

## INTERNAL QUALITY ASSURANCE CELL

MAR THOMA COLLEGE, TIRUVALLA

A meeting of the IQAC of the college was held at 3.30 pm on Friday, 17 June 2016 in the Principal's room. The meeting was chaired by Dr. K Jacob, Principal of the college.

### Members Present

1. Dr. M. O. Koshy
2. Dr. Elizabeth T. Mangatt
3. Dr. Samuel Mathew
4. Dr. Varghese Mathew
5. Dr. Icy K. John
6. Dr. K. Jacob (Principal)

The meeting began with a silent prayer. Introductory remarks were made by the Principal. The meeting directly proceeded to the agenda.

- 1) The first item was a review of the academic activities of the year 2016-2017. Performance in the academic and curricular activities was discussed and it was decided to initiate more activities in the current academic year.
- 2) The preparation of the academic calendar was the second item of the agenda. The academic calendar for the 3<sup>rd</sup> and 5<sup>th</sup> semester programmes was published. The semester should commence from June 7<sup>th</sup> onwards and be over by September 30<sup>th</sup>. With over 80 working days it was decided to prepare month-wise schedule for the completion of syllabus.
- 3) The Teacher's Diary must be maintained by all the teachers and signed at the end of every semester by the HOD and the Principal.
- 4) The meeting noted that in view of the forthcoming NAAC Accreditation process, the following steps have to be initiated.
  - The remedial classes should be streamlined with a study on the impact of remedial programme.
  - All the eligible teachers with doctoral degree should apply for guideship.
  - All teachers with PhD should apply for Major Research Project.
  - Certificate courses must be conducted by the various departments.
- 5) The meeting discussed and decided to consider alternate arrangement for uninterrupted power supply.

The meeting reviewed the academic progress of the college.

The meeting concluded at 4.15 pm.

Sd/-  
Dr. K. Jacob  
Principal

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