

# MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

[Govt. Aided & Affiliated to University of Calicut. Re-Accredited by NAAC with A Grade]



## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: MAMO/IQAC/2020-21/1

1 June 2020

### INTERNAL QUALITY ASSURANCE CELL MEETING NOTICE

The IQAC will sit in session at 3.30 p.m on 2<sup>nd</sup> June 2020, at College Conference Room, to discuss the following Agenda Items:

1. Prepare the Revised Action Plan for implementation of the curricular, co- and extracurricular and administrative activities and functioning of the College in view of the likely extensions of the COVID-19 imposed lockdown.
1. Discussion on the proposal on organizing capability enhancement sessions to faculty on ICT Integration into Teaching, Learning and Assessment activities.
2. Discussion on the need for procuring the paid versions of the online teaching-learning platforms.
3. Any other items permitted by the Chair.

All members of the IQAC are requested to make it convenient to attend the session on time. The meeting will be held by observing the COVID-19 Protocol issued by the Government.



**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
ORPHANAGE COLLEGE  
P.O. MANASSERY, MUKKAM - 673602

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Manassery, Mukkam Post,  
Kozhikode, Kerala, India, 673 602.  
email: mamocollege@gmail.com



Office: 0495-2297319  
Principal: 0495-2295121



www.mamocollege.org

# MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

### COPY TO:

Copy of the meeting notice have been served to the members of the IQAC over their personal mail:

1. Dr. Abbas T. P, Principal, email: **drtpabbas@gmail.com**
2. Dr. Ajmal Mueen M. A, Head, Department of History, email: **ajmalkdr@gmail.com**
3. Ms. Hanna Thasneem S., Head, Department of English, email: **hannathasneem906@gmail.com**
4. Dr. Aboobacker Mangattuchali, Vice Principal and Head, Department of Arabic, email: **sidheequivr@gmail.com**
5. Ms. Beena Cherian, Head, Department of Computer Science, email: **beenacheri@gmail.com**
6. Mr. Shukoor K. H, Head, Department of Economics, email: **shukooravilora@gmail.com**
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics, email: **shafikmaroor@gmail.com**
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics, email: **shibumamo@gmail.com**
9. Ms. Shameera P, Assistant Professor, Department of Chemistry, email: **shemypunnoli@gmail.com**



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**COORDINATOR  
IQAC**

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P.O. MANASSERY, MUKKAM - 673602



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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

10. Mr. Basheer Thattanchery, Office Superintendent, email:  
**basheerthatancheri@gmail.com**
11. Mr. Abdullakoya Haji, Member, Management Committee
12. Mr. Abdul Razak. P. K, PTA Vice President
13. Mr. Kunhan Master, Chairman, Mukkam Municipality.
14. Mr. Hasnaul Banna, President, College Alumni
15. Dr. Nazeer, Principal, Farook College (Autonomous
16. Academic Committee for information
17. College Council for information
18. Office File



  
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**IQAC**

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**COORDINATOR**  
**IQAC**

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P.O. MANASSERY, MUKKAM - 673602





**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE MEETING OF THE IQAC HELD  
AT 3.30 PM ON 2<sup>nd</sup> JUNE 2020**

The meeting started on time at 3.30 pm by following the COVID-19 pandemic protocol. The following members of the IQAC were present in the meeting:

1. Dr. Abbas T. P, Principal
2. Dr. Ajmal Mueen M. A, Coordinator, IQAC.
3. Ms. Hanna Thasneem S., Asst. Coordinator, IQAC.
4. Dr. Aboobacker Mangattuchali, Vice Principal.
5. Ms. Beena Cherian, Head, Department of Computer Science
6. Mr. Shukoor K. H, Head, Department of Economics
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics.
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics.
9. Ms. Shameera P, Assistant Professor, Department of Chemistry.
10. Mr. Basheer Thattanchery, Office Superintendent



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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

1. Discussed and finalized the revised action plan for implementation of the curricular, co- and extracurricular and administrative activities and functioning of the College in view of the likely extensions of the COVID-19 imposed lockdown. The Revised Action Plan prepared and is to be placed before the College Council for ratification.
2. Discussed and decided that a series of capability enhancement sessions to faculty on ICT Integration into Teaching, Learning and Assessment activities be conducted utilizing the expertise of the faculty who are well-versed in integrating the ICT tools and services into teaching, learning and assessment activities.
3. After detailed discussion on the proposal of procuring a paid version of the online teaching-learning-assessment platforms, the meeting entrusted Mr. Thrivikraman, Asst. Professor, Department of Chemistry and the Coordinator of the College SWAYAM-NPTEL Chapter to explore the possibilities of getting the free G-Suite license that is applicable for the institutions with minority status.
4. The meeting also urged the faculty to use the MAMOC-MOODLE online learning platform and it entrusted Ms. Beena Cherian Head, Department of Computer Science, with the task of providing additional capability enhancement training for faculty in Moodle platform.

The session came to an end at 4.30 pm.



A handwritten signature in black ink, likely belonging to the Coordinator of the IQAC.

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IQAC**

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**ANNEXURE 3**

Ref: MAMO/IQAC/2020-21/1/AP-1

1 June 2020

**REVISED ACTION PLAN**

**FOR**

**CURRICULAR, CO-CURRICULAR & EXTRA-  
CURRICULAR AND ADMINISTRATIVE ACTIVITIES  
DURING THE ACADEMIC YEAR 2020-21**

1. In view of the likely extension of the COVID-19 lockdown Academic Activities of UG and PG classes must be conducted online as per the schedule prepared by the Academic Committee.
2. Departments must organize at least one programme each (online or offline) on crosscutting issues like Professional Ethics, Gender, Human Values, Environment and Sustainability.
3. Departments must organize at least one or two extension programme (online or offline) in the select divisions of Mukkam Municipality adopted by the College.
4. Departments must organize at least one or two extension programme (online or offline) for the betterment/empowerment of the differently abled in the select divisions of Mukkam Municipality adopted by the College.



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5. Co-curricular programmes like seminars, invited talks, competitions, presentations, etc., must be conducted in online mode and must be recorded and uploaded in online platforms for reuse by students
6. Curricular activities must be continued in online mode. As far as possible, recorded classes must be given so that the students can reuse the lessons and the students having connectivity problems can also access the contents on a later time. All online live classes must be recorded so that so that the students can reuse them.
7. Final year students must be given proper assistance and support to apply for online internships and course project by exploiting the online opportunities available.
8. The usual mentoring and tutorial sessions must be continued in online mode.
9. Faculty must exploit all the online opportunities to join online capability enhancement activities/programmes at offer by premier institutions, within and outside the country.
10. Students must be given all possible kind of supports, assistances and guidance to register for host of online curricular, co- and extra-curricular activities at offer by various institutions.



A handwritten signature in black ink, likely of the Coordinator IQAC, is positioned above the official title.

**COORDINATOR  
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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

11. Students must be given all possible kind of supports, assistances and guidance to help enroll them in a host of free skill-oriented courses at offer online by premier institutions, within and outside the country.

A handwritten signature in black ink, likely of the Coordinator, is placed above the printed name.

**COORDINATOR**  
**IQAC** Coordinator

MUHAMMED ABDURAHIMAN MEMORIAL  
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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: MAMO/IQAC/2020-21/2

24 Aug 2020

### INTERNAL QUALITY ASSURANCE CELL MEETING NOTICE

The IQAC will have its Odd Mid-Semester Sitting in online at 3.30 p.m on 26<sup>th</sup> August 2020, using Google Meet, to discuss the following Agenda Items:

1. Review of the co- and extra-curricular activities of the Department.
2. Review of the Capacity Enhancement programmes conducted.
3. Review of the student mentoring and tutorial services of the Departments
4. Review of the student support and assistances given.
5. Reviewing the progress of admission process.
6. Review of the Progress of the preparation of AQAR
7. Review of the Progress of the SSR Related Works
8. Any other items permitted by the Chair.

All members of the IQAC are requested to make it convenient to attend the online session on time.



A handwritten signature in black ink, likely belonging to the Coordinator of the IQAC.

**COORDINATOR  
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Page 1



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3. Ms. Hanna Thasneem S., Head, Department of English, email: **hannathasneem906@gmail.com**
4. Dr. Aboobacker Mangattuchali, Vice Principal and Head, Department of Arabic, email: **sidheequivr@gmail.com**
5. Ms. Beena Cherian, Head, Department of Computer Science, email: **beenacheri@gmail.com**
6. Mr. Shukoor K. H, Head, Department of Economics, email: **shukooravilora@gmail.com**
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics, email: **shafikmaroor@gmail.com**
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics, email: **shibumamo@gmail.com**
9. Ms. Shameera P, Assistant Professor, Department of Chemistry, email: **shemypunnoli@gmail.com**

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12. Mr. Abdul Razak. P. K, PTA Vice President
13. Mr. Kunhan Master, Chairman, Mukkam Municipality.
14. Mr. Hasnaul Banna, President, College Alumni
15. Dr. Nazeer, Principal, Farook College (Autonomous), Feroke
16. Academic Committee for information
17. College Council for information
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**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE MEETING OF THE COLLEGE  
COUNCIL HELD AT 3.30 PM ON 26 AUG 2020**

The meeting started online on time at 3.30 pm and the following members of the IQAC were present in the meeting:

1. Dr. Abbas T. P, Principal
2. Dr. Ajmal Mueen M. A, Coordinator, IQAC.
3. Ms. Hanna Thasneem S., Asst. Coordinator, IQAC.
4. Dr. Aboobacker Mangattuchali, Vice Principal.
5. Ms. Beena Cherian, Head, Department of Computer Science
6. Mr. Shukoor K. H, Head, Department of Economics
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics.
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics.
9. Ms. Shameera P, Assistant Professor, Department of Chemistry.
10. Mr. Basheer Thattanchery, Office Superintendent

*(Handwritten signatures of the members listed above)*

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



*(Handwritten signature of the Coordinator)*

**COORDINATOR  
IQAC**

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ORPHANAGE COLLEGE  
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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. The IQAC has reviewed the co- and extra-curricular activities of the Departments based on the input received it from the departments and from the open discussions had in the meeting. The data shows that, with the initial lag, the Departments have started organizing more co- and extra-curricular activities. The IQAC urged the Department to organize more online co- and extra-curricular programmes and activities involving student participation and involvements, as it is relatively less expensive and is relatively easy to get resource persons for online activity. The IQAC urged the department to conduct more online collaborative programmes with the institution with which academic and research collaborations are in force and to enter into more collaborations with other potential organizations by signing more MoUs.
1. Based on the inputs received by it from the Departments and from the open discussion held in the meeting, the IQAC expressed its satisfaction over the mentoring and tutorial services extended to the students, slow and advanced learners in particular, by the Departments. The IQAC, however, urged the Departments to organize more tutorial and mentoring activities, by fully exploiting the potentials of the online teaching-learning-assessment and support tools and services.
2. Based on the inputs received by it from the Departments and from the open discussion held in the meeting, the IQAC expressed its satisfaction over the ICT Capacity Enhancement programmes conducted during the period. Multiple offline and online training sessions were conducted on video and



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Audio Editing, Moodle, Online Classrooms and Assessment Tools were conducted during the period.

3. Based on the inputs received from the Heads of the Departments and from the open discussions held in the meeting, the IQAC reviewed the student support activities. The IQAC expressed its satisfaction over the student support, assistance and guidance extended by the departments to help the students to exploit the online opportunities in diverse academic and non-academic areas. The IQAC, however, expressed its view in the discussion that the Departments could do more in this matter as the opportunities are aplenty.
4. Based on the inputs received from the clubs and forums and from the open discussions held in the meeting, the IQAC expressed its satisfaction over the services of the Scholarship Cell, Nature Clubs, Career Guidance Cell, etc., who have already organized multiple online programmes involving student participation and involvement. The IQAC urged all clubs to organize more extension programmes ensuring student involvement and participation.
5. Based on the input it received from the Admission Cell and form the open discussions held in the meeting, the IQAC expressed its satisfaction over the services extended to potential students of the College by the Admission Cell.
6. The meeting reviewed the progress of the preparation of the AQAR. The Coordinator explained that the work is in progress and needs some more data from the department for completing the work and the coordinator requested for early submission of the required data form the Departments.



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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

7. The meeting also reviewed the background preparation work of SSR as the duration of the NAAC Accreditation is due by March next year. The Coordinator explained that the IQAC Coordinator and Assistant Coordinators had several sittings with the Departments to support and assist the Departments and to give necessary guidelines on the background work that has to be completed in the order of preference.
8. Based on the input it received from the Academic Committee and from the open discussions had in the meeting, the meeting expressed its satisfaction in faculty using different online teaching-learning-assessment platforms for executing the academic related activities.
9. The meeting expressed its appreciation over the efforts taken by Mr. Thrivikraman, Assistant Professor, Department of Chemistry, in obtaining the free Google's G-Suite License to the College eligible under institution with minority status.

The session came to an end at 4.30 pm.



  
**COORDINATOR**  
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**IQAC**  
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**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref: MAMO/IQAC/2020-21/3

10 Nov 2020

**INTERNAL QUALITY ASSURANCE CELL  
MEETING NOTICE**

The IQAC will have its Odd End-Semester Sitting in online at 3.30 p.m on 11<sup>th</sup> Nov 2020, using Google Meet, to discuss the following Agenda Items:

1. Review of the co- and extra-curricular activities of the Department during the odd semester.
2. Review the arrangements for the UG and PG Induction-cum-Bridge Programme.
3. Review of the student mentoring and tutorial services of the Departments
4. Review of the student support and assistances given during the odd semester.
5. Review of the activities of the clubs/forums/cells and committees during the odd semester.
6. Review of the Progress of the preparation of AQAR
7. Review of the Progress of the SSR Related Works
8. Any other items permitted by the Chair.

All members of the IQAC are requested to make it convenient to attend the online session on time.



