



**INTERNAL QUALITY ASSURANCE CELL**  
**MAR THOMA COLLEGE, THIRUVALLA**

MTC/IQAC-ATR/2017-18

Date: - 30/03/2018

**ACTION TAKEN REPORT**

<b>MEETING NO.</b>	<b>DATE</b>	<b>DECISIONS</b>	<b>ACTION TAKEN</b>
IV-1	19-07-2017	Scrutiny of the Syllabus for the Academic Enrichment Programmes by the IQAC.	Reviewed the syllabus of the Academic Enrichment Programme and implemented them as a minimum thirty plus hour full-fledged programme under the guidance of the Committee for Academic Enrichment Programme.
IV-3	24-07-2017	Direction to the Departments to prepare Teaching plan on the basis of the Academic calendar.	The Principal monitored and counter signed the Teaching plan prepared by the faculties.
IV-5	26-07-2017	Department wise evaluation of the academic work on the basis of NAAC Criteria.	Instructions were given to Departments to collect, process and compile data on seven point NAAC Criteria.
IV-8	24-08-2017	Commence the Academic Enrichment Programme at the earliest.	Departments were asked to start the programmes on or before 31 <sup>st</sup> of August, 2017
IV-9	12-9-2017	The Workshops, Seminars and other Academic activities conducted by the Departments should be duly recorded	Department level coordinators were given the responsibility to document the details of the Programmes.
IV-12	13-12-2018	Decision to authorise Dr. Noble P Abraham, Asst. Professor in the Department of Physics to create view links in	A committee under the Chairmanship of Dr. Noble P Abraham was constituted for the creation of View Links.

		connection with submission of SSR.	
IV-14	06-01-2018	Departments should evaluate the implementation of Curricular and Co-curricular activities and to prepare a report	Instruction were given to the Departments to convene the staff meetings at the Department level to discuss and report on matters related to the Curricular and Co-curricular work, result analysis, extension activities on the basis of the Teachers Diary and Curriculum Delivery Monitoring Register.
IV-21	11-01-2018	Decision to collect details about Research Projects, Research Guides and Research Scholars and also about Student support programmes	Departments were asked to submit details such as number and name of internal and external guides; research scholars and their area of research; collaborative programmes; student support services provided in the Departments and also about students progression and placements
IV-25	28-03-2018	Prepare NAAC files in tune with the new methodology of accreditation.	Departments were directed to convene special meetings on May 10 <sup>th</sup> and 11 <sup>th</sup> to finalise the NAAC documents and files, under seven point criteria in the metric framework.

**IQAC Chairperson**

Sd/-

**Dr. Icy K John , Principal**

**IQAC Coordinator**

Sd/-

**Dr. Varughese Mathew**

