

# **INTERNAL QUALITY ASSURANCE CELL MAR THOMA COLLEGE, TIRVUALLA**

## **Department Level Co-ordinators Meeting**

A meeting of the Department level Co-ordinators of IQAC was held at 3.30pm on 31.07.2018 in the Principal's room.

### Members

1. Dr. Icy K John
2. Dr. Varughese Mathew
3. Lt. Raison Sam Raju
4. Dr. Ajesh K Zachariah
5. Dr. K. M Vishnu Namboodiri
6. Santhosh Jacob
7. Susan Thomas
8. Preetha Rachel George
9. Mini Thomas
10. Kesia Mary Philip
11. Antu Annam Thomas

The meeting began with a silent prayer

The Principal informed the staff about the successful completion of academic enrichment programme. Prof. Raison, the Convenor of the programme also spoke on the occasion.

Dr. Varughese Mathew the IQAC Co-ordinator welcomed all to the meeting.

The major decisions taken include-

1. To collect details pertaining to academic bodies but to include the details only after discussion.
2. Data template should be collected year-wise.
3. Principal stressed the importance of collecting documents and its segregation.
4. Dr. K M Vishnu Namboothiri and Lt. Raison Sam Raju have been entrusted with the task of collecting the duty certificates from 2012-13.

The meeting came to a close at 4.30 PM.

Sd/-  
Dr. Icy K John  
Principal

Sd/-  
Dr. Varughese Mathew  
Coordinator