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3. Ms. Hanna Thasneem S., Head, Department of English, email: **hannathasneem906@gmail.com**
4. Dr. Aboobacker Mangattuchali, Vice Principal and Head, Department of Arabic, email: **sidheequivr@gmail.com**
5. Ms. Beena Cherian, Head, Department of Computer Science, email: **beenacheri@gmail.com**
6. Mr. Shukoor K. H, Head, Department of Economics, email: **shukooravilora@gmail.com**
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**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE MEETING OF THE COLLEGE  
COUNCIL HELD AT 3.30 PM ON 11<sup>th</sup> NOV 2020**

The meeting started online on time at 3.30 pm and the following members of the IQAC were present in the meeting:

1. Dr. Abbas T. P, Principal
2. Dr. Ajmal Mueen M. A, Coordinator, IQAC.
3. Ms. Hanna Thasneem S., Asst. Coordinator, IQAC.
4. Dr. Aboobacker Mangattuchali, Vice Principal.
5. Ms. Beena Cherian, Head, Department of Computer Science
6. Mr. Shukoor K. H, Head, Department of Economics
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics.
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics.
9. Ms. Shameera P, Assistant Professor, Department of Chemistry.
10. Mr. Basheer Thattanchery, Office Superintendent

*(Handwritten signatures of the members listed above)*

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



*(Handwritten signature of the Coordinator)*

**COORDINATOR  
IQAC**

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. The IQAC has reviewed the co- and extra-curricular activities of the Departments based on the input received it from the departments and from the open discussions had in the meeting. The IQAC expressed its satisfaction over the co- and extra-curricular activities conducted by the Departments during the odd semester period. The IQAC has urged the Departments to keep the momentum in organizing the co- and extra-curricular activities in the coming even semester also.
2. The Coordinator explained that all the arrangements have been completed for the 5-day induction programme for the first semester UG students scheduled to be held from 23 Nov 2020 to 27 Nov 2020. The Coordinator explained that the morning sessions from 9.30 am to 1.30 pm will be dedicated for the Induction Part with special sessions on introducing the facilities of the College, introducing the ICT-Enabled teaching-learning-learning-assessment, ragging and cyber laws, general motivation sessions, library facilities, becoming a committed citizen, effective parenting, etc. The evening sessions, after one hour break, from 1.30 pm to 3.30 pm must be handled by the respective departments for organizing the Bridge part of the Programme.
3. The Induction Programme for PG first semester students will be held on 25<sup>th</sup> and 26<sup>th</sup> Nov 2020. The Departments are given the charge of organizing the programme with the objective of bridging the UG and PG programmes.
4. Based on the inputs received by it from the Departments and from the open discussions held in the meeting, the IQAC expressed its satisfaction over the



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mentoring and tutorial services extended to the students, slow and advanced learners in particular, by the Departments.

5. Based on the inputs received from the Heads of the Departments and from the open discussion held in the meeting, the IQAC reviewed the student support activities. The IQAC expressed its satisfaction over the student support, assistance and guidance extended by the departments to help the students to exploit the online opportunities.
6. Based on the inputs received from the clubs and forums and from the open discussion held in the meeting, the IQAC expressed its satisfaction over the activities conducted by various clubs/forums/cells and committees of the College during the odd semester.
7. The meeting reviewed the progress of the preparation of the AQAR. The Coordinator explained that the work on AQAR has been almost completed and will be ready for completion.
8. Based on the inputs it received from the Departments and from the discussions held in the meeting, the IQAC expressed its satisfaction over the background preparatory work for SSR.

The session came to an end at 4.30 pm.



  
**COORDINATOR**  
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P.O. MANASSERY, MUKKAM - 673602



# MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: MAMO/IQAC/2020-21/4

26 Jan 2021

### INTERNAL QUALITY ASSURANCE CELL MEETING NOTICE

The IQAC will have its End Mid-Semester Sitting in online at 3.30 p.m on 27<sup>th</sup> January 2021, using Google Meet, to discuss the following Agenda Items:

1. Review of the co- and extra-curricular activities of the Department.
2. Review of the student mentoring and tutorial services of the Departments
3. Review of the student support and assistances given.
4. Review of the Progress of the AQAR and SSR Related Works
5. Any other items permitted by the Chair.

All members of the IQAC are requested to make it convenient to attend the online session on time.

#### COPY TO:

Copy of the meeting notice have been served to the members of the IQAC over their personal mail:

1. Dr. Abbas T. P, Principal, email: [drtpabbas@gmail.com](mailto:drtpabbas@gmail.com)
2. Dr. Ajmal Mueen M. A, Head, Department of History, email: [ajmalkdr@gmail.com](mailto:ajmalkdr@gmail.com)



**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
ORPHANAGE COLLEGE  
P.O. MANASSERY, MUKKAM - 673602



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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

3. Ms. Hanna Thasneem S., Head, Department of English, email:  
**hannathasneem906@gmail.com**
4. Dr. Aboobacker Mangattuchali, Vice Principal and Head, Department of Arabic, email: **sidheeqiovr@gmail.com**
5. Ms. Beena Cherian, Head, Department of Computer Science, email:  
**beenacheri@gmail.com**
6. Mr. Shukoor K. H, Head, Department of Economics, email:  
**shukooravilora@gmail.com**
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics, email:  
**shafikmaroor@gmail.com**
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics, email:  
**shibumamo@gmail.com**
9. Ms. Shameera P, Assistant Professor, Department of Chemistry, email:  
**shemypunnoli@gmail.com**
10. Mr. Basheer Thattanchery, Office Superintendent, email:  
**basheerthatancheri@gmail.com**
11. Mr. Abdullakoya Haji, Member, Management Committee
12. Mr. Abdul Razak. P. K, PTA Vice President
13. Mr. Kunhan Master, Chairman, Mukkam Municipality.



A handwritten signature in black ink, likely belonging to the Coordinator of the IQAC.

**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

14. Mr. Hasnaul Banna, President, College Alumni
15. Dr. Nazeer, Principal, Farook College (Autonomous), Feroke
16. Academic Committee for information
17. College Council for information
18. Office File



  
**COORDINATOR**  
**COORDINATOR**  
**IQAC**  
MUHAMMED ABDURAHIMAN MEMORIAL  
ORPHANAGE COLLEGE  
P.O. MANASSERY, MUKKAM - 673602





**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE MEETING OF THE COLLEGE  
COUNCIL HELD AT 3.30 PM ON 27 JAN 2021**

The meeting started online on time at 3.30 pm and the following members of the IQAC were present in the meeting:

1. Dr. Abbas T. P, Principal
2. Dr. Ajmal Mueen M. A, Coordinator, IQAC.
3. Ms. Hanna Thasneem S., Asst. Coordinator, IQAC.
4. Dr. Aboobacker Mangattuchali, Vice Principal.
5. Ms. Beena Cherian, Head, Department of Computer Science
6. Mr. Shukoor K. H, Head, Department of Economics
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics.
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics.
9. Ms. Shameera P, Assistant Professor, Department of Chemistry.
10. Mr. Basheer Thattanchery, Office Superintendent

*(Handwritten signatures of the members listed above)*

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

1. The IQAC has reviewed the co- and extra-curricular activities of the



*(Handwritten signature of the Coordinator)*

**COORDINATOR  
IQAC**

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Departments based on the input it received it from the Departments and from the open discussions held in the meeting. The IQAC expressed its satisfaction over the conduct of the co- and extra-curricular activities of the Departments till the mid of the even semester.

2. Based on the inputs received by it from the Departments and from the open discussion held in the meeting, the IQAC expressed it satisfaction over the mentoring and tutorial services extended to the students, slow and advanced learners in particular, by the Departments till the end of the even semester.
3. Based on the inputs received from the Heads of the Departments and from the open discussions held in the meeting, the IQAC reviewed the student support activities. The IQAC expressed its satisfaction over the student support, assistance and guidance extended by the Departments.
4. The meeting reviewed the progress of the preparation of the AQAR. The Coordinator explained that the work on the AQAR for Academic Year 2019-20 has been completed and ready for upload. Regarding the preparatory work for the SSR, the Coordinator explained that several rounds of sittings have been completed with the Departments to support and assist them in the SSR related activities.

The session came to an end at 4.30 pm.



A handwritten signature in black ink, likely of the IQAC Coordinator.

**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
ORPHANAGE COLLEGE  
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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: MAMO/IQAC/2021-20/1

09 April 2021

### INTERNAL QUALITY ASSURANCE CELL MEETING NOTICE

The IQAC will sit in online session at 3.30 p.m on 12<sup>th</sup> April 2021, using Google Meet, to discuss the following Agenda Items:

5. Discuss and finalize the **Action Taken Report on the quality initiative and sustenance activities** related to curricular, co- and extra-curricular and administrative activities and functioning of the College during the Academic Year 2020-21, for submission to the College Council.
6. Discuss and finalize the **Final Draft of the College Annual Report**, jointly prepared with Academic Committee, of the curricular, co- and extra-curricular and administrative activities and functioning of the College during the Academic Year 2020-21, for submission to the College Council.
7. Discuss and finalize the **review report on the research, extension, innovation, consultancy and collaboration activities/services** of the College during the Academic Year 2020-21, for submission to the College Council.
8. Discuss and finalize the **review report on the infrastructure augmentation process** of the College during the Academic Year 2020-21, for submission to the College Council.



**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
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P.O. MANASSERY, MUKKAM - 673602

Page 1



Manassery, Mukkam Post,  
Kozhikode, Kerala, India, 673 602.  
email: mamocollege@gmail.com



Office: 0495-2297319  
Principal: 0495-2295121



www.mamocollege.org

# MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

9. Discuss and finalize the **review report on the mechanism for maintaining computers and other electronic, laboratory equipment and infrastructure resources** of the College during the Academic Year 2020-21, for submission to the College Council.
10. Discuss and finalize the **review report on the student support activities** of the College during the Academic Year 2020-21, for submission to the College Council.
11. Discuss and finalize the **review report on the mechanism for student progression and support** of the College during the Academic Year 2020-21, for submission to the College Council.
12. Discuss and finalize the **review report on the Alumni Engagement** of the College during the Academic Year 2020-21, for submission to the College Council.
13. Discuss and finalize the **review report on the Faculty Development Programmes** of the College during the Academic Year 2020-21, for submission to the College Council.
14. Discuss and finalize the **review report on the Best Practices** of the College during the Academic Year 2020-21, for submission to the College Council.
15. Discuss and finalize the **review report on the Green Initiatives** of the College during the Academic Year 2020-21, for submission to the College Council.



A handwritten signature in blue ink.

**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
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# MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

16. Discuss and finalize the **review report on the overall activities of the Departments** of the College during the Academic Year 2020-21, for submission to the College Council.
17. Discuss and finalize the **review report on the overall activities of Clubs/Forums/Committees/Cells** of the College during the Academic Year 2020-21, for submission to the College Council.
18. Discuss and finalize the **Action Plan on the quality initiative and sustenance activities related to curricular, co- and extra-curricular and administrative activities and functioning** of the College during the Academic Year 2020-21, for submission to the College Council.
19. Discuss and finalize the **list of new office bearers of the Clubs/Forums/Committees/Cells** of the College during the Academic Year 2020-21, for submission to the College Council.
20. Preparatory works of the SSR and AQAR for the academic year 2020-21.
21. Any other items permitted by the Chair.

All members of the IQAC are requested to make it convenient to attend the session on time. The meeting will be held by observing the COVID-19 Protocol issued by the Government.

A handwritten signature in black ink, likely of the Coordinator, is placed above the printed name.

**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

### COPY TO:

Copy of the meeting notice have been served to the members of the IQAC over their personal mail:

1. Dr. Abbas T. P, Principal, email: **drtpabbas@gmail.com**
2. Dr. Ajmal Mueen M. A, Head, Department of History, email: **ajmalkdr@gmail.com**
3. Ms. Hanna Thasneem S., Head, Department of English, email: **hannathasneem906@gmail.com**
4. Dr. Aboobacker Mangattuchali, Vice Principal and Head, Department of Arabic, email: **sidheequivr@gmail.com**
5. Ms. Beena Cherian, Head, Department of Computer Science, email: **beenacheri@gmail.com**
6. Mr. Shukoor K. H, Head, Department of Economics, email: **shukooravilora@gmail.com**
7. Mr. Shafi. K. M, Asst. Professor, Department of Physics, email: **shafikmaroor@gmail.com**
8. Mr. Shibu C. G, Asst. Professor, Department of Mathematics, email: **shibumamo@gmail.com**
9. Ms. Shameera P, Assistant Professor, Department of Chemistry, email: **shemypunnoli@gmail.com**



A handwritten signature in purple ink, likely belonging to the Coordinator of the IQAC.

**COORDINATOR  
IQAC**

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

10. Mr. Basheer Thattanchery, Office Superintendent, email:  
**basheerthatancheri@gmail.com**
11. Mr. Abdullakoya Haji, Member, Management Committee
12. Mr. Abdul Razak. P. K, PTA Vice President
13. Mr. Kunhan Master, Chairman, Mukkam Municipality.
14. Mr. Hasnaul Banna, President, College Alumni
15. Dr. Nazeer, Principal, Farook College (Autonomous
16. Academic Committee for information
17. College Council for information
18. Office File



**COORDINATOR**  
**COORDINATOR**  
**IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
ORPHANAGE COLLEGE  
P.O. MANASSERY, MUKKAM - 673602





**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE MEETING OF THE IQAC HELD  
AT 3.30 PM ON 12<sup>th</sup> APRIL 2021**

The meeting started online on time at 3.30 pm and the following members of the IQAC were present online in the meeting:

22. Dr. Abbas T. P, Principal
23. Dr. Ajmal Mueen M. A, Coordinator, IQAC.
24. Ms. Hanna Thasneem S., Asst. Coordinator, IQAC.
25. Dr. Aboobacker Mangattuchali, Vice Principal.
26. Ms. Beena Cherian, Head, Department of Computer Science
27. Mr. Shukoor K. H, Head, Department of Economics
28. Mr. Shafi. K. M, Asst. Professor, Department of Physics.
29. Mr. Shibu C. G, Asst. Professor, Department of Mathematics.
30. Ms. Shameera P, Assistant Professor, Department of Chemistry.
31. Mr. Basheer Thattanchery, Office Superintendent

*(Handwritten signatures in green, blue, and purple ink corresponding to the list items)*



*(Handwritten signature of the Coordinator)*

**COORDINATOR  
IQAC**

**MUHAMMED ABDURAHIMAN MEMORIAL  
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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

32. Discussed and finalized the **Action Taken Report on the quality initiative and sustenance activities** related to curricular, co- and extra-curricular and administrative activities and functioning of the College during the Academic Year 2020-21, for submission to the College Council.
33. Discussed and finalized the **Final Draft of the College Annual Report**, jointly prepared with Academic Committee, of the curricular, co- and extra-curricular and administrative activities and functioning of the College during the Academic Year 2020-21, for submission to the College Council.
34. Discussed and finalized the **review report on the research, extension, innovation, consultancy and collaboration activities/services** of the College during the Academic Year 2020-21, for submission to the College Council.
35. Discussed and finalized the **review report on the infrastructure augmentation process** of the College during the Academic Year 2020-21, for submission to the College Council.
36. Discussed and finalized the **review report on the mechanism for maintaining computers and other electronic, laboratory equipment and infrastructure resources** of the College during the Academic Year 2020-21, for submission to the College Council.



A handwritten signature in black ink, likely belonging to the Coordinator of the IQAC.

**COORDINATOR  
IQAC**

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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

37. Discussed and finalized the **review report on the student support activities** of the College during the Academic Year 2020-21, for submission to the College Council.
38. Discussed and finalized the **review report on the mechanism for student progression and support** of the College during the Academic Year 2020-21, for submission to the College Council.
39. Discussed and finalized the **review report on the Alumni Engagement** of the College during the Academic Year 2020-21, for submission to the College Council.
40. Discussed and finalized the **review report on the Faculty Development Programmes** of the College during the Academic Year 2020-21, for submission to the College Council.
41. Discussed and finalized the **review report on the Best Practices** of the College during the Academic Year 2020-21, for submission to the College Council.
42. Discussed and finalized the **review report on the Green Initiatives** of the College during the Academic Year 2020-21, for submission to the College Council.
43. Discussed and finalized the **review report on the overall activities of the Departments** of the College during the Academic Year 2020-21, for submission to the College Council.

