













IQAC Meeting (4 June 2021)

Agenda

1. New club formation
2. Conduct of FDP, workshops
3. Renovation of Audio visual hall
4. NAAC Accreditation

Members Present

1. Dr Byju K 
2. Nisha Sasikumar 
3. Sarala K T 
4. Durga N 
5. Vasanthi P 
6. Rajan K 
7. Dhanya K 
8. Ambika K K 
9. Rajeesh Kumar M 
10. Manju V 
11. Dr Mugesh P 
12. Vishnumaya S Menon 

Decisions Taken

1. Decided to start a health and yoga club in this academic year.
2. An FDP is to be conducted on ICT training is to be provided to teachers
3. Anti-Sexual awareness programme is to be conducted for students
4. Decided to conduct an online workshop on yoga practices
5. Decided to organize a talk on distributive justice and its relevance on Indian Constitution
6. Decided to suggest management to renovate the current audio visual hall
7. Decided to request the management to grant permission to start procedure for applying NAAC accreditation this academic year.
8. To improve teaching- learning process the cell decided to take necessary steps to increase the number of students participation in placement training and conduct more industrial visit.

IQAC Coordinator


Dr Mugesh P





Dr. BYJU. K

M.Com (Double), MBA, CWA, M.Phil, PhD
PRINCIPAL


AMC GROUP OF EDUCATIONAL INSTITUTIONS
Principal
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 879 521

ATR of meeting dated 4 June 2021

1. Health and Yoga Club started its function on 15th June 2021
2. FDP was conducted by IQAC on 21/08/2021
3. Awareness programme was conducted on 10th August 2021 by Anti Sexual Harassment Cell
4. Online workshop on the topic rejuvenate with yoga was organised by Health and Yoga Club on 21st June 2021
5. Department of Economics organised a talk on the same on 02/08/2022
6. Management agreed to reconstruct the roof after the completion of new building
7. The matter was discussed with management and offered full support for NAAC accreditation.
8. Informed departments to ensure students are attending at least one placement training & industrial visit during the course of study. All departments agreed the same.


IQAC Coordinator
Dr. Anurag P.






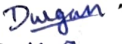









Principal
AMIC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CATECH UNIVERSITY
MANISSERY, PIN - 619 521

IQAC Meeting 2 August 2021

Agenda

1. Promotion of research and publication
2. Placement Training to students
3. Conduct of various seminars, training, etc.
4. UGC 2F

Members Present

1. Dr Byju K 
2. Nisha Sasikumar 
3. Sarala K T 
4. Durga N 
5. Vasanthi P 
6. Rajan K 
7. Dhanya K 
8. Ambika K K 
9. Rajeesh Kumar M 
10. Manju V 
11. Dr Mugesh P 
12. Vishnumaya S Menon 

Decisions


1. To promote research aptitude among students it is decided to make collaboration with an authorized research center. To promote research and publication among teachers the meeting decided to request the management to provide financial support for the same
2. Meeting decided to make a memorandum of understanding with an external organization. The aim of MOU is to promote placement training. The meeting decided to promote placement training among students and for the same all departments are required to do the same.
3. Resolved to conduct a training session on physical fitness and values to teachers
4. A training on Necttos software is to be conducted since the college is shifting to online attendance marking and time table setting, etc. using the same software
5. A training program on interpersonal communication is to be conducted
6. A webinar is to be conducted to make students aware about the third gender and their issues
7. Webinars is to be conducted to promote entrepreneurial traits among students and need for making aware the students about Right to Information Act were discussed
8. Decided to apply for the inclusion of UGC status 2F

IQAC Coordintor


Dr. Mugesh P



Principal


M. Com (C) ...
AMC GROUP OF INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANJERI, PINARAYAPURAM

ATR of meeting 2 August 2021

1. A proposal for academic collaboration was send to Government college, Tripunithura and the same was accepted On 18.09.2021. Management agree to support teachers financially to promote research among teachers.
2. An MOU with Fin Minthra serve Nidhi Ltd. Was signed for providing placement training to students.
3. A training was conducted on 26/11/2021 on the topic ' A training session on values and effects of physical fitness
4. Training was conducted on 2/10/2021. Uvais KT Director Necttos was the trainer
5. Conducted a training programme on interpersonal communication on 18/09/2021
6. Equal Opportunity Cell conducted a webinar on Gender equity with emphasis on Third Gender". Adv. Ajeet Sreedharan was the resource person
7. Two webinars were organised by ED Club and an awareness programme on Right to Information was organised by RTI Club.

