

## INTERNAL QUALITY ASSURANCE CELL

MAR THOMA COLLEGE, TIRUVALLA

A meeting of the IQAC of the college was held at 2.30 pm on Thursday, 20 August 2015 at the college. Dr. K. Jacob, Principal of the college chaired the meeting.

### Members Present

Dr. M.O. Koshy  
Dr. K.T Philip  
Dr. G. Koshy  
Dr. Varughese Mathew  
Dr. Elizabeth T. Mangatt  
Dr. Icy K. John  
Dr. K. Jacob (Principal)

### Decisions

The meeting began with a silent prayer. Introductory remarks were made by the Principal. The first item of discussion was the steps to be initiated in connection with first semester and third semester PG classes. In this connection, the meeting decided:

- 1) To offer an orientation programme for the first PG and second PG programmes.
- 2) To introduce a comprehension test to assess the learning level of the PG students, and to continue the existing system for the UG students.
- 3) To introduce mentoring in a more effective manner.
- 4) To encourage departments to make the students work during the time period 3.30 to 4.30 pm.
- 5) Departments should prepare a timetable for the library work of the PG students and allot a teacher for the duration, in addition to making a register.
- 6) Departments should allot the project works to the students at the end of the second year.
- 7) Work allotment should be made in the department meeting and the same should be made at beginning of the academic year.
- 8) With respect to lending library books to the PhD scholars, the meeting decided to collect Rs 5000/- as caution deposit, and to lend a maximum of 2 books to them.
- 9) The meeting decided to offer a programme in communication skills for the PG students by availing the service of faculty from the department of English and also from outside the college.
- 10) To introduce NET/SET training programme for the PG students along with the regular classes.
- 11) Clubs and association may be directed to prepare a plan of action for the current academic year.
- 12) IQAC should be convened every 2<sup>nd</sup> Wednesday of the month.
- 13) The departments should be asked to complete the syllabus of the third and fourth semester degree programmes by 20 September 2015, and put aside one week for internal exam oriented training.
- 14) The IQAC decided to promote ventures for research in the college and to encourage teachers to participate in research programmes and take part in active research.

The meeting concluded at 4.15 pm.

Sd/-  
Dr. K. Jacob  
Principal

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