A handwritten signature in black ink, likely belonging to the Coordinator of the IQAC.

**COORDINATOR  
IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
ORPHANAGE COLLEGE  
P.O. MANASSERY, MUKKAM - 673602



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## OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

44. Discussed and finalized the **review report on the overall activities of Clubs/Forums/Committees/Cells** of the College during the Academic Year 2020-21, for submission to the College Council.
45. Discussed and finalized the **Action Plan on the quality initiative and sustenance activities related to curricular, co- and extra-curricular and administrative activities and functioning** of the College during the Academic Year 2020-21, for submission to the College Council.
46. Discussed and finalized the **list of new office bearers of the Clubs/Forums/Committees/Cells** of the College during the Academic Year 2020-21, for submission to the College Council.
47. Based on the discussion on the progress of the preparatory works of the SSR and AQAR , the meeting expressed satisfaction over the progress of the work.

The session came to an end at 4.30 pm.



  
**COORDINATOR**  
**IQAC**

MUHAMMED ABDURAHIMAN MEMORIAL  
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## OFFICE OF THE IQAC

Action Taken Report on Quality Initiatives and Sustenance Activities  
Related to Curricular, Co- & Extra-Curricular Activities and  
Functioning of the College during the Academic Year 2020-21

# ACTION TAKEN REPORT

ON

Quality Initiatives and Sustenance Activities Related  
to Curricular, Co- & Extra-Curricular and  
Administrative Activities and Functioning of the  
College during the Academic Year 2020-21

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### [MARCH 2021]



A handwritten signature in black ink.

COORDINATOR  
IQAC

MUHAMMED ABDURAHIMAN MEMORIAL  
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## OFFICE OF THE IQAC

Action Taken Report on Quality Initiatives and Sustenance Activities Related to Curricular, Co- & Extra-Curricular Activities and Functioning of the College during the Academic Year 2020-21

### ACTION PLAN

(APPROVED BY THE COLLEGE COUNCIL IN ITS MEETING ACADEMIC YEAR END MEETING OF AY 2019-20)

1. Organize the Induction-cum-Bridge Programme for UG and PG Freshers
2. Provide Capability Development training to Faculty on integrating ICT Tools and services into teaching-learning and assessment processes for improving the quality and effectiveness of the curricular activities.
3. Setting-up MAMOC-MOODLE, as the online learning platform with an objective of making the classrooms 24x7.
4. Submit a summary report on the feedback on curriculum obtained from students, parents, employers, and peer teachers, to the Syndicate Sub-Committee on Curriculum, highlighting the findings of the College towards improving overall job-orientation and skill focus of the academic programs offered at the College.
5. Motivate and facilitate the Departments to offer more vocational and skill-oriented certificate programmes.
6. Motivate and facilitate the Departments to organize more co-curricular programmes for inculcating Professional Ethics, Gender Awareness, Human Values, Environmental Awareness and Need for Sustainable growth into the curriculum.
7. Motivate and facilitate the departments to send more students outside the campus for undertaking the course projects, internship and field works.



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## OFFICE OF THE IQAC

### Action Taken Report on Quality Initiatives and Sustenance Activities Related to Curricular, Co- & Extra-Curricular Activities and Functioning of the College during the Academic Year 2020-21

8. Motivate and facilitate the Departments to practice more student-centred/experiential learning strategies for improving the effectiveness of the teaching-learning-and-assessment process.
9. Initiatives for attracting more students from other states and International Students
10. Motivate and facilitate the Departments for strengthening the Tutorial and Mentoring support services of the Departments
11. Organize faculty Development programme on Research Methodology to help the young teachers who have just enrolled for their research degrees and to motivate more teachers to enrol for their research degrees.
12. Motivate and facilitate the faculty members to publish their research works in the form research articles in journals/conference proceedings
13. Motivate and facilitate the Departments to organize at least a few extension programmes in the Municipal Divisions selected by the College for its extension activities.
14. As part of the best practice of the College, motivate and facilitate the Departments to organize at least one or two programme focusing the need of the differently abled in the Municipal Divisions selected by the College for its extension activities.
15. Motivate and facilitate the Departments to enter into more MOUs and Collaboration for mutually benefiting both institutions.
16. Submit report to the Management for augmenting the infrastructural facilities of the College in the wake of increasing the total intakes in the



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IQAC**

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## OFFICE OF THE IQAC

### Action Taken Report on Quality Initiatives and Sustenance Activities Related to Curricular, Co- & Extra-Curricular Activities and Functioning of the College during the Academic Year 2020-21

Departments.

17. Giving additional support to students for improving the performance in the University Zonal Arts Fest and Sports events.
18. Conduct a survey on the feasibility of starting conveyance facilities to students from Manassery to College and back at peak times.
19. Facilitate the clubs and forums for organizing more programmes involving student engagements and participations.
20. Support to students innovations and entrepreneurship.
21. Facilitate the addition of more books and e-resources to the College Library
22. Facilitate the College and the Departments in awarding Annual Maintenance Contract for maintain Computing and Network Resources and Lab Equipment.
23. Facilitate and support the students to apply for and grab all the eligible scholarships and freeships.
24. Facilitate and support the Departments, Career Guidance Cell and Placement Cell to organize placement drives/career orientation programmes for the benefit of the students
25. Facilitate and support the Departments and Cells to organize more orientation programmes on opportunities for higher studies.



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## OFFICE OF THE IQAC

Action Taken Report on Quality Initiatives and Sustenance Activities Related to Curricular, Co- & Extra-Curricular Activities and Functioning of the College during the Academic Year 2020-21

## ACTION TAKEN REPORT

### 1. BRIDGE PROGRAMME

As per the Action Plan, the IQAC, in collaboration with Academic Committee, has organized a weeklong (5-day) Induction-cum-Bridge Programme for UG Freshers from 15 July 2019 to 20 July 2019 and a two-day bridge programme for PG Students from 8<sup>th</sup> and 9<sup>th</sup> July 2019. The Induction Part of the Programme for the undergraduate students was organized by the IQAC. The students were given general introductory sessions on the Higher Educational systems, its function and roles. As part of the Induction Programme, specific sessions by experts were also given on Rules, Regulations and Facilities of the College, Platforms for co- and extra-curricular and skill development activities, legal awareness on ragging, gender and justice, cyber laws, etc. A two-day Induction Programme was also organized for the PG students, for introducing them to research methodology, research and career opportunities, opportunities for Higher Learning, Library Resources available in the College Library for facilitating research, etc. Both the Induction Programme were well received by the participants.

### 2. CAPABILITY BUILDING TRAINING TO FACULTY

The IQAC in collaboration with Academic Committee conducted – number of Capability Building Training to Faculty on integrating ICT Tools and services into teaching-learning and assessment processes for improving the quality and effectiveness of the curricular activities. As part of the training, various Mobile Applications, other ICT Tools and resources and online learning platforms were introduced to faculty.



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IQAC

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# MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

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## OFFICE OF THE IQAC

### Action Taken Report on Quality Initiatives and Sustenance Activities Related to Curricular, Co- & Extra-Curricular Activities and Functioning of the College during the Academic Year 2020-21

#### 3. MAMOC-MOODLE

IQAC and Academic Committee jointly taken initiatives for setting-up MAMOC-MOODLE, the online learning platform of the College with the objective of making the classrooms 24x7. The requirements of the College has already been communicated to the system development team and a consensus on service and support charges have been reached. The full-fledged learning platform will be available for offering courses the beginning of the academic year 2021-22.

#### 4. SUMMARY 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 IQAC has prepared a programme-wise summary report on the recommendation and concerns expressed by the stakeholders. The recommendations on making the programmes more skill- and job-oriented was submitted to the Syndicate Sub-Committee on Curriculum.

#### 5. VOCATIONAL & SKILL-ORIENTED CERTIFICATE PROGRAMMES

With the initiative of the IQAC and Academic Committee, the Teaching Departments have offered 44 vocational- and skill-oriented programmes for the students during the academic year 2020-21. 1760 students benefited and have completed the certificate programmes during the year.

#### 6. INTEGRATING CROSSCUTTING THEMES INTO CURRICULUM

With the support and guidance of IQAC, the teaching departments of the College have organized more co-curricular programmes for instilling Professional Ethics, Gender Awareness, Human Values, Environmental



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## OFFICE OF THE IQAC

### Action Taken Report on Quality Initiatives and Sustenance Activities Related to Curricular, Co- & Extra-Curricular Activities and Functioning of the College during the Academic Year 2020-21

Awareness and Need for Sustainable growth among the students.

#### 7. EXTERNAL PROJECTS, INTERNSHIP AND FIELD WORKS

With the initiative of the IQAC, during the academic year 2020-21, 38 students have undertaken their course projects, internship and field works from outside the College, which is relatively higher than the previous academic year.

#### 8. STUDENT-CENTRED/EXPERIENTIAL TEACHING-LEARNING

During the current academic year (2020-21) too, IQAC has extended the support and training to the Departments to facilitate the use of student-centric and experiential teaching-learning approaches like, learning by problem solving, participative learning, collaborative learning, ICT enabled teaching, learning through student internships, learning through students' associations and clubs, learning through peer groups, learning through tutorial based self or group study using e-resources, experiment-based learning, learning through language & computer labs, learning through workshops, seminars, symposia, and conference, learning through group discussions & presentations, learning through debates and quiz competitions, learning through field work, learning through assignments, learning through creative writing, learning by creating manuscript magazines, learning through project work - individual and group, learning through case studies, learning through industrial visits, learning through institutional visits, learning through students' exchange programmes, learning through interaction with learned experts, learning through soft skill and grooming sessions, learning through simulation games, learning through brainstorming sessions, learning through management games, learning through role plays, learning through exhibitions, learning through science



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expo, learning through campus radio, learning through theatre in class room, learning through street plays, rallies, flash mobs, etc.

#### 9. ATTRACTING INTERNATIONAL/STUDENTS FROM OTHER STATE

The initiatives, including the publicizing of seat positions in the College website, online release of College Brochure and promo video, etc., taken jointly by the Academic Committee and IQAC the for attracting more international and students from outside the state, have not produced much result barring a few students from the Laksha Dweep joining the College. The major reasons for this cold response is found to be the non-availability of Hostel for Boys and the rural background of the College.

#### 10. TUTORING AND MENTOR SUPPORT

The IQAC monitored the tutorial and mentoring activities of the departments for the Academic Year 2020-21 and found that the well-structured, well-established, well-planned and well-documented tutorial and mentoring system went smoothly during the current academic year (2020-21) under the overall supervision of Dr. Mini, Head, Department of Mathematics and Mr. Jasir, Head, Department of English. This year also, the students were divided into different groups and each group was under the tutorship 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 tutor.

#### 11. ORGANIZED FACULTY DEVELOPMENT PROGRAMME

The IQAC has organized – number of Faculty Development programme on



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Capacity Building during the Academic Year 2020-21. The Faculty Development programme on Research Methodology was particularly useful to the young teachers who have just enrolled for their research degrees and to motivate more teachers to enrol for their research degrees. The Faculty Development programme on MOODLE equipped the faculty to offer courses in MAMOC-MOODLE. The awareness programme on NAAC and NIRF ranking criteria and quality insistence was useful for the faculty.

#### 12. PUBLICATION BY FACULTY

During the current academic year (2020-21) also, the IQAC has extended all possible support for the faculty to motivate and facilitate the faculty members to publish their research works in the form research articles in journals/conference proceedings. As a result, the College has a total publications of 8 research papers in refereed journals or as book or book chapters and 18 publications in conference proceedings.

#### 13. EXTENSION PROGRAMMES BY THE DEPARTMENTS

The IQAC, under the supervision of Mr. Shibu C. G, the teacher-in-charge of the Extension Activities, gave all possible support and supervision in organizing department level extension programmes for the benefits of the public in the Municipal Divisions selected by the College for its extension activities.

#### 14. EXTENSION PROGRAMME FOR DIFFERENTLY ABLED

The IQAC, with the coordination of the Pain & Palliative Cell of the College, has arranged a host of activities and programme this academic year for helping the differently abled in the in the Mukkam Municipality and in



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particular, in the Municipal Divisions selected by the College for its extension activities.

#### 15. MOUs AND COLLABORATION

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 to the Departments to enter into MOUs and Collaboration with other academic, non-academic, business, social, governmental and non-governmental institutions and organization. As a result, various departments have signed 5 MOUs and 8 Collaborations this academic year (2020-21). The students have benefited from these MOUs and Collaboration as the Departments jointly organized programmes and activities in collaborations with institutions/organization with MOUs and Collaboration are in force.

#### 16. REPORT ON INFRASTRUCTURAL AUGMENTATION

In view of increasing the number of intakes (with the University allowing Marginal Increase) in the UG and PG programmes offered by the College, the IQAC has conducted a detailed infrastructural requirements analysis and submitted a comprehensive report to the Management on the projected infrastructural requirement of the College for the next 5 years. By accepting the proposal submitted by the IQAC, the Management approved the construction 3-storey building to the College. The Construction of the building has already started.

#### 17. SUPPORT TO ARTS, SPORTS AND OTHER CULTURAL EVENTS

With the joint effort by the IQAC and the College Students Union, the College



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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 its positions in the University Arts and Sports events. The College spent Rs. 5 lakh, including the fund from the College and donations from public, under this head during the academic year 2020-21.

#### 18. SURVEY ON ARRANGING CONVEYANCE FACILITY TO STUDENTS

With the suggestion came from the College PTA, the IQAC conducted a survey under the supervision of Mr. Lukman K. A, Head Department of Microbiology, on the feasibility of introducing the conveyance facilities to students. The study found that it is infeasible to arrange such a conveyance facility as the number of students using the public vehicle on decrease and students prefer to use the existing conveyance facilities as it allows more flexibility. The IQAC has thus dropped the proposal.

#### 19. SUPPORT TO CLUBS & FORUMS

During the current academic ear (2020-21), 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 student engagements and participations.

#### 20. SUPPORT TO INNOVATIONS AND ENTREPRENEURSHIP

With the objective of promoting and supporting students' innovations and entrepreneurship, the IQAC has given special support to the Departments to organize awareness and support programmes with the theme. The IQAC has also recommended to Innovation Club functioning in the College to register with the Start-up Mission, Government of Kerala, to convert the Cell as



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Innovations and Entrepreneurship Development Cells (IEDC) to enable state government funding. The IQAC has entrusted the task to Ms. Beena Cherian, Head, and Department of Computer Science.

#### 21. ADDITION OF MORE BOOKS & E-RESOURCES TO THE LIBRARY

With the switch 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. Jesbira M, Librarian, has taken initiative to automate the College Library with the open access software KOHA. The Library has also started an e-resource portal with all curriculum related e-resources including previous question papers. The College has also renewed its INFLIBNET NLIST subscription to enable access to 7+ lakh e-books, 6000+ e-journals, and other countless web e-resources.