IQAC Ceordintor

[Handwritten Signature]
Dr. Magesh. P.



M.Com (DCA) M.A. (CMA) M.Phil, PhD




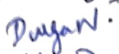







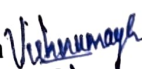
Principal
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 670 001

IQAC Meeting (1 December 2021)

Agenda

1. Training programme to students
2. FDP, Webinars
3. Conduct of various seminars, etc.

Members Present

1. Dr Byju K 
2. Nisha Sasikumar 
3. Sarala K T 
4. Durga N 
5. Vasanthi P 
6. Rajan K 
7. Dhanya K 
8. Ambika K K 
9. Rajeesh Kumar M 
10. Manju V 
11. Dr Mugesh P 
12. Vishnumaya S Menon 

Decisions

1. Decided to conduct certified training programme on softskills, lifeskills and communication skills to all first year students
2. Decided to conduct an FDP to improve the analytical and creative thinking of teachers
3. An Awareness program on anti-sexual harassment is to be conducted
4. A seminar on intellectual property right is to be organized


IQAC Coordinator

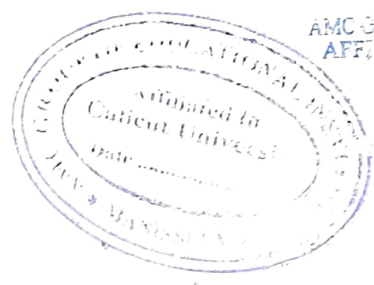


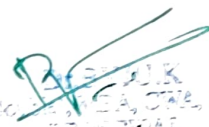
Principal

ATR (1 December 2021)

1. Softskill development Cell in association with Linus Educational conducted certified training program on language and communication skills, softskills and life skills in the month of February
2. An FDP was organised by IQAC on 26/02/2022.
3. Awareness program was conducted on 31.3. 2022 by Anti Sexual Harassment Cell
4. Department of Economics organised a Seminar on Recent Trends in Intellectual Property Rights


IQAC Coordinitor
Dr. Muzhup




Principal
M.Com (Co-op), B.A., O.A., M.Phil, Ph.D.
AMC GROUP OF PROFESSIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 673 521

**INTERNAL QUALITY ASSURANCE CELL
AMC GROUP OF EDUCATIONAL INSTITUTIONS MANISSERY**











Date : 01 April 2022

Venue : IQAC Office

Agenda


1. NAAC Peer Visit: Review of Preparation
2. Feedback analysis & Review of Results
3. Placement programmes

Members Present

1. Dr. Byju K, (Principal) 
2. Nisha Sashikumar 
3. Rajan K 
4. Dhanya K 
5. Ambika K K 
6. Rajeesh Kumar M 
7. Sarala K T 
8. Vasanthi P 
9. Manju V 
10. Dr Mughesh P (IQAC Co ordinator) 

Discussions & Decisions

1. The meeting discussed the progress of work for NAAC Peer Visit team. It is decided to conduct a department wise exhibition during Peer team visit. Nature club and Arts club should also organize an exhibition during the visit. IQAC coordinator presented the proposed schedule for peer team visit. Duties were allotted to teaching and non-teaching faculty and the same is approved by the members.
2. Feedback analysis reports were presented in the meeting. Result analysis report of the academic year was presented in the meeting.
3. Decided to conduct a placement drive for final year outgoing students.
4. Decided to reconstitute IQAC after NAAC Peer Team visit and the IQAC Coordinator thanked all stakeholders for the dedication and support since the establishment of IQAC. If accredited the college will become first NAAC accredited self-financing Arts & Science College under University of Calicut in Palakkad district. Principal appreciated all IQAC members for the teamwork and requested the support of all members for the Peer Team Visit.


