. Dr. Ajmal Mueen. M. A. ✓
3. Ms. Hanna Thasneem. ✓
4. Mr. Shafi. K. M. ✓
5. Ms. Beena Cherian. ✓
6. Dr. Aboobacker Mangattychali. ✓
7. Mr. Shukoov K. H. ✓
8. Mr. Shibu. C. G. ✓
9. Mr. Shameera. P. ✓
10. Mr. Kunhammed Kutty. ✓

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

- (1) Discussed and finalized action plan on the quality initiative and sustenance activities related to curriculum, co- and extra curricular and the administrative activities and functioning of the college during the academic year 2019-20.
- (2) Discussed and finalized the list of new office bearers of the clubs/forums/committees/cells of the college during the academic years 2019-20, for submission to the college council.
- (3) Discussed and finalized the action plan and annual Budget submitted by the different department during the Academic year 2019-20

(4) The coordinator explained that all the arrangements have been completed for the two-day induction program for the first Semester UG-Students scheduled to be held ~~from~~^{on} July-10 to 11 and 11. The morning session will be dedicated for the induction part with special sessions on introducing the facilities of the college, introducing the ICT enabled Teaching & Learning, ragging and cyber laws, general motivation sessions, library facilities etc. The afternoon sessions must be handled by the respective departments for organizing the bridge part of the program.

(5) The meeting reviewed the progress of the preparation of the AQAR. The coordinator explained that work in progress and need some more data from the department and requested for early submission of the required data from the department.

The meeting came to an end at 4.30 Pm.

OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: MAMO/IQAC/2019-20/2

21 August 2019






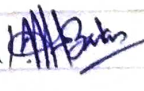
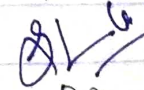
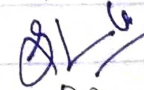


IQAC MEETING NOTICE

The odd Mid Semester meeting of the IQAC will be conducted at 3.30 PM on 22 August 2019 in the Conference room, to discuss the following agenda items.

- (1) Review of the curricular and extra curricular activities of the departments.
- (2) Review of the Students mentoring and tutorial services.
- (3) Review of the Capacity enhancement programs
- (4) 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. Ajmal Mueen, M.A, IQAC coordinator 
3. Ms. Hanna Thasneem, HOD, English 
4. Mr. Shafi K.M, Asst. Professor, Physics 
5. Ms. Beena Cherian, HOD, CS. 
6. Dr. Aboobacker Mangattuchali, Vice Principal 
7. Mr. Shukoor K.H, HOD, Economics. 
8. Mr. Shibu C.G, Asst. Professor, Mathematics. 
9. Ms. Shameera P, Asst. Professor, Chemistry 
10. Mr. Kunhammed Kutty M.k, Office Superintendent. 

11. Mr. Abdulla Koya Haji, Member, Management Committee.
12. Mr. Abdul Razak, P.T.A, Vice President, P.T.A.
13. Mr. Kunhan Master, Chairman, Mukkam Municipality.
14. Mr. Hasanul Banna, President College Alumni.
15. Dr. Babu P.K, Principal, M.E.s Mampad College, (Autonomous)
16. Mukhtar Muhsin C.V, Chairman, College Student Union.
17. Academic Committee for information.
18. College council for information.
19. Office file.

MINUTES OF THE MEETING OF THE IQAC HELD
AT 3:30 PM ON 22 AUGUST 2019

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

1. Dr. Abbas. T. P
2. Dr. Ajmal Mueen. M. A.
3. Ms. Hanna Thasneen
4. Mr. Shafi. K. M
5. Ms. Beena Cherian.
6. Dr. Aboobacker Mangattuchali
7. Mr. Shukoor. K. H.
8. Mr. Shibu. C. G.
9. Ms. Shameera. P
10. Mr. Kunhammed Kutty.
11. Mr. Mukthay Muhsin. C. V.

