



INTERNAL QUALITY ASSURANCE CELL
MAR THOMA COLLEGE, THIRUVALLA

MTC/IQAC-ATR/2014-15

Date: - 29/05/2015

ACTION TAKEN REPORT

MEETING NO.	DATE	DECISIONS	ACTION TAKEN
IV-177	19/06/2014	The meeting of the Heads of Departments decided to compile the necessary details for filing the AQAR and for preparing a report for the visit of External Academic Audit team.	The pro forma has been circulated in all the departments for collecting the Record of events for the year 2013-14.
IV-177	19/06/2014	HODs to prepare the time-table allotting 16 hours for the permanent teachers and report the vacancies for guest lecturers, if any. HODs shall prepare the academic plan for the year including Teaching plan, Orientation programmes, Seminars, Remedial Programmes and programmes of Subject Associations.	Detailed time-table has been prepared. Guest faculty have not been allotted PG classes.
IV-184	02/07/2014	The Staff Council advised the Departments to be meticulous in preparing teaching plans and the need to improve the results.	Review of Syllabus Completion on the basis of Teaching Plan and steps for the timely completion of syllabus and revision.
IV-190	21/07/2014	The Staff Council decided that Entry Level Assessment Test be conducted to identify Slow, Average and Advanced learners.	Classification of students into Advanced and Slow Learners and introduction of Remedial Teaching for Slow Learners.

II-17	10/11/2014	The IQAC advised the departments to prepare an academic calendar for the IV and VI semester Degree programmes and to ensure the completion of portions in time.	Exam Oriented Intensive Coaching
IV-186	02/07/2014	In the Staff Council meeting, the Principal opined that the departments should hold discussions and have a clear idea about their infrastructure requirements.	Improvement of Infrastructural facilities by procuring additional books, equipments, instruments, computers etc.
II-16	28/08/2014	The IQAC asked the departments to conduct seminars/workshops and other academic programmes/ventures to promote research.	<ul style="list-style-type: none"> • Establishment of an Inter-disciplinary Research Centre for the promotion of research in the Golden Jubilee Block. • DST-FIST grants were received and plans were chalked out on the necessary materials, and instruments to be purchased. • A total of 9 Seminars/workshops were organised by different departments this year.
II-16	28/0/2014	All PG departments to commence NET/SLET training from the beginning of the first semester PG classes.	Training programmes for NET/SLET examinations, competitive examinations, group discussions and other career-related programmes.
II-16	28/08/2014	Add-on courses and short-term courses may be introduced.	Skill acquisition programmes for students in association with the State government and introduction of additional short term vocational courses for students in Information Technology.
II-17	10/11/2014	IQAC asked departments to organise extension activities,	Community extension programmes were organized by

		preferably before March 2015.	the department of English, Commerce and the NSS.
IV-186	02/07/2014	In the wake of preparing for autonomy, teaching and non-teaching staff should be given necessary training in various aspects.	A training programme for non-teaching staff on SPARK by Mr. Somy Soman, (SPARK Cell, and Govt. of Kerala) was conducted on 07-03-2015. The Principal reported in the Staff Council meeting on 16-12-2014 that application has been forwarded to government on sanction of autonomy.
213	07/08/2014	The IQAC decided to promote green initiatives and encourage the departments to organise programmes pertaining to environment conservation.	<ul style="list-style-type: none"> • The department of Zoology hosted a national Seminar on 'Environment-Its Sustainable Conservation' on 04-12-2015. • The department of Chemistry conducted a lecture on 'Climate Changes and Bio-diversity of Dragonflies of Kerala on 28-11-2014. • International Day for Preservation of Ozone Layer was celebrated on 26-09-2014; a talk was organized by the department of Chemistry.
II-14	11/08/2014	The meeting discussed the strategies to be adopted for ensuring academic standards and quality.	<ul style="list-style-type: none"> • Smart boards were installed in seven classrooms. • Public Address System was installed to facilitate easy communication on academic schedules and programmes.
IV-184	02/07/2014	AQAR to be prepared and submitted.	The AQAR for the year 2013-14 was submitted on 30/09/2014.
II-17	10/11/2014	The IQAC asked the HODs of various departments to organise extension activities before the end of the academic	Extension programmes were conducted by the NSS (Blood donation), Department of Chemistry (Science exhibition

		year.	for school students), Department of English (Grammar School in Govt UP School, Chumathra, Communication skills training in the Language Lab training for the clergy of Mar Thoma Church) and Department of Zoology (Exhibition in Mar Thoma Central School, Thiruvalla)
IV-214	27/05/2015	Website monitoring and Maintenance Committee was nominated by the Staff Council.	The Committee updated the website and sent requests to departments for compiling information to be published on the website.

IQAC Chairperson

Sd/-

Dr. K Jacob, Principal

IQAC Coordinator

Sd/-

Dr. Icy K John