#### 22. AMCs FOR COMPUTING AND LABORATORY EQUIPMENT

To ensure the seamless access to Internet and other electrical and electronic equipment, during the current academic year (2020-21) also, the IQAC has taken special interest in awarding the Annual Maintenance Contracts to competent agencies to maintain Computing and Network Resources and Lab Equipment.

#### 23. SUPPORT FOR SCHOLARSHIPS & 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. Farvees D, Assistant Professor, Department of Chemistry, for extending the scholarship and free-ships guidance and



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support to students. With the effort of the Scholarship Cell, the students have received a total assistance of Rs. 35 lakhs from governmental/non-governmental agencies and other cooperative and social and welfare agencies.

#### 24. CAREER GUIDANCE & PLACEMENT SUPPORT

The IQAC, through the Career Guidance and Placement Cells of the College, facilitated and supported the departments to organize placement drives/career orientation programmes for the benefit of the students

#### 25. SUPPORT FOR STUDENT PROGRESSION

The IQAC has facilitated and supported the Departments and Cells to organize more orientation programmes on higher studies and research opportunities. The IQAC has also supported the students to pursue their higher education at overseas.



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## OFFICE OF THE IQAC

Review Report on Research, Extension, Innovation, Consultancy and  
Collaboration Activities/Services of the College during the Academic  
Year 2020-21

## REVIEW REPORT

ON

Research, Extension, Innovation, Consultancy and  
Collaboration Activities/Services of the College  
during the Academic Year 2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## [MARCH 2021]

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## OFFICE OF THE IQAC

### Review Report on Research, Extension, Innovation, Consultancy and Collaboration Activities/Services of the College during the Academic Year 2020-21

#### RESEARCH ACTIVITIES

The following is the highlights of the research activities of the faculty during the academic year 2020-21:

- Two of the faculty – Dr. Mumthaz P. K., Assistant Professor, Department of Malayalam and Dr. Daughty John, Assistant Professor, Department of Physics, have completed their Doctoral Degrees.
- Faculty have authored 6 books and 2 book chapters.
- Faculty Published 6 research papers in international/national journals and presented papers in 18 conferences.
- 13 faculty members continuing their research work leading to Ph.D.

Overall, the College has greater scope for improving its output in terms of the Ph.D degrees obtained and research output produced in terms of publications in journals and conference proceedings.

#### EXTENSION ACTIVITIES

The Departments have conducted a host of community extension and outreach programmes during the academic 2020-21. Among the other extension activities, the prominent activities include the support services and activities extended to Differently Abled people in the select Municipal Divisions adopted by the College. These the support services and activities include:

- Support for using digital assistive technology,
- Donations of Wheel Chairs and other navigational tools for supporting the special navigational needs of the differently abled by accepting donations from the philanthropists,
- Special personal teaching and tutorial sessions using assistive technology



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### Review Report on Research, Extension, Innovation, Consultancy and Collaboration Activities/Services of the College during the Academic Year 2020-21

tools and services for the differently abled,

- Frequent visits and interactions to engage the differently abled,
- Spending quality times with differently abled to make them feel happier and confident,
- Organize national, regional, social, and religious festivals and celebrations with differently abled and their parents,
- Organize cultural programmes with differently abled,
- Extending pain and palliative, hygiene, medical, financial, counselling services and support,
- Spending light moments with differently abled and their parents,
- Interactions with parents of differently abled,
- Organize counselling sessions for parents of the differently abled,
- Inviting the differently abled and their parents to College,
- Personalized vocational training to differently abled, and
- Support for marketing and promotion of the product developed by the differently abled.

The other social and neighbourhood extension activities and services the Departments extended include:

- Digital Training to Women Folks in the Neighbourhood (Department of Computer Science),
- Gandhi Smriti Yatra – Celebrating 150 years of Gandhi (Department of History),
- Medical Camp (Department of Microbiology and NSS Units),
- Training on Soap Making to VHSC and HSS students in the Neighbourhood



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(Department of Chemistry),

- Training on Agar Batti Making to HSS students in the Neighbourhood (Department of Chemistry),
- Flood Relief (NSS Units),
- Blood Donation Camp (Blood Donation Forum and Pain and Palliative Unit),
- Interaction with Inmates of Pratheeksha Special School (Department of Economics) and
- Street Play on Gender Equality (Department of Journalism).

## INNOVATIONS

The Innovation Club of the College has conducted a Robotics Workshop with the objective of motivating the students for involving in the innovative tasks. The College has larger scope to extend its innovation activities. The IQAC has recommended to Innovation Club functioning in the College to register with the Start-up Mission, Government of Kerala, to convert the Cell as Innovations and Entrepreneurship Development Cells (IEDC) to enable state government funding. The IQAC has entrusted the task to Ms. Beena Cherian, Head, and Department of Computer Science.

## CONSULTANCY SERVICE

Departments Chemistry and Microbiology have collaboration with Mukkam Municipality for checking quality of Water Samples. The Department of Chemistry tests the Chemical components and the Department of Microbiology tests the biological components of the water samples. The Department of Microbiology also renders its services to public in testing Blood Groups and other preliminary medical tests.



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#### 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 to support the Departments to enter into MOUs and Collaboration with other academic, non-academic, business, social, governmental and non-governmental institutions and organization. As a result, various departments have signed 5 MOUs and 8 Collaborations this academic year (2020-21). The students have benefited from these MOUs and Collaboration as the Departments jointly organized programmes and activities in collaborations with institutions/organization with MOUs and Collaboration are in force.

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## OFFICE OF THE IQAC

Report on Infrastructure Augmentation & ICT-Enabled Teaching-Learning Resource Requirements of the College during the Academic Year 2021-22

## REPORT

ON

Infrastructure Augmentation & ICT-Enabled  
Teaching-Learning Resource Requirements of the  
College during the Academic Year 2021-22.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## [MARCH 2021]

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### Report on Infrastructure Augmentation & ICT-Enabled Teaching-Learning Resource Requirements of the College during the Academic Year 2021-22

- The 3-stories building under construction should be completed for occupancy by June 2020. With the likely marginal increase permitted by the affiliating University in intakes of UG and PG classes, classroom space of some of the existing classes should be extended to accommodate the increased 50+ number of students in science classes and 70+ students in humanities, language, commerce and management classes. With this, some of the shorter classes should be merged and a few departments should be shifted to the new buildings.
- The construction of classrooms sanctioned to the College under RUSA Scheme must also be completed by June 2020.
- Ramps, hand-rails, and disable friendly toilets must be incorporated in the new building. The tiles in verandas and in other passages must be fixed with disable friendly strips.
- Almost half of the Classrooms of the College are digitally enabled with availability Internet connectivity, Desktop Computer/Laptop Computer and LCD projector display devices or Smart TV Screens. The remaining classrooms of the College must also be digitally equipped to enable the teachers integrate the ICT tools and services into teaching, learning and assessment.
- The digital recording studio sanctioned to the College by RUSA scheme be constructed at the earliest so that faculty can use the facilities of the digital recording studio for quality recording of the online classes.



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## OFFICE OF THE IQAC

Review Report on Mechanism for Maintaining Computers and other Electronic, Laboratory Equipment and Infrastructure Resources of the College during the Academic Year 2020-21

## REVIEW REPORT

ON

Mechanism for Maintaining Computers and other Electronic, Laboratory Equipment and Infrastructure Resources of the College during the Academic Year 2021-22.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## [MARCH 2021]

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## OFFICE OF THE IQAC

### Review Report on Mechanism for Maintaining Computers and other Electronic, Laboratory Equipment and Infrastructure Resources of the College during the Academic Year 2020-21

- The Annual Maintenance Contract (AMC) given to Ping6 Computers for maintaining Computers, Printers and Other Networking Resources found effective in ensuring the seamless computing and networking services to the College.
- The AMC given to the firm Prominent, Kozhikode, for maintaining the Electronic Equipment in the UG and PG Physics Laboratories was also found cost-effective and reliable.
- The AMC given to the firm Vidya Labs, Kozhikode, for maintaining the equipment in the Microbiology and Biochemistry labs were also found to be both cost-effective and reliable.
- The AMC given to Mr. Shafi, for maintaining the electrical equipment, including fans, lights, switches, water coolers, were found to be both cost-effective and reliable.
- The AMC given to Mr. Shafi, for plumbing related works were found to be both cost-effective and reliable.

The IQAC recommends that the same kind of AMC be kept for maintenance of the computing and other electronic equipment and other infrastructural facilities of the College for both cost-effectiveness and for reliable services.



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## OFFICE OF THE IQAC

Review Report on Student Support Activities of the College during the  
Academic Year 2020-21

# REVIEW REPORT

ON

Student Support Activities of the College during the  
Academic Year 2021-22.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

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## [MARCH 2021]

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## OFFICE OF THE IQAC

### Review Report on Student Support Activities of the College during the Academic Year 2020-21

During the academic year 2020-21, the College has conducted a host of student support activities to help them attain the Educational Objectives and Outcomes. These include:

- Department Associations were given support and financial assistance of 15K to 30K for organizing departmental activities during the academic year 2020-21.
- College Union was given support and financial assistance of 100K+ for organizing the College Union Activities
- College Union was given support and financial assistance of 70K+ for publishing the College Magazine.
- College Union was given support and financial assistance of 100K+ for participation in the Zonal and Inter-Zone arts festivals.
- Department of Physical Education was given support and financial assistance of 200K for providing specialized coaching, purchase of equipment and travelling expenses.
- College NSS units were given support and financial assistance of 100K for its regular and special camps.
- Scholarships and free-ships from the Management, Alumni Government, NGOs, Employee Welfare Boards, etc., amounting 4000K+ were distributed to needy and meritorious students.
- Students were given support for instilling soft and technical skills in them through a host of co- and extra-curricular activities conducted by various clubs, forums and cells functioning in the College.



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### Review Report on Student Support Activities of the College during the Academic Year 2020-21

- Motivation and support were given for students' participation in the co- and extra-curricular activities conducted by other institutions of higher learning.
- Career and academic counselling, placement assistance, and tutorial and mentoring assistances were given for betterment of the students.
- College level support and recommendations were given to students to pursue their higher studies abroad.
- Personal Counselling services by professional practitioners were given to needy students.
- Bridge programme and skill-oriented certificate courses for skill enhancement.
- Outcome-based teaching, learning and assessment activities for ensuring the skill enhancement and employability.
- Training in crosscutting themes like Professional Ethics, Gender Awareness, Human Values, Environmental Awareness and Need for Sustainable growth among the students.
- Choice-Based credit and semester system for flexibility and student-centric learning processes.
- 24x7 access to library resources through its e-resource portal and its INFLIBNET NLIST subscription and other open courseware, MOOC courses and other web resources.
- State-of-the-art laboratories in the Departments.
- State-of-the-art facilities for Sports activities and training.



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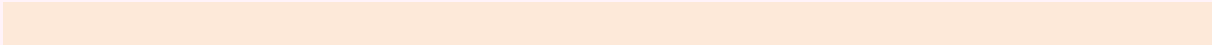
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## OFFICE OF THE IQAC

### Review Report on Student Support Activities of the College during the Academic Year 2020-21

Besides, the students have been provided with a host of other support services like Canteen, Café, Stationary Store, Medical care and Check-up services, Security Services, Library and reference services, online students services (fee remittance, certificates, etc.), recreational facilities, etc.

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## OFFICE OF THE IQAC

Review Report on Student Progression during the Academic Year 2020-21

# REVIEW REPORT

ON

Student Progression during the Academic Year  
2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### [MARCH 2021]

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### Review Report on Student Progression during the Academic Year 2020-21

To assist the student to ensure their easy progression from Graduation to Post Graduation/Employment/Entrepreneurship and from Post-Graduation to Research/ Employment/Entrepreneurship, the College conducts several support activities. These support activities include:

- Career and Academic counselling and placement assistance programmes.
- Entrepreneurship Development clubs conducts ED Awareness Programmes and interactions with successful Entrepreneurs.
- Innovation Club conducts innovation training in Robotics and Intelligent system development.
- The progression data for the academic year is as follows:

From Graduation to Post graduation – 92 students (21.9%)

From Graduation to Employment – 27 students (6.4%)

From Graduation to Entrepreneurs – 13 students (3.8%)

From Post-graduation to M.Phil – 13 students (18.8%)

From Post-graduation to Ph.D – 0 students (0%)

From Post-graduation to Employment – 21 students (15.71%)

From Post-graduation to Entrepreneurs – 3 students (2%)

The College still has scope for improving the student progression.



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## OFFICE OF THE IQAC

Review Report on Alumni Engagement during the Academic Year 2020-21

# REVIEW REPORT

ON

Alumni Engagement during the Academic Year  
2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### [MARCH 2021]

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### Review Report on Alumni Engagement during the Academic Year 2020-21

The College has a better scope in improving the Alumni involvements in its developmental and quality enhancement initiatives. The Department are yet to fully explore the potentials and services of the Department level Alumni Association in their academic and non-academic activities.

All the Departments have conducted the Annual Alumni Day on first Sunday of August. Majority of the participants were from the recent batches. Departments must widen their nets for inviting and involving the prominent alumni members of the respective department in the developmental and curricular, co- and extra-curricular activities.

Qatar Alumni Unit has contributed a sum of Rs. 3 lakh for the annual scholarships sponsored by them.

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## OFFICE OF THE IQAC

Review Report on Faculty Development Programmes during the  
Academic Year 2020-21

# REVIEW REPORT

ON

Faculty Development Programmes during the  
Academic Year 2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

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### Review Report on Faculty Development Programmes during the Academic Year 2020-21

The following teachers of the College have undergone Orientation/Refresher programmes from various UGC Human Resource Development Centres, SWAYAM, and other accredited training institutions.

1. Dr. Ajmal Mueen, Assistant Professor, Department of History, has undergone a week long online Faculty Development Certificate Programme on Introduction to Philosophy, offered by University of Edinburgh through Coursera MOOC platform.
2. Dr. Ambili M. K, Assistant Professor, Department of Hindi, has undergone a 2-week long Refresher programme from 18th February 2020 to 02<sup>nd</sup> MARCH 2021, at University Grants Commission, Human Resource Development Centre, University of Calicut,
3. Dr. Ambili M. K, Assistant Professor, Department of Hindi and Programme Office of NSS has undergone a week-long NSS Orientation Programme at from 5<sup>th</sup> to 11<sup>th</sup> November to 2019 from Empanelled Training Institute for NSS, University of Calicut.
4. Dr. P. M. Mini, Assistant Professor, Department of Mathematics has undergone a week-long e-Content Development programme at University Grants Commission - Human Resource Development Centre, University of Calicut, from 26 August 2019 to 1 September 2019
5. Dr. P. M. Mini, Assistant Professor, Department of Mathematics has undergone a week-long Professional Development programme at University Grants Commission - Human Resource Development Centre, University of Calicut, from 26 August 2019 to 1 September 2019
6. Dr. Ambili M. K, Assistant Professor, Department of Hindi, has undergone a week-long Professional Development programme at PG & Research Department of Hindi, Govt. Arts & Science College, Calicut, from 29<sup>th</sup> October 2019 to 2<sup>nd</sup> November 2019.