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

- (1) IQAC has reviewed curricular and extra curricular activities of the department based on the input received from the department and from the open discussions had in the meeting. The data shows that the department has started organizing more curricular and extra curricular activities.
- (2) Based on the inputs received from the departments IQAC expressed its satisfaction over mentoring and tutorial services extended to the students, slow and advanced learners in particular by the departments.

(3) Based on the inputs received from the department IQAC expressed its satisfaction over the capacity enhancement programs conducted during the period.

(A) The session came to an end at 15 PM

OFFICE OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref : MIAMO/IQAC/2019-20/3

12th November 2019






IQAC MEETING NOTICE

The IQAC will have its odd end Semester meeting at 3.30 Pm on 15th November 2019 in the conference room to discuss the following Agenda items.

- 1) Review of the co-and extra curricular activities of the departments during the odd semester
- 2) Review of the Student support and assistances given during the Semester.
- 3) Review of the activities of the club/forums/cells and committees during the odd semester.
- 4) Review of the progress of the Preparation of AQAR.
- 5) Any other items permitted by the Chair

All members are Requested to make it convenient to attend the meeting on time.

Notice Circulated to;

1. Dr. Abbas T.P, Principal. 
2. Dr. Ajmal Mueen, M.A, IQAC Coordinator
3. Ms. Hanna Thasneem, HOD, English 
4. Mr. Shafi K.M., Assistant Professor Physics 
5. Ms. Beena Cherian, HOD, E.S 
6. Dr. Aboobaker Mangatuchali, Vice principal 

7. Mr. Shukoor K.H, HOD Economics 3/1/14
8. Mr. Shibu C.U, Assistant Professor Mathematics
9. Ms. Shameer P Assistant Professor Chemistry
10. Mr. Kunhammed Kutty M.K, Office Superintendent
11. Mr. Abdulakoya Haji, member Management Committee
12. Mr. Abdul Razak P.K, P.T.A Vice president
13. Mr. Kunjan Master, Chairman Muldaam municipality
14. Mr. Hasnau Benna, president College Alumni
15. Dr. Babu P.K, Principal MES Mampal College (Autonomous)
16. Mukthar Muhsin C.V, Chair man College Student Union
17. Academic Committee for Information
18. College Council for Information
19. Office file.

MINUTES OF THE MEETING OF THE IQAC HELD
AT 3.30 P.M. ON 15th NOVEMBER 2019

The meeting started on time and following members were present.

1. Dr. Abbas T.P ✓
2. Dr. Ajmal Mueen M.A ✓
3. Ms. Hanna Thasneem ✓
4. Mr. Shati K.M ✓
5. Ms. Beena chesrian ✓
6. Dr. Aboobacker mangathuchali ✓
7. Mr. Shukoor . K.H ✓
8. Ms. Shameer a.P ✓
9. Mr. Kunhammed Kutty ✓
10. Mr. Mukthar Muhsin C.V ✓

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

1. The IQAC has Reviewed the co and extracurricular activities of the departments based on the input received and from the discussion had in the meeting. The IQAC express the Satisfaction and urged the department to keep the momentum in organising more and more activities in the coming semester also.
2. Based on the inputs received from the heads of the departments, The IQAC Reviewed the Student Support activities. IQAC express the Satisfaction over the Student Support, assistance and Guidance extended by the departments to help the students.

3. The IQAC Express the Satisfaction over the activities conducted by various Clubs / forums / Cells and Committees of the College during the odd semester.
4. The meeting Reviewed the progress of the Preparation of the AQAR the coordinator explained that the work of AQAR has been almost completed and will be ready for completion
5. The meeting came to and end at 2.20 p.m

OFFICE OF INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Ref: MAMO/IQAC/2019-20/4

20 JANUARY 2020

IQAC MEETING NOTICE










The IQAC will have its ~~end~~ even mid Semester meeting at 3.30 P.m on 24th January 2020 at the Conference room.

