

INTERNAL QUALITY ASSURANCE CELL

MAR THOMA COLLEGE, TIRUVALLA

Meeting of the IQAC held on 12.12.2013

A meeting of the IQAC working group of the college was at 11.30 am on Thursday, 12th December 2013, in the Principal's room. The meeting was chaired by Dr. Alex Mathew, Principal of the College.

Agenda

1. Public information officer and Appellate authority
2. Grievance Redressal mechanism
3. Cultural and sports activities
4. Academic Audit
5. Result Analysis
6. Orientation Programme for teachers
7. Other relevant matters

Attendance

1. Dr. Alex Mathew, Principal
2. Dr. Thomas Mathew
3. Dr. Jacob K.
4. Dr. Icy K. John
5. Prof. M. S. Indira Devi
6. Prof. Samji Thomas
7. Prof. Johnson M. Samuel
8. Dr. Varughese Mathew
9. Dr. Reginold Varghese

Decisions

The meeting opened with a silent prayer. Dr. Icy K. John, Convener of the IQAC, welcomed all members present and mentioned that the AQAR for the year 2012-13 has already been submitted.

The Principal made the introductory remarks. He brought the attention of the IQAC to different matters related to academic and accreditation work. The Principal also presented an action plan containing the future steps to be initiated for improving the academic environment.

The meeting discussed various matters and following decisions were taken.

1. In order to publicise the names of Public Information Officer and Appellate Authority, the meeting decided to install the board mentioning their names and entrusted Dr. Reginold Varghese for its implementation.

2. The Principal informed the meeting that the email id **complaintsmtc@gmail.com** for the students, staff and public has been created and published.
3. The meeting decided to activate the cultural and sports activities.
4. It was reported in the meeting that one-fourth of the semester is already over and therefore the meeting decided to conduct an academic auditing of the UG and PG programmes.
5. The meeting decided to promote practices, programmes and Green initiatives.
6. The meeting then decided to conduct result analysis of the second semester degree programmes.
7. The meeting discussed the operational aspects of the autonomy and decided to organise an Orientation Programme for all the teachers, particularly the faculty appointed during the last five years. In this regard, the meeting decided to prepare an action plan by the IQAC and discuss the matter at the earliest convenient meeting.
8. The meeting decided to organise seminars/workshops in the wake of Autonomy being granted to higher education institutions.
9. The meeting decided to organise programmes to instil moral values and virtues among students.

The meeting came to a close by 12.40 p.m.

Sd/-
Dr. Icy K. John
IQAC Co-ordinator

Sd/-
Dr. Alex Mathew
Principal