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### Review Report on Faculty Development Programmes during the Academic Year 2020-21

7. Ms. Hanna Thasneem S. K., Assistant Professor, Department of English, has undergone a week long online Faculty Development Certificate Programme on Intellectual Humility: Science, offered by University of Edinburgh through Coursera MOOC platform.
8. Ms. Hanna Thasneem S. K., Assistant Professor, Department of English, has undergone a week long online Faculty Development Certificate Programme on Introduction to Philosophy, offered by University of Edinburgh through Coursera MOOC platform.
9. Mr. Muhammed Anees P C, Assistant Professor, Department of History, has undergone a 21-days long Refresher programme on Research Methodology for Social Science Teachers, at University Grants Commission - Human Resource Development Centre, University of Calicut, from 30 June 2019 onwards.
10. Mr. Muhammed Anees P C, Assistant Professor, Department of History, has undergone an online 16-weeks long Refresher programme on Gender/ Women Studies, offered by Jamia Millia Islamia through Swayam MOOCs platform, from 30 June 2019 onwards.
11. Mr. Muhammed Jaffer V, Assistant Professor, Department of Economics, has undergone Refresher programme, offered by Swayam MOOCs platform.
12. Ms. Nicy Joseph, Assistant Professor, Department of English, has completed an online 20-weeks long Refresher programme in English Language Teaching, offered by Swayam MOOCs platform.
13. Ms. Nicy Joseph, Assistant Professor, Department of English, has completed an online 20-weeks long Refresher programme in Disability Studies: An Introduction, offered by Swayam MOOCs platform.
14. Ms. Rukkiyya V. P., Assistant Professor, Department of Physics, has undergone a Refresher Course in Material Science, University of Calicut,



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### Review Report on Faculty Development Programmes during the Academic Year 2020-21

from 2<sup>nd</sup> December to 16<sup>th</sup> December 2019.

15. Ms. Rukkiyya V. P., Assistant Professor, Department of Physics, has undergone a Short Term Course on Gravitation and Cosmology, form Providence Women's College, Malapramba, from 25<sup>th</sup> November to 30<sup>th</sup> November 2019.
16. Mr. Shafi K.M, Assistant Professor, Department of Physics has undergone a 1-day training programme on 29-08-2019, organized for members of Forestry Club, conducted by Social Forestry Division Kozhikode, on
17. Mr. Shafi K.M, Assistant Professor, Department of Physics has undergone a 1-day training programme on UGC-PFMS Settlement Procedure on 03-06-2019, organized by Govt. of Kerala,
18. Mr. Shukoor K. H, Head, Department Economics, has undergone Refresher programme, offered by Swayam MOOCs platform.
19. Mr. Thrivikraman K, Assistant Professor, Department of Chemistry, has undergone a 21-days long Orientation Programme from University Grants Commission - Human Resource Development Centre, University of Calicut, from 09 March 21 MARCH 2021.

Besides these participation of the faculty in external Faculty Development Programmes, the IQAC has organized the following Faculty Development Programmes:

- The IQAC of the College has conducted a series of Capacity Enhancement training programme on MOODLE to enable the faculty to offer the Skill-Oriented Certificate programmes in the MAMOC-MOODLE.
- Conducted a NAAC orientation on 20 Nov 2019.



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## OFFICE OF THE IQAC

Review Report on Best Practices of the College during the Academic  
Year 2020-21

# REVIEW REPORT

ON

Best Practices of the College during the Academic  
Year 2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## [MARCH 2021]



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### Review Report on Best Practices of the College during the Academic Year 2020-21

Of the multiple best practices of the College, during the academic year 2020-21 also, the College has given special emphasis on integrating professional ethics, gender awareness, human values, environmental awareness need for sustainable growth and other similar values into curriculum. With the support and guidance of IQAC, the teaching departments of the College have organized a host of co-curricular programmes during the academic year 2020-21 on these crosscutting themes for instilling those values among the students.

Similarly, the Departments, in collaboration with Divyangana Cell of the College, have organized a host of activities in support of the differently abled in the select Municipal Divisions adopted by the College. These support services and activities include Support for using digital assistive technology, Donations of Wheel Chairs and other navigational tools for supporting the special navigational needs of the differently abled by accepting donations from the philanthropists, Special personal teaching and tutorial sessions using assistive technology tools and services for the differently abled, Frequent visits and interactions to engage the differently abled, Spending quality times with differently abled to make them feel happier and confident, Organize national, regional, social, and religious festivals and celebrations with differently abled and their parents, Organize cultural programmes with differently abled, Extending pain and palliative, hygiene, medical, financial, counselling services and support, Spending light moments with differently abled and their parents, Interactions with parents of differently abled, Organize counselling sessions for parents of the differently abled, Inviting the differently abled and their parents to College, Personalized vocational training to differently abled, and Support for marketing and promotion of the product developed by the differently abled.



A handwritten signature in black ink, appearing to be 'M. G. S.', written over the printed name of the coordinator.

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## OFFICE OF THE IQAC

Review Report on Green Initiatives of the College during the Academic  
Year 2020-21

# REVIEW REPORT

ON

Green Initiatives of the College during the Academic  
Year 2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

Following the practices of the previous years, the Green Initiatives of the College is centred on the following practices/activities:

- Removing Wasteful Inefficiencies,
- Promoting Digital Culture,
- Using Non-Conventional Sources of Energy,
- Reduction of Non-Degradable Waste
- Correct Disposal Handling,
- Purchase of Environmental Friendly Supplies
- Effective Recycling Program
- Water Harvesting and
- Afforestation and Protection Initiatives

The College has well-defined policy and well-planned strategy to implement green campus practices/activities. These strategies have been already incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus

The general green campus guidelines/practices of the College include:

- (1) **WASTE MANAGEMENT:** A well-formed waste management mechanism is in place at the College. The mechanism segregates wastes into bio-degradable and non-biodegradables. Separate waste bins have been maintained throughout the campus for collecting bio-degradable and non-biodegradable waste from their source itself. Being the routine part of the Campus culture, the students and staff strictly follows the directions of the College is depositing the wastes into the respective waste bins.



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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

- (2) **RECYCLING**: Depending on the nature of the non-biodegradable solid waste, the wastes are either handed over either to Municipality or to scrap dealers for recycling.
- (3) **BIO-GAS AND COMPOST**: Bio-degradable wastes are used inside the campus productively. A part of the bio-degradable wastes generated within the College is used for generating Bio-Gas needed for the Department of Chemistry for their laboratory experiments. The remaining portion of the bio-waste is used for generation of the compost that would be used to manure plants and vegetables inside the campus.
- (4) **E-WASTE MANAGEMENT**: The e-waste generated within the campus is properly collected and are periodically auctioned to scrap dealers for recycling.
- (5) **BAN OF SINGLE USE PLASTICS & DISPOSABLE GLASSES & PLATES**: With the Municipality, where the College is situated, implemented the complete ban of single-use plastics and disposable plates and glasses, the College follows the directions meticulously and to its right spirit. Plastic wastes, if any, reaching the campus are collected and handed over to the Municipality for recycling.
- (6) **NO STRAWS**: The College canteen use reusable glass for serving juices and other beverages. And it ensures that NO straws are supplied while serving the beverages.
- (7) **INVEST IN ONE GOOD WATER BOTTLE**: Students and staff of the College are encouraged to use reusable bottle or steel containers to stop buying and using plastic water bottles.



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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

- (8) **ENERGY CONSERVATION**: The College gives extreme care for Energy Conservation.
- (9) **USE OF NON-CONVENTIONAL SOLAR ENERGY**: The College has 30KVA solar energy plant that can generate power for the entire power requirements of the College.
- (10) **USE OF LED/CFL BULBS**: The Campus uses LED/CFL lamps instead of the conventional tube lights and light bulbs.
- (11) **SWITCH OFF ALL APPLIANCES WHEN NOT IN USE**: The College conserve a lot of energy by taking meticulous efforts to switch off unused light sources and electronics at its offices, conference rooms, classrooms, and lecture halls when they are not in use.
- (12) **UNPLUG CHARGERS & APPLIANCES**: Special attention is given to unplug chargers, appliances (like TVs, Refrigerators, ACs, tea/coffeepots, printers, faxes, and chargers etc.) and other cables that are not being used.
- (13) **BUY GREEN**: The College takes special attention to purchase only energy efficient electrical and electronic equipment. While purchasing other laboratory and office materials and stationaries, preference is given to products made with environmentally safe and sustainable practices.
- (14) **USE OF POWER MANAGEMENT FEATURES IN ELECTRONIC DEVICES**: The College takes special care to ensure that the Power Management Features have been activated on all computers and monitors for automatic transition to low power “sleep” mode while no one is working on it. The Power management features are also activated on



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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

all laser printers and other electronic equipment installed in laboratories.

- (15) **USE ONLY WHAT IS NEEDED:** The College see to it that the students and staff turn off their system monitor or shutdown the system while leaving the table. Students and staff are given direction, whenever possible, shut down their system rather than keeping them in logged off mode. Special attention is given to keep the lights and fans off in conference rooms, classrooms, and lecture halls when they are not in use.
- (16) **NATURAL LIGHT & VENTILATION:** Enough ventilations have been provided inside the building to reduce the usage of fans. Use the fans only when it is an absolute necessity. Enough windows and other openings have been provided to get sun light inside the classrooms and offices to avoid the usage of electric bulbs in day-time.
- (17) **OUTDOOR TEACHING-LEARNING ACTIVITIES:** The College raised to the new trend of solar outdoor classrooms and field works for reducing the energy consumptions.
- (18) **NO DECORATIVE LIGHTS:** The College uses no decorative lighting.
- (19) **MINIMUM AIR-CONDITIONERS:** The College use air-conditioners to its bare minimum.
- (20) **WATER CONSERVATION ACTIVITIES:** The College also given extreme importance to Water Conservation activities.
- (21) **USE LESS WATER:** Water usage is minimized by fitting suitable flow restrictors on bathroom faucets and showers in laboratories, wash areas and toilets. Automated and high efficient urinal flushers are used in wash



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## OFFICE OF THE IQAC

### Review Report on Green Initiatives of the College during the Academic Year 2020-21

areas, toilets and urinals. The College encourage the minimal usage of water by advising the students and staff to use the water by first collecting it in a bucket and then use it by mugs, instead of allowing to free run the water directly from pipes.

- (22) **HERBAL GARDEN:** The herbal garden uses the treated waste water from the washrooms for its watering purpose. The manure obtained from the compost plant is used for fertilizing the plants in the herbal garden.
- (23) **FIX FAULTY WATER TAPS & ELECTRIC APPLIANCES:** College takes special care to timely fixing of the leaky water taps to avoid wastage of water. Faulty electric and electronic equipment are fixed on time through annual maintenance contracts for ensuring the efficiency and energy conservation.
- (24) **RAIN WATER HARVESTING:** As part of its Rain Water Harvesting activity, the College has implemented well-recharging mechanism. The College also has large pool for collecting the rain water from for use in summer.
- (25) **NO WASTAGE OF FOOD ITEMS:** Students and faculty are urged not to waste any food material. To make them aware of the value of food and to inculcate social values, the College practices a monthly MISS-A-MEAL programme to raise fund to feed needy.
- (26) **PACK A LUNCH:** Buying food at the campus canteen often results in un-recyclable waste from packaging. Also, the expenses really add up. Students are advised and encouraged to avoid this by planning their meals ahead of time and bring lunch to campus with them in reusable storage containers.



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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

- (27) **GO DIGITAL:** The College has well-planned strategy for promoting e-culture in its teaching-learning-assessment and administrative activities and functioning.
- (28) **USE LESS PAPER:** The College prints documents only if it is of an absolute necessity. Even if printing is an absolute necessity, the College see to it that proper standard margins and line spaces are used that both the sides of the paper are printed.
- (29) **DIGITAL LIBRARY:** The College Library promotes and subscribes to huge collection of e-books, e-journals, e-magazine, digital reference materials, and other digital resources. The digital library portal provides access to digital web resources and other learning resources.
- (30) **BE AN ENVIRONMENTAL BOOKWORM:** If possible, students are encouraged not to buy new textbooks. They are encouraged to buy used, online versions (if available) or to use the library copy for reference.
- (31) **TAKE NOTES ELECTRONICALLY:** Instead of using paper, notebooks and agendas, students are encouraged to use laptops or smartphones to take notes and keep track of assignments and meetings.
- (32) **TEACHING-LEARNING-ASSESSMENT IN DIGITAL MODE:** The College dreamt of gradually switching the major portion its teaching-learning-assessment activities in online. The MAMOC-MOODLE has already started functioning. Textbooks, study materials, class notes, and other teaching-learning-assessment resources are maintained and provided only in digital forms. Wherever applicable, online digital assessment platforms and mechanisms are currently preferred over offline assessment mode. Digital modes and forms are used for Academic Project



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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

Reports, Class Assignments, Home Works, etc. Online digital teaching-learning resources are widely used by the teachers and students.

- (33) **USE of E-MAIL:** E-mail platforms are used as a preferred mode for Official Communications. E-mail and other social media platforms are widely used for teacher-student interactions and communications.
- (34) **DIGITAL FUNCTIONING:** The admissions to the UG and PG programmes are done using the services provided by the UG/PG Admission portals of University of Calicut. College level admission is completed by Total Campus Solution (TCS) software. Registrations of students to various End Semester University Examinations are done in online mode. Examination nominal rolls are handled in digital form. Reports of the Continuous Internal Assessments are uploaded to the University database in digital form.
- (35) **DIGITAL LETTERHEAD:** The Official College Letterhead has been digitized. Printed letterheads are used only if it is an absolute necessity.
- (36) **DIGITAL DOCUMENTATION:** The College maintains majority of its official documents – Academic Schedules of the College, Activity Reports of the Departments, Clubs, Forums and Committees, College Annual Report, College Magazine, Meeting Notices, Minutes, Proceedings and Reports, Students Attendance Reports, Admission Details, Financial, Academic, Green Auditing Reports, etc., digitally.
- (37) **DIGITAL ACCOUNTING:** The College maintains its accounts digitally. Most of the financial transactions of the College is done in online mode. Students have been provided with option for online fee remittance.



