

INTERNAL QUALITY ASSURANCE CELL

MAR THOMA COLLEGE, TIRUVALLA

Meeting of the IQAC held on 5.02.2014

A meeting of the working group of IQAC of the college was held at 2.30 pm on Wednesday 5 February 2014 in the Principal's room. The meeting was chaired by Dr. Alex Mathew, Principal of the college.

Agenda

1. To review the academic functioning of the college
2. Academic audit
3. Other relevant matters

Members Present

1. Dr. Alex Mathew, Principal
2. Dr. Thomas Mathew
3. Dr. Varughese Mathew
4. Dr. Elizabeth T. Mangattu
5. Dr. Jacob K.
6. Dr. Samuel Mathew
7. Prof. Mary Oommen
8. Dr. Icy K. John

Decisions

The meeting began with a silent prayer. The convener of the IQAC welcomed all the members present and made the opening remarks. The Principal in his presidential remarks emphasized the need for streamlining the functioning of the IQAC. The Principal also called upon the IQAC to take up academic responsibility and to oversee the academic functioning of the college.

The meeting undertook a preliminary review of the academic environment in the context of the following matters:

- a) Academic Audit: An internal and external review of the departments
- b) Appraisal of the faculty through self-appraisals
- c) Students feedback on faculty and courses

After a discussion the following decisions were taken in this regard:

- 1) The departments should be asked to submit the status report with respect to the syllabus covered, the monitoring of the teaching plan, etc. An IQAC team should visit the departments to assess the academic progress.
- 2) Teachers / faculty members should be asked to furnish the self-appraisal report.
- 3) To prepare a data base of the departments for the last five years.

- 4) Ask the departments to prepare a report based on the 7-point Criteria for assessment and evaluation.
- 5) Departments should maintain an academic register containing programmes conducted, achievements, etc.
- 6) To arrange a special meeting for the outgoing students on 5 March 2014 for counselling, and evaluation of courses and facilities.
- 7) To prepare a new format for teacher evaluation by the students. Prof. Mary Oommen is entrusted to prepare the format.
- 8) To convene regular meetings of the IQAC at 3.00 pm on Tuesdays.

The meeting came to a close by 4.00 pm

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

Sd/-
Dr. Alex Mathew
Principal