



INTERNAL QUALITY ASSURANCE CELL
MAR THOMA COLLEGE, THIRUVALLA

MTC/IQAC-ATR/2016-17

Date: - 30/03/2017

ACTION TAKEN REPORT

MEETING NO.	DATE	DECISIONS	ACTION TAKEN
II-33	17/06/2016	Teaching Plans, academic plans to be prepared. Teacher's diary to be maintained and signed at the end of every semester by the HOD and the Principal.	Introduction of a mechanism for semester wise preparation of teaching schedules. Exam oriented intensive coaching.
II-33	17-06-2016	Certificate courses should be conducted.	Three new certificate courses are being offered (Dept. of Chemistry, Dept. of Computer Applications)
II-34	17-16-2016	Remedial classes to be conducted and its impact studied	Remedial Programme for slow learners were organised
II-39	21/11/2016	Initiatives for more number of projects and invited lectures	<ul style="list-style-type: none">• IQAC organised a capacity building training for teaching faculty. Dr A. Abraham led the sessions on 07/02/2017.• The IQAC organised a one day seminar on 'Innovative Ideas in Research' on 24/02/2017.• IQAC organised capacity building classes for students. Classes were led by Mr. Rajesh PS on 28/03/2017. Dr Vishnu Namboodiri coordinated

			the programme.
IV-295	19/10/2016	The Staff Council discussed the possibility of installing a software for students' assessment procedures.	<ul style="list-style-type: none"> • Installation of TCS - An online platform which enables the sharing of administrative information, manages admission, and helps to carry out students' evaluation procedures. This online platform also has possibilities for expansion in terms of modular upgrade. The platform has capabilities to permit teachers, heads of the departments, class-in-charges and the principals, and office staff to have accounts with progressive degrees of privileges.
II-39	21/11/2016	For the automation of the Internal Mark Calculation, Attendance entry, Preparation of B-Forms, A-Forms etc, a software to be purchased.	<ul style="list-style-type: none"> • One Day Training Programme for using the software - Online TCS was conducted on 15th December 2016. Mr. Siraj MV (Meshilologic, Calicut) gave the teachers and non-teaching staff demonstrations on using the modules for Internal Mark Entry, Attendance, register etc. and Dr. Noble P. Abraham led

			the session on 'Student and Teacher Profile Management'.
II-34	17/06/2016	Decided to consider alternate arrangement for uninterrupted power supply.	A High Tension Unit (Transformer cum Generator) was installed to meet the energy requirements in the campus.
II-38	08-11-2016	Departments directed to organize C2C programmes.	C2C- Campus to Corporate Workshop on Employment Enhancement Skills was conducted by the Department of Commerce on 22-11-2016.
II-39	21/11/2016	Encourage and support green initiative/Environment conservation ventures.	One day seminar on "Need of Ozone Layer Protection in the Present Scenario" in connection with International Ozone Day Observation Sponsored by KSCSTE on 30-09-2016.
II-39	21/11/2016	Renovation work to be completed in the canteen, New Hostel and Ladies waiting rooms.	Canteen Renovation work was carried out - Tiling, painting, curtain furnishing etc. were also done.
II-39	21/11/2016	Initiatives for more number of projects and invited lectures.	The IQAC, along with The Mar Thoma Higher Education Commission conducted a One-Day workshop for teachers in colleges 'The Changing Benchmarks in Teaching and Learning' on 11 th February, 2017. Dr. MR Kurup delivered lectures on 'Academic Audit', 'Accountability in Higher Education' and 'Benchmarks of Good Teaching'.
II-37	12/08/2016	AQAR for the year to be prepared and submitted	The AQAR for the year 2015-16 was submitted on 24/11/2016.
IV-309 IV-312	16/02/2017 4/03/2017	The Principal and IQAC convener will visit the departments regarding the preparation of NAAC files.	Preparations for the NAAC re-accrreditation being carried out in the departments with the help of the IQAC. Reports of the visit to the various departments by the Principal and IQAC convener submitted to the various HODs.

IQAC Chairperson

Sd/-

Dr. Icy K John , Principal

IQAC Coordinator

Sd/-

Dr. Varughese Mathew