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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

- (38) **ONLINE STUDENT SERVICES**: Students services like issuance of bonafide certificate, character and conduct certificates, Transfer Certificates, leave requests, etc., are made digital.
- (39) **GREEN PROTOCOL IN PUBLIC FUNCTION**: The College maintains its green protocol decorum in all its public or department-level functions. Drinking water is served only in reusable glasses. Instead of using plastic flowers to welcome dignitaries, hand-made bouquet are used. Banners are printed only on cloths. Brochures, pamphlets, programme notices, hand-outs, programme reports, etc., are distributed and maintained only as e-copies.
- (40) **USE REAL DISHES AND TOWELS**: Plastic or paper cutlery, plates, and towels are wasteful and are avoided inside the Campus. The College has sets of silverware and plates to use in official public functions. The College always opt for dishtowels that can be reused instead of paper.
- (41) **EDUCATING THE STUDENTS & STAFF**: To install the environmental sustainability practices, students are staff are given training sessions in environmental sustainability practices. As part of the Bridge Programme, freshers are given training sessions on environmental sustainability practices by experts, preferably from Swatch Bharath Mission or Kerala Suchitwa Mission.
- (42) **GET INVOLVED**: Students of the College are encouraged to join and get involved with the environmental sustainability activities of clubs like Nature Club, Bhoomithra Sena Club, Exploration Club, Information Technology (IT) Club, Innovation Club, Birds Club, National Service Scheme (NSS), Swtch Bharath Mission Chapter, Unnat Bharat Abhiyan Chapter, functioning in the College, to instil the environmental



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### Review Report on Green Initiatives of the College during the Academic Year 2020-21

sustainability habits in their real life.

- (43) **VISIT CONSERVATION PARKS/SITES:** Clubs like Nature Club, Bhoomithra Sena Club, Exploration Club, Birds Club, National Service Scheme (NSS), Swtach Bharat Mission Chapter, etc., functioning in the College conducts field trips and visits to conserved areas, parks and sites to teach them new things that keep them in tune with nature.
- (44) **USE OF PUBLIC TRANSPORT:** Staff and students are encouraged to use public transport as far as possible. If not, they are encouraged to use carpooling or auto-rickshaw pooling. The College spread message among students and staff to prefer the use of bikes instead of cars, bicycles instead of bikes to reduce the pollution, save energy and to save money. As part of World Pollution day observance, the College practices NO VEHICLE DAY to spread the message of energy conservation and the menace of pollution.
- (45) **ENCOURAGE THE USE/REUSE OF OLD/UNUSED MATERIALS:** Students and staff are given the message not to throw stuff that is old just because it's old. Find other uses for them or gift them out to those in need. In this direction, to inculcate societal values and concerns among students and staff, College periodically conducts collection drives for used cloths and books for distribution among the needy.
- (46) **BUY LOCAL:** Wherever applicable and possible, the College buys materials and products from farmers' or local markets or thrift stores in the area, in place of malls and supermarkets, to help offset carbon footprint.
- (47) **CARRY THERMOS:** Staff and students are encouraged to carry coffee thermos, and skip the daily throw-away coffee routine to reduce waste and sets a good example for those around them to be more thoughtful about



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ORPHANAGE COLLEGE  
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## OFFICE OF THE IQAC

### Review Report on Green Initiatives of the College during the Academic Year 2020-21

their consumption habits.

- (48) **COMMUNICATES SUSTAINABILITY VALUES:** The College communicate its sustainability values through signs, murals and slogans to create the spirit of sustainability among the students and staff and to showcase its commitment to healthy and sustainable learning environments.

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## OFFICE OF THE IQAC

Review Report on Overall Activities of the Departments of the College  
during the Academic Year 2020-21

# REVIEW REPORT

ON

Overall Activities of the Departments of the College  
during the Academic Year 2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## [MARCH 2021]

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ORPHANAGE COLLEGE  
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### Review Report on Overall Activities of the Departments of the College during the Academic Year 2020-21

In order for the smooth functioning of the academic activities of the College during the academic year 2020-21, new recruitments in the vacant posts were completed early in June 2019.

During the academic year 2020-21, the academic activities of the Department were fairly good. All the departments have completed their curriculum requirements as per the academic schedule of the College. Continuous Internal Assessments were conducted on time and their consolidated reports were uploaded on time to the University website.

During the academic year 2020-21, faculty of the College have produced five books and two book chapters. During the academic year, faculty have also published 5 research papers in peer reviewed national/international journals and 18 conference papers in conference proceedings. Faculty attended 72 conferences/seminars/workshops during the academic year. Three research projects of the faculty are in progress.

During the academic year 2020-21, faculty of the College served as resource person in 73 conferences/seminars/ workshops/invited talk events. 27 Faculty members have attended various orientation/refresher/capacity building/training programmes from UGC HRDCs, Colleges and online MOOC platforms.

During the academic year 2020-21, 21 faculty members have received Awards/Appreciations/Honours for their achievements/services. During the academic year, 21 faculty members have served in various Academic Bodies/Editorial Boards/State, National & International Level Committees & Bodies.

Departments have conducted 41 Conferences/Seminars/Symposia/Workshops/ Invited Talk during the academic year 2020-21. In addition, they have conducted 40 programmes related to Environmental, Gender Sensitization, Day



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### Review Report on Overall Activities of the Departments of the College during the Academic Year 2020-21

Observation, IPR, etc.

During the academic year 2020-21, Departments have conducted 21 regional, university, state and national level competitions for college/school students. During the academic year, they conducted 15 Capacity Building Programmes in Career Counselling, Motivational, Soft Skills, Language/Communicative Skills, Health & Hygiene, and ICT Skills for the students. The Departments also have conducted 10 programmes related to Entrepreneurial Initiatives.

During the academic year 2020-21, the Departments have organized 16 Field Work/Field Visits/Industrial Visits/Institutional Visits. All the departments have conducted class PTAs during the academic year. Most of the teachers of the department have developed e-contents for their teaching-learning activities. A few department have also generated revenues for their own activities. All the department have conducted a few extension programmes involving the students and society.

The college library has added 789 new books into the stack. Total spending, including the gifts, for the library during the academic year 2020-21 is Rs. 3,57,286/- (Rupees three lakhs fifty seven thousand two hundred and eighty six). The College has added laboratory equipment and classroom furniture to the tune of Rs. 5,21,528. Rs. 3,19,200/- have been spent on maintaining electric and electronic equipment in the College laboratories, departments and office.

Placement services of the departments is limited to 25 students this academic year. During the academic year, the Departments have signed 15 new linkages with national/international academic/ research bodies. During the academic year 88 dignitaries have visited the Departments.

Students' results and progression during the academic year 2020-21 were fairly good. The students of various departments have bagged various scholarships,



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### Review Report on Overall Activities of the Departments of the College during the Academic Year 2020-21

freeships, etc., to the tune of s. 45 Lakhs from the government, NGOs, Welfare Boards, Alumni, etc.

During the academic year 2020-21, 395 students of the College participated in conferences/seminars/workshops/training programmes organized by other institutions of higher learning. During the academic year, 420 students have presented seminars on various topics.

During the academic year 2020-21, all the departments have extended tutorial, remedial and mentoring support to students. Special care, attentions and support was given to both slow and advanced learners. Activities and functions aiming additional skill development activities were conducted by the departments.

During the academic year 2020-21, 96 students of the College received recognitions from university, other institutions of higher learning, Government organization, NGOs, local bodies, etc., in honour of their merits and achievements. All the Departments have organized social extension programmes involving students and society.

The students of the departments have participated and involved enthusiastically in the co- and extra-curricular activities organized by various departments, clubs and forums of the College.

Overall the academic activities and performances and organization of co- and extra-curricular activities of the teaching departments during the academic year 2020-21 were GOOD. However, the Departments have better scope for organizing more innovative co- and extra-curricular activities involving more students' participation and engagement.



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## OFFICE OF THE IQAC

Review Report on Overall Activities of Clubs/Forums/Committees/Cells  
of the College during the Academic Year 2020-21

## REVIEW REPORT

ON

Overall Activities of  
Committees/Clubs/Forums/Committees/Cells of the  
College during the Academic Year 2020-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## [MARCH 2021]

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IQAC

MUHAMMED ABDURAHIMAN MEMORIAL  
ORPHANAGE COLLEGE  
P.O. MANASSERY, MUKKAM - 673602



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### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

The Clubs/Forums/Committees/Cells of the College have organized a host of co- and extra-curricular and skill development activities during the academic year.

The **IQAC** of the college has proactively involved in all quality enhancement and sustenance activities of the College. The IQAC has successfully implemented its action plan during the academic year.

The **Academic Committee** has successfully implemented its action plan for the academic year 2020-21. Academic activities of the Departments were closely monitored and timely directions were given for improvement in its function.

The **Cell for Mentoring and Tutorial** activities monitored and ensured the efficient implementation of the tutorial, remedial and mentoring activities of the Departments.

The **Continuous Internal Assessment and the University Examination Cells** have executed their works in a commendable way during the academic year 2020-21.

The **College Students' Union** organized a host of co-curricular activities during the academic year. Students' participations and prizes won in the zonal and interzone activities have increased to three fold. Annual Arts Fest, Annual Sports Meet and Annual College Day, Onam, Christmas and Keralappiravi Celebrations etc., were organized by the College Union with zest. The union also brought out the Annual College Magazine.

**Anti-Ragging Committee** ensured that the College is No-Ragging Zone. The College ensures a cordial relation between senior students and freshers. The senior students of the College have arranged welcome sign boards and garlands on the first day of the freshers in the Campus. Departments have arranged separate Freshers' Day celebrations for welcoming the first year students.



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The **Students Welfare and Discipline Committee** is executed their job with perfection, creating a cordial and peaceful campus. No working day was missed due to students' unrest.

The fact that no formal complaint was recorded at **Women Complaint Redressal Cell** is an indicative of the fact that the Cell was vigilant throughout the year to ensure that no women student or staff is faced any gender discrimination or harassment inside the campus.

The **Ethics Committee** ensured that the institution has followed the legal and governmental directions, obligations and social customs, rules and ethics in its policies, functioning and activities, with the co-operation of the college PTA, Staff members, College Students Union, Management Committee, NSS and local authorities.

The fact that no formal complaint or grievance was recorded at **CUCBCSS Monitoring & Grievance Redressal Cell** is an indicative of the fact that the Cell has ensured implementation of the CUCBCSS regulations of the University true to its letter and spirit.

During the current academic year also, the **Parent Teacher Association (PTA)** of the College worked with all dedication and interest for the welfare of the students and the institution.

The **Examination Squad** of the College overviewed and supervised the conduct of internal and external examinations to check all unfair means. The Squad had reported a few cases of suspected malpractice cases to the University for further decision and action.

The **Staff Advisor** of the College played a proactive role in ensuring that the priorities, preferences and choices of the Elected College Students Union syncs



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### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

with that of the Institutions, by properly communicating and involving with all the activities of the College Students' Union.

The **Admission Cell** of the College completed admissions to all UG and PG programmes of the College in a transparent manner.

The **Cooperate Store** of the College extended its services students to provide various stationary items, notebooks, practical record books, assignment books, textbooks and various application at relatively lower prices.

The **Returning Officers to College Union Election** executed their duties with perfection in ensuring the conduct of Elections to the College Students' Union is conducted in free and fair manner and without any students' unrest or untoward incidents.

The **Academic Time Table Committee** has meticulously prepared the academic schedule and class timetable of the College.

The **Remedial Coaching Centre**, in collaboration with the teaching departments conducted remedial classes for students from SC, ST, other backward communities and other academically challenged students to help them in their quest for knowledge.

The **Cell for Scholar Support Programme (SSP)**, the initiative of the State Government to support the educationally challenged students, implemented successfully in the College during the current academic year too to impart additional support to students in their curricular activities especially in areas of their weakness. The Cell extended personalised additional support through tutorial classes, additional lectures, question banks, study materials and interactive classes.



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### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

The **Cell for Walk With Scholar (WWS)** programme, a state government initiative to support advanced learners, extended its services for providing mentoring, guidance, motivational supports to advanced learners to help them seek employment and identify potential areas for higher studies.

The **Cell for Additional Skill Acquisition Programme (ASAP)**, a Kerala Government sponsored programme, conducted skill development and enhancement courses for enrolled students in soft skills, including language skills, leadership skills, Information Technology Skills, etc., to enhance their employability index.

The **Cell for Tutorial & Mentoring System** ensured that the well-structured tutorial and mentoring activities of the Departments have gone smoothly this academic year too without any hitches.

The **Office Automation Cell** of the College provided ICT training to newly recruited employees. The Cell also provided the necessary support and training to the staff and students in using the Office Automation implemented in the College. The Cell also advised the college for procurement of the mobile version of the Total Campus Solution (TCS) software for ensuring 24x7 access to teachers and administrative staff.

The **Music Club & Club for Cultural Programmes**, in cooperation with the College Union planned and coordinated all the cultural and related activities of the College for the academic year. The clubs also made necessary arrangements to train the students for the University Zonal Arts competitions.

The **Staff Editorial Board of the College Magazine** assisted and supported the College Union in brought out the College Magazine for the academic year 2020-21.



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## OFFICE OF THE IQAC



### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

The **Public Relation Office** of the College has successfully executed its duty in communicating its policies, plans, and activities to the relevant stakeholders on time.

The **Scholarship Cell** of the College provided a commendable service this academic year too. The cell provided the students with all kinds of guidance, assistance and support to apply for various governmental, non-governmental, management and alumni sponsored scholarships and e-grants. The efforts of the Cell helped the students to bag a total scholarship worth Rs. 45 lakh during the academic year.

The **College Research Council (CRC)** has provided guidance, support and organized program for promoting, developing, and reviewing research activities of the College.

During the current academic year also, the **National Service Scheme (NSS)** units of the College became the social face of the College. The NSS units have undertaken several regular works and conducted special camps with the active involvement of 200 volunteers of the units.

The **Women Development & Gender Sensitization Cell** ensured the overall well-being of the female students. As part of empowering female students, the Cell conducted a few programme with themes like gender justice, women empowerment, and vocational training.

The **Career Guidance Cell** of the College, in collaboration with the teaching departments, conducted a few career orientation programmes for students of science, management and humanities streams. The Cell also conducted programmes on higher studies options available for students.

The **Placement Cell** of the College assisted the students to attend placement



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## OFFICE OF THE IQAC

### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

drives conducted by other institutions.

The **Students Counselling Centre** conducted orientation programmes for the mental wellbeing of the students and it also provided counselling services by trained medical practitioners.

The **Cell for Entry into Services**, in collaboration with organized special coaching classes to students to help them appear and clear various recruitment tests conducted by governmental and non-governmental recruitment boards.

The **Medical Assistance Centre** provided medical and first aid facilities for the students. Besides provided weekly services of trained medical practitioners, the Centre conducted two medical camps during the academic year.

The **Pain and Palliative Care Unit** conducted a host of social extension programme during the current year. Special orientation programmes were conducted for the members of Pain and Palliative unit. Members of the Unit also attended workshops and training programmes organized by other peer units.

The **Divyangan Cell** conducted a host of welfare, awareness, social extension programme during the current year for the benefit of differently abled students in the College and in the municipal division adopted by the College. Members of the Unit also attended special workshops and training programmes organized by the College and other such cells.

The **Blood Donor Forum**, in collaboration with Pain and Palliative unit conducted a blood donation camp during the academic year. The Forum members also donated blood individually for other emergency cases.

The **Health Club** conducted fitness training activities aiming the physical and mental fitness of the non-sports students and staffs.



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## OFFICE OF THE IQAC



### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

The **Nature Club & Bhoomithra Sena Club** organized several action-oriented environmental activities to create among the students the awareness about the importance of protecting the nature & environment.