Agenda items:

1. Review of the progress of the AQAR
2. Review of the Academic and non-Academic activities
3. Review of Student mentoring and Tutorial Services.
4. 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. Ajmal Mueen M.A., IQAC coordinator 
3. Ms. Hanna Thasneem, HOD, English 
4. Mr. Shafi K.M, Assistant professor Physics 
5. Ms. Beena Cherian, HOD, C.S 
6. Dr. Abodzakker Mangattuchali, vice principal 
7. Mr. Shukoor K.H, HOD Economics 
8. Mr. Shibu C.N, Assistant professor Mathematics 
9. Ms. Shameera P, Assistant professor Chemistry 

10. Mr. Kunhammed Kuttu M.K,
Office Superintendent
11. Mr. Abdula Koya Haji, member
management committee
12. Mr. Abdul Razak P.K
P.T.A Vice president
13. Mr. Kunjan Master, Chairman
Mullam Municipality
14. Mr. Hasnau Benna, President
College Alumni
15. Dr. Babu P.K, Principal
MES Mampad College (Autonomous)
16. Muhtar muhasin C.V, Chairman
College Student Union
17. Academic committee for information
18. College Council for information
19. Office file.

MINUTES OF THE MEETING OF THE IQAC HELD
AT 3.30 P.M ON 24th JANUARY 2020

The meeting started on-time the following members of the IQAC were present in the meeting.

1. Dr. Abbas T.P, Principal ✓
2. Dr. Ajmal muneen M.A. IQAC coordinator ✓
3. Ms. Hanna Thasneem HOD, English ✓
4. Mr. Shafi K.M Assistant Professor Physics ✓
5. Ms. Beena Cheriyan HOD C.S ✓
6. Dr. Aboobaker Mangathuchadi vice Principal ✓
7. Mr. Shukoor K.H HOD Economics ✓
8. Mr. Shibu C.V Assistant Professor
Mathematics ✓
9. Ms. Shameera P Assistant Professor
Chemistry ✓

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

1. The meeting reviewed the progress of the preparation of AQAR. The coordinator explained that the work of the AQAR for the academic year 2018-19 has been completed and ready for upload.
2. IQAC has reviewed the Academic and non-Academic activities of the departments based on the input received from the departments and express the satisfaction.
3. Based on the input received and from the open discussion held in the meeting,

IQAC, expressed the Satisfaction over the mentoring and tutorial services extended to the Students, particularly for slow and advanced Students learners.

The meeting came to an end at 4.30 P.M.

OFFICE OF THE IQAC

Action taken report on improving the efficiency and effectiveness of the academic activities during the academic year 2019-20.

ACTION TAKEN REPORT

ON

Improving Efficiency and Effectiveness of the Academic Activities During the Academic Year 2019-20.


Submitted To,

COLLEGE COUNCIL

Submitted by,

IQAC and ACADEMIC COMMITTEE

MARCH - 2020



ACTION PLAN

[Approved by the College Council in its meeting held on 21 March 2019]

1) Organise the Induction-cum-Bridge Programme for UG and PG Freshers.

2) Prepare a summary report on the feedback on curriculum obtained from students, Parents employees and peer teachers.

3) Encourage and facilitate the Departments to offer more vocational and skill-oriented certificate programmes.

4) Motivate and facilitate the departments to send more students outside the campus for undertaking the course projects, internship and field works.

5) Strengthen the Tutorial and Mentoring Support Services of the Departments.

6) Encourage the faculty members to publish their research works in the form research articles in journals/conferences Proceedings.

7) Motivate and facilitate the departments to enter in to more MoUs and Collaboration for mutually benefiting both institutions.

8) Facilitate the clubs and forums for

Organising more programmes involving student engagements and participations.

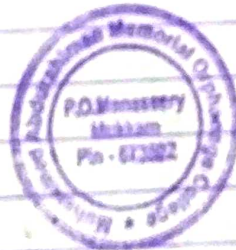
9) Add more books and e-resources to the College Library

10) Facilitate and support the Department, Career Guidance Cell and Placement Cell to organise placement drives/career orientation programmes and orientation programmes on opportunities for higher studies for the benefit of the students.

