



## MAR THOMA COLLEGE, TIRUVALLA IQAC (Internal Quality Assurance Cell)

MTC/IQAC-AT/2019-2020

Date: 30.03.2020

### ACTION TAKEN REPORT

Meeting No.	Date	Decisions	Action Taken
1	23.07.2019	<ul style="list-style-type: none"><li>* Data availability for the Peer Team visit should be streamlined.</li><li>* Departmental action plan to be collected from all the departments.</li></ul>	All records have been updated and filed in order.
2	17/08/2019	<ul style="list-style-type: none"><li>* A coordinator of all the staff members right from the HOD to the last grade staff to be selected.</li></ul> <p>The following arrangements to be taken care of:</p> <ul style="list-style-type: none"><li>* NCC guard of honour</li><li>* Discussion with Alumni and P.T.A.</li><li>* Cultural event of one hour's duration.</li><li>* Exit meeting on the second day.</li></ul> <p>Departmental presentation (PPT)</p> <ul style="list-style-type: none"><li>* Documents (department level) like Teaching Plan Teacher's Diary Mentoring Registers Academic Delivery Records all should be up to date.</li><li>* Secretarial Assistance and a Room should be given to the Peer Team Members.</li><li>* Meetings at the various levels shall be covered in the coming weeks. An expert will come to the College to equip the community for the PEER Team Visit.</li></ul>	<p>The required arrangements have been made for the NAAC visit. Secretarial Assistance has been arranged and an office room has been set-up for the Peer Team.</p> <p>Prof Selvam has been recruited to check and evaluate all the preparations in connection with the NAAC visit. Prof Selvam has given the necessary guidance to each department after going through all the presentations.</p>
3	20.08.2019	The Principal Dr Icy K John enlisted the points for which clarification was sought by the DVV team – and the answers	All the documents have been accepted by the agency and our SSR also has been accepted by them.

		<p>and documents to be provided to them by the IQAC.</p> <p>The Principal and the IQAC coordinator are to be prepared well in advance and checked meticulously for any errors that might have crept in.</p> <p>Professional help to be sought to prepare the PPTs.</p> <p>Websites of A+ and A++ grade colleges can be observed, advice can be sought from IQAC coordinators of colleges which have been recently ranked- to get updates about the latest methodology of the final process of grading.</p> <p>* Open House (Centralized PTA meetings) to be convened next week.</p> <p>* New Certificate Programmes to be started in the college syllabi can be prepared and sanction can be obtained from the University for these courses.</p> <p>* A Professional training session can be arranged (Technical for imparting skills)</p> <p>* Online courses offered by</p>	<p>PTA meetings have been convened by all the departments.</p> <p>New Certificate Programmes have been started by a few departments.</p>
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4	04.10.2019	Different measures to be taken for upgrading facilities and streamlining all the preparations in each department for the NAAC Visit.	All the preparations have been supervised by the IQAC and necessary corrections have been suggested.
5	10.10.2019 - 1	The arrangement committee has been given detailed instructions as to the preparations to be made in connection with the Peer team visit. Various sub committees have been given the charge of managing the various sections.	The sub committees have been meeting regularly and preparations have progressed.
6	10.10.2019 - 2	The Preparations for the NAAC visit to be reviewed.	
7	10.10.2019 - 3	PPTs and presentation of 7 minutes duration to be readied by each department.	All the PPT s have been loaded in the computer set apart for the purpose, in the Mathematics Research room.
8	10.10.2019 - 4	<p>Presentation should be finalized and placed in the main computer by 12/10/2019. All the strong points of the departments should be added in the presentation.</p> <p>All the teachers to be present in the college on 12<sup>th</sup> and 13<sup>th</sup> Saturday and Sunday to streamline the final level works for NAAC visit. Department level meetings should be</p>	<p>The dedicated hard work and cooperation of the staff has been exemplary. All preparations have been completed and the members of the PTA, Alumni etc have been contacted.</p> <p>HoDs have been advised to conduct the SWOC Analysis and work according to the same.</p>

		<p>convened on 11/10/2019. Prominent P.T.A members should be asked to attend the meeting with the NAAC Peer team. Post Accreditation, SWOC analysis should be conducted in each department.</p>	
9	23.10.2019	<ul style="list-style-type: none"> <li>* Devise an effective mechanism for documentation of all activities.</li> <li>* Departments should provide a report of a concerned programme to the Principal before the Principal provides approval for the conduct of next programme</li> <li>* All departments and clubs should keep a register of events and other activities.</li> <li>* All concerned must submit an application form to the Principal for getting approval for the conduct of programmes.</li> <li>* Faculty may apply for Major and minor projects of different agencies</li> <li>* Apply for NIRF ranking and SAAC accreditation</li> <li>* Explore the possibility of conducting “Mar Thoma Multidisciplinary Congress” similar to Kerala Science Congress.</li> </ul>	<p>An effective Documentation mechanism has been devised by the IQAC and will be carried forward by the next IQAC Committee.</p> <p>Teachers have been encouraged to apply for Major and Minor Projects. Events Register is being maintained.</p> <p>The College has applied for NIRF Ranking.</p> <p>SAAC Accreditation possibilities are being studied, and can be applied as soon as the portal is open.</p> <p>An inter-disciplinary event titled Mar Thoma Multidisciplinary Congress was hosted by the college and was received with great appreciation from scholars across the country.</p>
10	1-11- 2019	<ul style="list-style-type: none"> <li>* Prepare AQAR in the new format, for the year 2018-19</li> </ul>	<p>The First draft of the AQAR</p>

		<p>before 30<sup>th</sup> November 2019</p> <p>* Conduct academic audit in the college every month.</p> <p>* Form a department level alumni WhatsApp group to keep a track of alumni progress and achievements.</p>	<p>has been compiled.</p> <p>Internal Academic Audit has been conducted by all the departments.</p> <p>Various departments are maintaining Alumni groups in different platforms.</p>
11	01..11.2019	<p>AQAR for the year 2018-2019, to be finalised</p> <p>* Action Taken Report of the year 2018 to be prepared.</p> <p>*To conduct a meeting on the New Education Policy, on 5<sup>th</sup> of November at 1.30pm.</p> <p>*To make the placement cell active and conduct placement drives.</p> <p>It was decided to prepare vision2030 of IQAC at the earliest with the help of IQAC members and the conveners of 7point criteria.</p> <p>It was decided to present the decisions to the Governing Council and College IQAC for approval.</p>	<p>*The preparations for uploading the AQAR are underway. The new Format has been studied and preparations made accordingly.</p> <p>*A seminar on the NEP-2020 has been successfully organised.</p> <p>*The Placement Cell has convened a meeting to explore the possibilities of contacting Campus recruitment agencies.</p> <p>*Vision 2030 is under discussion and will be presented to the Governing Council at the earliest.</p>
12	08.11.2019	<p>The main Agenda of the meeting was to explore the possibilities of finalizing the AQAR 2018-2019. Collection of data from (Part B) all the Departments to be speeded up. The AQAR modifications shall be provided to each department and a stipulated time limit shall be specified to return the completed document.</p> <p>*IQAC shall conduct Internal Academic Audit on yearly basis. The Committee shall be constituted by IQAC. IQAC should conduct a Result Analysis semester-wise.</p>	<p>Communication has been sent to the departments seeking updates on sections of the AQAR that are incomplete.</p> <p>*Semester wise result analysis has been conducted.</p> <p>* Arrangements have been made for the conduct of the Academic Audit.</p>

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**IQAC Chairperson**

Sd/-

**Dr. Icy K John**

**IQAC Coordinator**

Sd/-

**Dr. Varughese Mathew**