The **Information Technology (IT) Club** organized training sessions for faculty and administrative staff on the availability and use of ICT tools and services in teaching, learning, assessment and educational administration processes.

The **Theatre Club** organized a drama workshop for members of the Club for sharpening the acting talents of the members.

The **Exploration Club** visited several historical places in the nearby areas and undertook projects with a scope for exploring and recording of local history.

The **Media Club** organized a host of activity oriented programmes to enable the club members to display the media related talents and skills of the students through design/preparation of new stories, news pamphlets, brochures, wall magazines, short films, etc.

The **Entrepreneurship Development (ED) Club** organized ED awareness programmes and interactions with successful entrepreneurs to motivate the students to choose entrepreneurship as their career path.

The **Innovation Club** conducted innovation, designing, debugging and programming contests for students of the College. The students of the College also participated in the similar innovation contests conducted by other institutions of higher learning.

The **Birds Club** organized bird watching programme to enumerate the bird varieties inside the campus. During summer season, the club also hanged



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### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

drinking water pots on trees for the use by birds.

Under the guidance of the **Old Students Association of MAMOC (OSAMAMOC)**, the Department Alumni Groups have conducted their annual meeting on first Sunday in the month of August. The Association has also donated amount to distribute the Alumni sponsored Scholarships meritorious and needy students. A few of the departments have also conducted programmes involving the prominent Department Alumni.

The Chapter of the **Optical Society of America (OSA)** functioning under the Department of Physics has organized a two-day conference on Optics and Nanophotonics. The Chapter also conducted competitions and awareness programmes.

The **NPTEL Local Chapter** assists and supports students and faculty to enrol for online skill-oriented/faculty development programmes under NPTEL and SWAYAM.

The **Unnat Bharat Abhiyan Chapter** of the College, in collaboration with NSS units have undertaken some social extension programme.

The **RUSA Cell** submitted the final revised project report to RUSA Kerala for funding. Based on this, the RUSA sanctioned Work Order and Technical sanction for starting the developmental activities for Rs. 2 Crores.

The **Cell for Monitoring Audit Course** conducted special sessions on Ability Enhancement courses/Audit courses and conducted the final assessment as per the guidelines of the University.

**Students Quality Circle (SQC)** worked in association with the IQAC of the College to implement the quality enhancement programme planned by the



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## OFFICE OF THE IQAC

### Review Report on Overall Activities of Clubs/Forums/Committees/Cells of the College during the Academic Year 2020-21

IQAC. The SQC also provided quality enhancement suggestions to IQAC based on the inputs it received from the student community.

The **IPR Cell**, in collaboration with teaching departments, conducted various awareness and discussion programmes on IPR.

The **Minority & OBC Cell** has extended its assistance and support to minority & OBC students of the College to ensure that their constitutional rights are protected and to achieve academic excellence and career development.

The **Yoga & Meditation Club** organized awareness programme on yoga and arranged practical yoga sessions for both students and staff.

The **Electoral Literacy Club (ELC)** conducted a series of open discussions on Indian Democracy and the Role of Electors with the objective of strengthening the culture of electoral participation among young and future voters.

The **College Calendar Committee** has prepared the academic calendar and academic schedule for the current academic year.

The **RTI Cell** of the College, constituted as per the Right to Information Act, has promptly given replies to all requests filed under RTI act.

During the current academic year, the **College Staff Club** has organized common farewell functions to retiring and departing staff of the College.

Overall the activities of the various Committees, Clubs, Forums and Cells are GOOD. However, some of them have better scope for organizing variety of innovative activities involving more students' participation and engagement.



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## OFFICE OF THE IQAC

Action Plan on the quality initiative and sustenance activities related to curricular, co- and extra-curricular and administrative activities and functioning of the College for the Academic Year 2021-22

## ACTION PLAN

ON

Quality Initiative and Sustenance Activities Related  
to Curricular, Co- and Extra-Curricular and  
Administrative Activities and Functioning of the  
College for the Academic Year 2021-22.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## [MARCH 2021]



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P.O. MANASSERY, MUKKAM - 673602



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## OFFICE OF THE IQAC

Action Plan on the quality initiative and sustenance activities related to curricular, co- and extra-curricular and administrative activities and functioning of the College for the Academic Year 2021-22

### ACTION PLAN FOR ACADEMIC YEAR 2021-22

1. Organize the Induction-cum-Bridge Programme for UG and PG Freshers, either in offline or online mode.
2. In view of the likely extension of the lockdown, provide Capability Enhancement training to Faculty on using ICT Tools and services for online teaching-learning-assessment.
3. Procuring an online meeting platform.
4. Using MAMOC-MOODLE for online teaching, learning and assessment activities to make the classrooms accessible to students 24x7.
5. Submit a summary report on the feedback on curriculum obtained from students, parents, employers, and peer teachers, to the Syndicate Sub-Committee on Curriculum, highlighting the findings of the College towards improving overall job-orientation and skill focus of the academic programs offered at the College.
6. Motivate and facilitate the Departments to offer more vocational and skill-oriented certificate programmes, either online or offline.
7. Motivate and facilitate the Departments to organize more co-curricular programmes, either online or offline, for inculcating Professional Ethics, Gender Awareness, Human Values, Environmental Awareness and Need for Sustainable growth into the curriculum.
8. Motivate and facilitate the departments to help students avail the online course projects and internship opportunities.



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### Action Plan on the quality initiative and sustenance activities related to curricular, co- and extra-curricular and administrative activities and functioning of the College for the Academic Year 2021-22

9. Motivate and facilitate the Departments to practice more student-centred/ experiential learning strategies, either online or offline ones, for improving the effectiveness of the teaching-learning-and-assessment process.
10. Initiatives for attracting more students from other states and International Students
11. Motivate and facilitate the Departments for strengthening the online tutorial and mentoring support services of the Departments
12. Organize faculty Development programmes, either online or offline, on Research Methodology to help the young teachers who have just enrolled for their research degrees and to motivate more teachers to enrol for their research degrees.
13. Motivate and facilitate the faculty members to publish their research works in the form research articles in journals/conference proceedings
14. Motivate and facilitate the Departments to organize at least a few extension programmes, either online or offline, for the beneficiaries of the Municipal Divisions selected by the College for its extension activities.
15. As part of the best practice of the College, motivate and facilitate the Departments to organize at least one or two programme, either online or offline, focusing the need of the differently abled for beneficiaries in the Municipal Divisions selected by the College for its extension activities.
16. Motivate and facilitate the Departments to enter into more MOUs and Collaboration for mutually benefiting both institutions.
17. Submit report to the Management for augmenting the infrastructural and ICT facilities of the College, in the wake of likely prolonged lockdown.



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[Govt. Aided & Affiliated to University of Calicut. Re-Accredited by NAAC with A Grade]



## OFFICE OF THE IQAC

### Action Plan on the quality initiative and sustenance activities related to curricular, co- and extra-curricular and administrative activities and functioning of the College for the Academic Year 2021-22

18. Facilitate the clubs and forums for organizing more programmes, either online or offline, involving student engagements and participations.
19. Support for students innovations and entrepreneurship.
20. Facilitate the addition of more books and e-resources to the College Library
21. Facilitate the College and the Departments in awarding Annual Maintenance Contract for maintain Computing and Network Resources and Lab Equipment.
22. Facilitate and support the students to apply for and grab all the eligible scholarships and freeships.
23. Facilitate and support the Departments, Career Guidance Cell and Placement Cell to organize placement drives/career orientation programmes, either online or offline, for the benefit of the students
24. Facilitate and support the Departments and Cells to organize more orientation programmes, either online or offline, on opportunities for higher studies.



A handwritten signature in black ink.

**COORDINATOR  
IQAC**

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## OFFICE OF THE IQAC

List of new office bearers of the Committees/Clubs/Forums/Cells of the College for the Academic Year 202-21

# LIST OF NEW OFFICE BEARERS

OF

Committees/Clubs/Forums/Cells of the College for the Academic Year  
202-21.

SUBMITTED TO

## COLLEGE COUNCIL

SUBMITTED BY

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### [MARCH 2021]



A handwritten signature in black ink, likely of the IQAC Coordinator, is placed above the official title.

COORDINATOR  
IQAC

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## OFFICE OF THE IQAC

List of new office bearers of the Committees/Clubs/Forums/Cells of the College for the Academic Year 202-21

### COLLEGE COUNCIL

**MEMBERS:** Principal, Mr. Shukoor K. H (Council Secretary), Ms. Beena Cherian, Dr. Aboobacker Mangattuchali, Dr. Ajmal Mueen M. A, Ms. Jyothilakshmi M. P, Dr. Mini P. M, Dr. Mumtaz P. K, Dr. Ambili. M. K, Ms. Rukkiyya. V. P, Ms. Minnath. T. A, Mr. Muhammed Rashid M. P, Ms. Brijila M. V, Ms. Shareena P. P, Ms. Hanna Thasneem, Mr. Mujeeburahaman Ambalakkandi, Mr. Lukman A, Ms. Jesbira

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

**MEMBERS:** Principal (Chairman), Dr. Ajmal Mueen M. A (Coordinator), Ms. Hanna Thasneem S. K (Assistant Coordinator), Mr. Shafi K. M (Assistant Coordinator), Dr. Aboobacker Mangattuchali (Faculty Member), Ms. Beena Cherian (Faculty Member), Mr. Shukoor K. H (Faculty Member), Ms. Shameera P (Faculty Member), Mr. Shibu C. G (Faculty Member), Mr. Basheer Thattanchery (Administrative Staff), Mr. Abdullakoya Haji (Member, Management Committee), Mr. Abdul Razak. P. K (Local Society), Mr. Kunhan Master (Ward Councillor, Mukkam Municipality), Mr. Hasnul Banna (Alumni President), Mr. Limseer Ali (External Expert, MES Ponnani College) and College Union Chairman (Member).

### ACADEMIC COUNCIL

**MEMBERS:** Principal, Mr. Shukoor K. H (Coordinator), Dr. Ajmal Mueen M. A (IQAC Coordinator), Ms. Beena Cherian, Dr. Aboobacker Mangattuchali, Mr. Abdurahaman O. M, Ms. Jyothilakshmi M. P, Dr. Mini P. M, Dr. Ambili. M. K, Ms. Rukkiyya. V. P, Ms. Minnath. T. A, Mr. Muhammed Rashid M. P, Ms. Brijila M. V, Ms. Shareena P. P, Ms. Hanna Thasneem, Mr. Mujeeburahaman Ambalakkandi, Mr. Lukman A and Ms. Jesbira.



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## OFFICE OF THE IQAC

List of new office bearers of the Committees/Clubs/Forums/Cells of the College for the Academic Year 202-21

### ANTI-RAGGING COMMITTEE

**MEMBERS:** Principal (Chairman), Mr. Shukkoor K. H (Convener, Mob. 9656572777), Ms. Beena Cherian, Dr. Mini P. M., Ms. Rukkiyya. V. P, Ms. Minnath. T. A, Mr. Abdurahiman O. M, Mr. Mujeeburahiman Ambalakkandi, Ms. Hanna Thasneem S. K, Mr. Lukman A, Ms. Shareena P. P, Mr. Abdullakoya Haji (Managing Committee Member), PTA Vice president, Sub Inspector of Police, Mukkam Police Station and Student representative (Members).

### ANTI-RAGGING SQUAD MEMBERS

**MEMBERS:** Mr. Shukkoor K. H (Convener), Ms. M. P. Jyothilakshmi, Mr. Prinsar. P. M, Mr. Shafi K. M, Mr. Mujeeburahiman Ambalakkandi, Ms. Niccy Joseph, Mr. Anoop. N. K, Mr. Muhammed Anees. P. C, Mr. Thrivikraman K, Mr. Shibu. C. G and Mr. Noby Manuel (Members)

### STUDENTS WELFARE AND DISCIPLINE

**MEMBERS:** Mr. Shibu C. G (Convener). Mr. Prinsar P. M, Mr. Shukkoor K. H, Dr. Mumthas P. K, Mr. Shafi K. M, Mr. Lukman A, Mr. Abdurahiman O. M, Mr. Mirshad K. C, Mr. Thrivikraman. K, Mr. Ramesh K., Mr. Jasir K, Mr. Mujeeburahiman Ambalakkandi and Mr. Prabeesh P (Members).

### WOMEN COMPLAINT REDRESSAL CELL

**MEMBERS:** Ms. Jyothilakshmi M. P (Convener). Ms. Beena Cherian, Dr. Ambili. M. K, Ms. Rukkiyya V. P, Ms. Minnath T. A, Ms. Suhaima K and Ms. Ruqsana Khader P. K (Members).



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## OFFICE OF THE IQAC

List of new office bearers of the Committees/Clubs/Forums/Cells of the College for the Academic Year 202-21

### ETHICS COMMITTEE

**MEMBERS:** Principal (Chairman), PTA Vice President (Vice Chairman), Staff Advisor (Convener), College Union Chairman (Joint convener), Manager, MAMO College (Member), NSS Programme Officer (Member) and Ward Member (Member)

### CUCBCSS MONITORING & GRIEVANCE REDRESSAL CELL

**MEMBERS:** Principal is the Chairman and Ms. Beena Cherian is Coordinator of the Cell. Ms. Jyothilakshmi M. P, Ms. Rukkiyya V. P, Ms. Minnath T. A, Ms. Hanna Thasneem S. K and Ms. Brijila M. V are the Members of the Cell.

### THE PARENT TEACHER ASSOCIATION:

**MEMBERS:** Principal (President), a representative of the Parent (Vice President), Mr. Vishnu Prasad S (Secretary), eight executive members, four each from teachers and parents.

### UNIVERSITY EXAMINATIONS CELL

**MEMBERS:** Mr. Muhammed Jaffer V (Superintendent) and Mr. Lukman A (Assistant Superintendent).

### INTERNAL EXAMINATIONS CELL

**MEMBERS:** Ms. Jyothilakshmi. M. P (Coordinator). Ms. Reshama Sebastian, Ms. Sana M. A, Ms. Amrutha. P, Ms. Raeesa T. M, Ms. Shuhaina T, Ms. Varsha K. K, Ms. Saranya E. P and Ms. Juvairiya P (Assistant Coordinators).



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## OFFICE OF THE IQAC

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### EXAMINATION SQUAD

**MEMBERS:** Dr. Mini P. M (Coordinator). Mr. Shukoor K. H, Ms. Minnath T. A, Mr. Prinsar P. M, Mr. Muhammd Jaffer V, Mr. Shafi K. M, Mr. Thrivikraman. K, Mr. Shibu C. G and Mr. Ramesh K (Members).

### STAFF ADVISOR TO STUDENTS UNION

Dr. Aboobacker Mangattuchali.