11) - Preparation of AAAR.

Dr. Ajmal Mueen M.A.

Dr. Ajmal Mueen M.A.
IQAC Coordinator
MAMO College, Makkam
ajmal.dr@gmail.com



PRINCIPAL
Muhammed Abdurahman Memorial
Orphanage College
MANASSERY, MUKKAM

ACTION TAKEN REPORT

1- INDUCTION CUM BRIDGE PROGRAMME.

As per the action plan the ICAC in collaboration with academic Committee has organised a week long (5 days) Induction-cum-Bridge Programme for UG Freshers in the second week of July and two-day bridge Programme for PGR students in the month of August. The Induction part of the programme for the undergraduate students was organised by the ICAC. The students were given general introductory session on the Higher Educational system, its function and roles. As part of the Induction Programme, specific sessions by experts were also given on Rules, Regulation and facilities of the College, Platform for co- and extra curricular and skill development activities, Legal awareness on ragging, Gender and justice, cyberstans etc.

2- Report of Feedback on Curriculum:-

Based on the Feedback collected on Curriculum from various stakeholders like students, alumni, parents, employers, Peer teachers from within and outside the University, the ICAC has prepared a programme-wise summary report on the recommendations and concerns expressed by the stakeholders.

3- Certificate Programmes:-

With the initiation of the ICAC and Academic Committee, the Teaching Departments has offered 34

Vocational and skill oriented programmes for the students during the academic year 2019-20. 1368 Students benefited and have completed the Certificate programme during the year.

4. External Projects, Internship And field works.

During the academic year 2019-20 461 Students have undertaken this course project, internship and field works outside the college ~~the~~ which is relatively higher than the previous academic year.

5. Tutorial and Mentoring Systems,

The IQAC monitored the tutorial and mentoring activities of the departments for the Academic year 2019-20 and found that the tutorial and mentoring systems went smoothly during the current academic year under the overall supervision of Dr. Mini Head Department of Mathematics and Mr. Jais Head Department of English. This year also, the students were divided into different groups and each group was under the tutorage of a faculty member. The tutors maintain detailed record of their wards, including his/her academic and non-academic status. The tutorial hours provide an opportunity to the students to discuss their problems, personal and general, with their tutors.

6. Publications by faculty

During the current academic year 2019-20 also, the IQAC has extended all possible support for the faculty to motivate and facilitate the faculty members to publish their research work in the forms research articles in Journals, conferences proceedings. As a result, the college has a total publication of 6 research papers in refereed journals as well as book chapters and 3 publications in conference proceedings.

7. MOUs AND COLLABORATIONS

As an effort to extend the scope of the curricular, co- and extra-curricular activities of the college, the IQAC has taken special initiative and supports for the departments to enter in to MOUs and collaborations with other academic, non academic, business, social, governmental and non-governmental institutions and organization. As a result, various departments have signed 4 MOUs and 3 collaborations this academic year 2019-20. The students have benefited from these MOUs and collaborations as the departments jointly organized programmes and activities in collaboration with institutions/organization with MOU and collaborations are in force.

8. SUPPORT TO CLUBS AND FORUMS

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

for improving the Student engagement and participation.

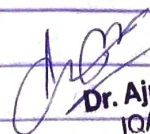
9. Addition of More Books and e-resources to the Library.

With the switch to an ICT integrated teaching-learning process, the IQAC has taken specific and special interest and effort in making the library resources available to the students 24x7. The library has also started an e-resource portal with all curriculum related e-resource including previous question papers.


10. Career Guidance, Placement and Higher Studies Support.

The IQAC, through the Career Guidance and Placement cell of the college facilitated and supported the departments to organize Placement drives / Career orientation programmes for the benefit of the students. The IQAC has also supported to the students to pursue their higher education at overseas.

11. IQAC has given direction and support to various departments to collect data for the preparation of AQAR for the Academic year 2019-20.


Dr. Ajmal Mueen M.A.
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