Dr. Mughesh P
IQAC Co-ordinator





Dr. BYJU. K
M.Com (Double), MBA, CWA, M Phil, PhD
Dr. BYJU. K
Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521

ACTION TAKEN REPORT OF IQAC MEETING ON 1 April 2022

1. As discussed in the meeting everything was arranged and peer team visit went smoothly as per plan. Students' participation in exhibition and cultural show was really appreciable.
2. The reports were sent to academic council for further actions.
3. A Placement drive was conducted in the month of May.
4. College got NAAC Accreditation with B++ Grade and IQAC was re-constituted by the college Council


Dr. Mugesh P
IQAC Co-ordinator


Dr. BYJU. K
M.Com (Double), MBA, CWA, M.Phil, PhD
Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521





AMC Group of Educational Institutions
Kothayur Road, Manisseri Post, Ottapalam, Palakkad, pin:679521.
Contact:9995427765,
Email: amcottapalam@gmail.com,
Website: amc-college.com

Meeting Minutes

09.05.2022 - 3:00PM

1. Opening

The IQAC meeting was called to conduct on 09.05.2022 at IQAC room, AMC campus.

2.Attendee's list: Attendance list is attached below.

3.Absent list:

1. Mr. Rajeesh Krishnan
2. Mrs Meena Ramaswamy
3. Mr.Sajeev M
4. Mrs. Praseedha P

4. Agenda

1. Peer visit report discussion
2. New initiatives for quality enhancement in system.
3. AQAR submission
4. Other matters.

5. Discussion

1. The members went through the suggestions put forward in the NAAC report and decided to take each and every suggestions seriously and to initiate steps in the new academic year.
2. Need for more collaboration with industry and other educational institutions were discussed.
3. IQAC co-ordinator informed the members to start the work for AQAR submission.

6. Action

The meeting envisaged IQAC coordinator to allocate different faculty member to do AQAR work criterion wise

7. Adjournment

The meeting was adjourned at 4.15 pm.

8. Next Meeting

The next meeting will be conducted on 03.06.2022

9. Submitted by: Ms . Jisha K., IQAC Coordinator

10. Approved by: Dr.Byju K,Principal

11. Attachment – Resolution, Attendance list



AMC Group of Educational Institutions
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Website: amc-college.com

Resolution

09.05.2022

Manisseri

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE IQAC OF AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERI, OTTAPALAM – 679521 HELD ON 09 May 2022 AT 3:00 PM.

- Resolved to initiate MoUs & Collaborations with other HEIs & Industry
- Decided to envisage IQAC coordinator to allot duty to teachers to do AQAR Works

Ms. Jisha K.
IQAC Coordinator



Dr. BYJU. K
M.Com (Double), MBA, CWA, M Phil, PhD
PRINCIPAL
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AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521





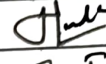












AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERY

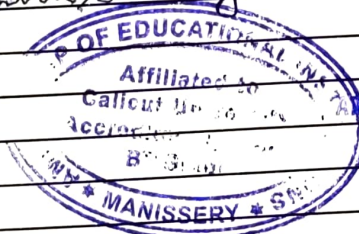
Attendance Sheet

Name of Programme/ Activity : IQAC Meeting

Organised by : IQAC

Date : 09.09.2022

Sl. No.	Name of Faculty	Signature
1	Dr. BYJU K	
2	Lisha K.	
3	Divya Handas	
4	Smruthi-P.V	
5	Dr. Mugeesh P	
6	Sarala K-T	
7	Jagadeesh C	
8	Valanthi P.	
9	Nisha. Sasikumar	
10	Rajesh kumar M.	
11	Anilkumar C.	
12	Rexha P.T.	
13	Ranjini P	
14	Sandhya Nair	
15	Mohd. Jamal A.	
16	Rama Suresh	
17		
18		DR. BYJU K
19		M.Com (Double), MBA, CWA, M Phil, PhD
20		PRINCIPAL
21		AMC GROUP OF EDUCATIONAL INSTITUTIONS
22		AFFILIATED TO CALICUT UNIVERSITY
23		MANISSERY, PIN - 670 521
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ACTION TAKEN REPORT OF MEETING HELD ON 09TH MAY 2022

1. Collaboration is made with Thunchath Ezhuthachan College, Elavanchery, Palakkad and Mar Osthateos College, perumpilavu, Thrissur. Besides, The departments were also informed to make Collaborations with other colleges and industries.
2. Duty was allocated and the work for AQAR Submission started



IQAC Coordinator



Principal

Dr. BYJU. K
M.Com (Double), MBA, CWA, M Phil, PhD
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