### ADMISSION CELL

**MEMBERS:** Mr. Shukoor K. H (Nodal Officer) and Mr. Anoop N. K. (Assistant Nodal Officer) for undergraduate programmes, respectively. Mr. Ramesh K (Nodal Officer) and Mr. Vishnu Prasad S (Assistant Nodal Officer) for postgraduate programmes

### CONTINUOUS ASSESSMENT REPORT SUBMISSION CELL:

**MEMBERS:** Ms. Beena Cherian (Coordinator for undergraduate programmes) and Mr. Farvees D (Coordinates for postgraduate programmes).

### COOPERATIVE STORE:

Mr. Lukman A (Secretary).

### RETURNING OFFICERS TO COLLEGE UNION ELECTION

**MEMBERS:** Mr. Prinsar P. M (Returning Officer). Ms. Minnath T. A, Mr. Shibu C. G, Mr Lukman A, Mr. Vishnu Prasad S (Assistant Returning Officers).



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## OFFICE OF THE IQAC

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### ACADEMIC TIME TABLE COMMITTEE:

**MEMBERS:** Mr. Shafi K. M (Coordinator). Dr. Mini P. M, Mr. Shukoor K. H, Mr. Abdul Rahiman O. M, Ms. Shameera P, Mr. Ramesh K, Ms. Bilkees K and Ms. Ummukulsu K (Assistant Coordinators).

### REMEDIAL COACHING CENTRE

**MEMBERS:** Mr. Anoop N. K (Coordinator). Ms. Suhaima K, Ms. Nicy Joseph, Mr. Muhammed Anees P. C, Mr. Shafi K. M, Ms. Shameera P, Ms. Jasna E, Mr. Mirshad K. C and Mr. Riyas K (Assistant Coordinators).

### SCHOLAR SUPPORT PROGRAMME (SSP):

**MEMBERS:** Mr. Anoop N. K is currently the Coordinator of SSP. Ms. Suhaima K, Ms. Nicy Joseph, Mr. Muhammed Anees P. C, Mr. Shafi K. M, Ms. Shameera P, Ms. Jasna E, Mr. Mirshad. K C and Mr. Riyas K are the Assistant Coordinators.

### WALK WITH A SCHOLAR (WWS)

**MEMBERS:** Mr. Thrivikraman K (Coordinator). Mr. Muhammed Jaffer V, Mr. Abdul Rahiman O. M, Mr. Firos V. M, Dr. Daughty John and Mr. Aboobacker K (Assistant Coordinators).

### ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)

**MEMBERS:** Mr. Muhammed Rashid M. P (Coordinator). Ms. Nicy Joseph, Ms. Shameera P, Ms. Shareena P. P, Ms. Akmal Irfana, Dr. Saheer Cheemadan, and Mr. Muhammed Shakeeb M (Assistant Coordinators).



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### TUTORIAL & MENTORING SYSTEM

**MEMBERS:** Dr. Daughty John (Coordinator). Ms. Shijila K. S, Ms. Reshma Sebastian, Mr. Muhammed Jaffer V, Mr. Muhammed Anees P. C, Mr. Shibu C. G, Mr. Jasir K, Ms. Jasna. E, Mr. Mirshad K. C Mr. Basheer P, Ms. Sana M. A, Mr. Muhammed Basheer T. K and Mr. Aboobaker K (Assistant Coordinators).

### OFFICE AUTOMATION CELL

**MEMBERS:** Mr. Shafi K. M (Coordinator). Mr. Firos V. M and Raeesa T. M (Assistant Coordinators).

### MUSIC CLUB & CLUB FOR CULTURAL PROGRAMMES

**MEMBERS:** Dr. Ambili M. K (Coordinator). Ms. Jyothilakshmi M. P, Ms. Reshma Sebastian, Dr. Daughty John, Mr. Noby Manuel, Ms. Sajisha E. S, Ms. Beena. A and Mr. Arun R (Assistant Coordinators).

### STAFF EDITORIAL BOARD – COLLEGE MAGAZINE

**MEMBERS:** Dr. Mumthaz P. K (Staff Editor). Dr. Aboobacker Mangattuchali, Ms. Nicy Joseph, Dr. Ambili M. K and Mr. Abdul Bais. P (Assistant Staff Editors).

### PUBLIC RELATION OFFICER

**MEMBERS:** Dr. Ajmal Mueen. M. A (PRO) and Ms. Jesbira (Assistant PRO).

### SCHOLARSHIPS CELL

**MEMBERS:** Ms. Rukkiyya V. P (Coordinator) and Mr. Mohinudheen N (Joint



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## OFFICE OF THE IQAC

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Coordinator). Mr. Muhammed Anees P. C, Ms. Suhaima K, Ms. Shameera P, Mr. Anoop N. K, Mr. Mirza Ghalib K. T, Mr. Riyas K, Dr. Saheer Cheemadan, Mr. Basheer P, Mr. Abdul Bais P (Assistant Coordinators).

## COLLEGE RESEARCH COUNCIL

**MEMBERS:** Dr. Ajmal Mueen M. A (Coordinator) and Dr. Daughy John (Assistant Coordinator).

## NATIONAL SERVICE SCHEME (NSS)

**PROGRAMME OFFICERS:** Mr. Muhammed Anees P. C and Shameera P.

## WOMEN DEVELOPMENT & GENDER SENSITIZATION CELL

**MEMBERS:** Ms. Suhaima K (Coordinator). Ms. Sajisha E. S, Ms. Shareena P. P, Ms. Juvairiya P, Ms. Saranya E. P, Ms. Shijila K. S, Ms. Shuhaina T and Ms. Varsha K. K (Assistant Coordinators).

## CAREER GUIDANCE CELL

**MEMBERS:** Mr. Farves D (Coordinator). Ms. Reshma Sebastian, Ms. Niccy Joseph, Mr. Muhammed Rashid K, Prinsar P. M, Mr. Muhammed Jaffer V, Mr. Anoop N. K, Dr. Saheer Cheemadan, Mr. Lukman A, Sana M. A and Mr. Muhammed Basheer T. K (Assistant Coordinators).

## PLACEMENT CELL

**MEMBERS:** Mr. Riyas K (Coordinator). Ms. Shameera P, Mr. Jasir K, Mr. Muhammed Basheer T. K, Prinsar P. M, Mr. Muhammed Jaffer V, Mr. Shibu C. G, Dr. Saheer Cheemadan and Sana M. A (Assistant Coordinators).



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## OFFICE OF THE IQAC

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### STUDENTS COUNSELLING CENTRE

**MEMBERS:** Ms. Hanna Thasneem S. K (Coordinator) and Ms. Nicy Joseph (Assistant Coordinator).

### CELL FOR ENTRY INTO SERVICE

**MEMBERS:** Mr. Farvees D (Coordinator). Ms. Reshma Sebastian, Ms. Nicy Joseph, Mr. Muhammed Rashid K, Prinsar P. M, Mr. Muhammed Jaffer V, Mr. Anoop N. K, Dr. Saheer Cheemadan, Mr. Lukman A, Ms. Sana M. A and Mr. Muhammed Basheer T. K (Assistant Coordinators).

### MEDICAL ASSISTANCE CENTRE

**MEMBERS:** Mr. Lukman A (Coordinator). Ms. Jasna E, Ms. Sana. M. A, Ms. Amritha P (Assistant Coordinators).

### PAIN AND PALLIATIVE CARE UNIT

**MEMBERS:** Mr. Abdurahiman O. M (Coordinator). Ms. Shameera P and Mr. Lukman A (Assistant Coordinators).

### DIVYANGAN CELL

**MEMBERS:** Ms. Shameera P (Coordinator) and Dr. Mumthaz P. K (Joint Coordinators).

### BLOOD DONOR FORUM

**MEMBERS:** Ms. Shameera P (Coordinator). Ms. Shareena P. P, Mr. Ramesh K, Ms. Rahana K. P, Ms. Beena A, Muhammed Shakkeeb M (Assistant



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## OFFICE OF THE IQAC

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Coordinators).

### HEALTH CLUB

**MEMBERS:** Mr. Mujeeburahaman Ambalakkandi (Coordinator) and Prabeesh P. P (Assistant Coordinator).

### NATURE CLUB & BHOOMITHRA SENA CLUB

**MEMBERS:** Mr. Shafi K. M (Coordinator). Mr. Vishnuprasad S, Ms. Sana M. A, Ms. Jasna E., Ruksana Khadar P. K., Ummukkulsu K, Akmal Irfana P, Ms. Shuhaina. T, Ms. Varsha K. K, Saranya E. P and Juvairiya P (Assistant Coordinators).

### INFORMATION TECHNOLOGY (IT) CLUB

**MEMBERS:** Ms. Bilkees K (Coordinator). Mr. Basheer P, Mr. Firoz V. M and Raeesa T. M (Assistant Coordinators).

### THEATRE CLUB

Mr. Akbarali P (Coordinator). Mr Jasir K, Mr Mirza Ghalib K. T, Mr Noby Manual, Ms. Bincy P, Ms. Rahna K. P, Mr. Arun R and Amrutha P (Assistant Coordinators).

### EXPLORATION CLUB

**MEMBERS:** Mr. Mujeeburahaman Ambalakkandi (Coordinator). Mr. Mohammed Anees P. C, Mr. Noby Manual, Ms. Amrutha P, Ms. Bincy P and Mr. Dilshad P. K (Assistant Coordinators).



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## OFFICE OF THE IQAC

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### MEDIA CLUB

**MEMBERS:** Mr. Noby Manuel (Coordinator). Mr. Abdul Bais, Dr. Smitha P and Mr. Jasir K (Assistant Coordinators).

### ENTREPRENEURSHIP DEVELOPMENT (ED) CLUB

**MEMBERS:** Mr. Mirshad K. C (Coordinator). Mr. Muhammed Basheer T. K, Mr. Aboobacker K, Mr. Riyas K and Dilshad P. K (Assistant Coordinators).

### INNOVATION CLUB

Mr. Arun K (Coordinator). Ms. Bilkees, Mr. Basheer P, Mr. Firoz V. M, Raeesa T. M, Mr. Abdul Rahoof P, Dr. Saheer Cheemadan, Ms. Ruqsana Khader P. K and Mr. Riyas K (Assistant Coordinators).

### BIRDS CLUB

**MEMBERS:** Mr. Shibu C. G (Coordinator). Mr. Vishnuprasad S, Ms. Sana M. A, Ms. Jasna E, Ruksana Khadar P. K, Ummukkulsu K and Akmal Irfana P (Assistant Coordinators).

### OLD STUDENTS ASSOCIATION OF MAMOC (OSAMAMOC)

**MEMBERS:** Mr. Benna Chendamangallur (President). Mr. Abdul Rahoof P (College-Level Coordinator). Mr. Abdurahiman O. M, Ms. Minnath T. A, Ms. Shameera P, Mr. Mohammed Rashid M. P, Mr. Muhammed Anees P. C, Mr. Shibu C. G, Ms. Saranya E. P, Ms. Juvairiya P, Ms. Sana M. A, Mr. Mohiyudheen N, Mr. Muhammed Shakeeb M, Mr. Mirshad K. C, and Ms. Amrutha P (College-Level Assistant Coordinators).



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## OFFICE OF THE IQAC

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### MAMOC MEDIA

**MEMBERS:** Mr. Noby Manuel (Coordinator). Mr. Abdul Bais and Dr. Smitha (Assistant Coordinators).

### OSA CHAPTER

**MEMBERS:** Dr. Shaheer Cheemadan (Coordinator) and Dr. Daughty John (Assistant Coordinator).

### NPTEL LOCAL CHAPTER

**MEMBERS:** Mr. Thrivikraman K (Coordinator).

### EK BHARAT SHRESTHA BHARAT (EBSB) CHAPTER

**MEMBERS:** Mr. Jasir K (Coordinator). Mr. Aboobacker K. Ms. Amrutha P, Mr. Mirza Ghalib K. T, Mr. Noby Manual, Mr. Shameem K and Ms. Bincy P (Assistant Coordinators).

### UNNAT BHARAT ABHIYAN CHAPTER

**MEMBERS:** Ms. Shmeera P (Coordinator). Mr. Muhammed Anees P. C. Mr. Lukman A and Ms. Beena A (Assistant Coordinators).

### RUSA CELL

**MEMBERS:** Mr. Shafi K. M (Coordinator). Dr. Aboobacker Mangattuchali, Ms. Beena Cherian, Dr. Ajmal Mueen M. A, Ms. Jyothilakshmi M. P, Dr. Mini P. M, Dr. Ambili M. K, Ms. Minnath T. A, Mr. Muhammed Rashid M. P, Ms. Brijila M. V, Ms. Shareena P. P, Ms. Hanna Thasneem, Mr. Mujeeburahiman



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Ambalakkandi, Mr. Lukman A and Ms. Jesbira (Members).

#### CSS CELL

Mr. Lukman A (Coordinator) and Ms. Beena A (Assistant Coordinator).

#### AUDIT COURSE MONITORING CELL

**MEMBERS:** Ms. Beena Cherian (Coordinator). Mr. Muhammed Jaffer V, Abdurahiman O. M, Mr. Aboobacker K, Mr Mirshad K. C, Ms. Rukkiyya V. Mr. Shibu C. G, Mr. Thrivikraman K. Mr. Akbarali P and Ms. Jasna E (Members).

#### STUDENTS QUALITY CIRCLE (SQC)

**MEMBERS:** Dr. Ajmal Mueen (Coordinator). A select group of students (Members).

#### IPR CELL

**MEMBERS:** Dr. Ajmal Mueen M. A (Coordinator). Ms. Hanna Thasneem S. K, Mr. Arun R, Mr. Firoz V. M and Mr. Farvees D (Members).

#### MINORITY & OBC CELL

**MEMBERS:** Ms. Shareena P. P (Coordinator). Ms. Bilkees, Ms. Hanna Thasneem S. K, Mr. Shafi K. M, Mr. Shibu C. G, Ms. Ruksana Khadar P. K, Mr. Muhammed Anees P. C, Ms. Suhaima K, Mr. Muhammed Basheer T. K and Mr. Akbarali P (Assistant Coordinators).

#### YOGA & MEDITATION CLUB

**MEMBERS:** Mr. Prabheesh P (Coordinator) and Ms. Sajisha E. S (Assistant



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Coordinator).

### ELECTORAL LITERACY CLUB (ELC)

**MEMBERS:** Dr. Ajmal Mueen M. A (Coordinator). Ms. Hanna Thasneem S. K, Mr. Riyas K, Mr. Firoz V. M and Mr. Farvees D (Assistant Coordinators).

### COLLEGE CALENDAR COMMITTEE

**MEMBERS:** Ms. Beena Cherian (Chairperson). Ms. Hanna Thasneem S. K and Mr. Shameem K (Members).

### RTI CELL

**MEMBERS:** Mr. Shukkoor K. H (Public Information Officer), Sri. Basheer Thattanchery (Assistant Public Information Officer) and Dr. Abbas T. P (Public Information Appellate Authority).

### COLLEGE STAFF CLUB

**MEMBERS:** Mr. Shukkoor K. H (Coordinator) and Sri. Basheer Thattanchery (Assistant Coordinator).



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ORPHANAGE COLLEGE  
P.O. MANASSERY, MUKKAM - 673602

