



## MAR THOMA COLLEGE, TIRUVALLA

### IQAC (Internal Quality Assurance Cell)

MTC/IQAC-AT/2018-19

Date: 30.05.2019

#### ACTION TAKEN REPORT

Meeting No.	Date	Decisions	Action Taken
IV -27	09.05.2018	<ol style="list-style-type: none"><li>1. Students Feedback form to be collected.</li><li>2. Details about 30-hour duration value added programs to be collected and compiled.</li><li>3. Contact details of well-placed alumni.</li><li>4. Finalized Plan of Action for the year 2018-2019.</li></ol>	<ol style="list-style-type: none"><li>1. Students feedback collected.</li><li>2. Contact details of well-placed alumni collected and some of them have been contacted, and their cooperation has been sought for the NAAC visit.</li><li>3. The Plan of Action was communicated to the heads of the departments and teachers in charge of other clubs and associations.</li></ol>
IV - 29	24.07.2018	<p>The Principal informed the members about the new changes in the NAAC Criterion. Criterion 1 is to be completed and final submission to be made by 27<sup>th</sup> July 2018.</p>	<p>The proposal and documents for the NAAC accreditation are collected in accordance with the latest format.</p>
IV - 30	31.07.2018	<ol style="list-style-type: none"><li>1. To collect details pertaining to academic bodies but to include the details only after discussion.</li><li>2. Data for the templates should be collected year-wise.</li><li>3. K M Vishnu Namboothiri and Lt. Raison Sam Raju have been entrusted with the task of collecting the duty certificates from</li></ol>	<ol style="list-style-type: none"><li>1. Collected details about academic bodies.</li><li>2. Data collected year wise and forwarded to the IQAC for processing.</li><li>3. The concerned teachers collected the duty certificates from 2012-2013 to the present date.</li></ol>

		2012-13.	
IV - 32	07.08.2018	It was decided to augment the ICT activities. Criterion III duties were assigned and the teachers were asked to expedite the activities in this regard. It was decided to carry out the work before 10/08/2018. (Criterion 1, 2 and 3). The meeting decided to delegate the ICT related activities to the ICT committee of the college.	<p>The collected data from various departments were consolidated by the criteria conveners.</p> <p>The ICT Committee of the college has been requested to actively look into the ICT related requirements of the college and to submit a proposal in this regard.</p>
IV - 33	29.08.2018	<ol style="list-style-type: none"> <li>1.RAR to be completed to by September 30<sup>th</sup> 2018.</li> <li>2.Criterion 1 and criterion 2 completed and submitted by departments.</li> <li>3.List of students to be prepared (under various heads SC/ST etc.)</li> <li>4.Criterion conveners have to complete the work assigned as fast as possible, after collecting the data from Department Co-ordinators.</li> </ol>	<ol style="list-style-type: none"> <li>1.Preparation of RAR is progressing.</li> <li>2.Criteria 1 and 2 completed.</li> <li>3.Students' lists under various heads are collected.</li> <li>4.Criterion Conveners completed the work assigned to them.</li> <li>5.Mock online survey among students to get an understanding about students was conducted</li> <li>6.Pending work in different categories under each criterion was completed.</li> </ol>
IV - 35	24.09.2018	<p>Criterion Conveners discussed the necessary data to be collected from various departments.</p> <p>To streamline the activities of the Department level coordinators to make the NAAC submission process easier.</p>	<p>Criteria conveners consolidated the collected data.</p> <p>Data collected from department level coordinators are consolidated for NAAC submission process.</p>
IV - 38	10.10.2018		
IV - 39	31.10.2018	<p>The following documents to be collected to be at the earliest.</p> <ul style="list-style-type: none"> <li>• PhD – Letter – date of awarding /Submission.</li> <li>• 2.4.4 – Awards recognition Received by Teachers.</li> <li>• 2.4.5 Students from Other states list and Certificate of Proof.</li> </ul>	All the documents mentioned are collected.

		<ul style="list-style-type: none"> <li>• Results analysis, Detailed Results.</li> <li>• Online Survey</li> <li>• MOU (Departments should furnish the details of MOUs that the departments have with institutions and the faculty.</li> <li>• 4.1.7 Room Number Identification</li> <li>• Students Progressions List.</li> <li>• Teachers (Data of attending Refresher/Orientation)</li> </ul>	
IV - 41	26.02.2019	Various subheads under criterion 7 are incomplete. Those to be identified and data collected.	Information related to Gender equality, green initiative and waste management were collected.
IV -45	08.03.2019	<p>The following data needs to be compiled for successful completion of various criteria.</p> <ul style="list-style-type: none"> <li>• Walk with the Scholar – Details.</li> <li>• MATLAB – Details</li> <li>• The Syllabus of Certificate Courses – duly signed and sealed by the Principal.</li> <li>• Rational discourse – ‘Code of Ethics’ to be added</li> <li>• Details of Village Grammar School, Noon Meal Scheme, Blood Donation to be added.</li> <li>• Internship – chemistry Department details to be added.</li> <li>• MOU – from History and English Departments to be</li> </ul>	The pending work was noted, corresponding data collected and analysed.

		added.	
IV -57	20.03.2019	<ul style="list-style-type: none"> <li>• SSR must be uploaded in the NAAC website before 15<sup>th</sup> April, 2019.</li> <li>• AQAR of the year 2018-19 may also be prepared.</li> </ul>	IIQA report was submitted before 31 <sup>st</sup> March 2019. AQAR was submitted and preparation of SSR was on progressing.
IV -64	29.03.2019	Documents to be sorted and kept ready for uploading by the selected team.	The latest documents for the final submission of data was collected and sorted criterion wise.
IV - 67	08.04.2019	Geotagging of photos to be taken. Green Audit reports to be completed.	Geotagging photos of the various facilities and instruments were collected. SSR was uploaded.

**IQAC Chairperson**

Sd/-

**Dr. Icy K John**

**IQAC Coordinator**

Sd/-

**Dr. Varughese Mathew**