

INTERNAL QUALITY ASSURANCE CELL MAR THOMA COLLEGE, TIRVUALLA

NAAC Department Level Co-ordinators Meeting

NAAC Department level coordinators meeting at the Principal's room on 31.10.2018, 3.30pm.

Members Present

1. Dr. Icy K John
2. Dr. Varughese Mathew
3. Dr. K M Vishnu Namboodiri
4. Mr. Agney G K
5. Mr. Santhosh Jacob
6. Mrs. Mini Thomas
7. Mrs. Preetha Rachel George
8. Mrs. Sony Achamma Thomas
9. Lt. Raison Sam Raju
10. Dr. Jacob Thomas
11. Dr. Neeta N Nair
12. Mrs. Happy Krishnan
13. Dr. Ashley Susan Philip
14. Dr. Susan Thomas (Zoology)
15. Mrs. Antu Annam Thomas

Decisions

Department level Coordinators should ensure that all the Data has been provided.

The following documents to be collected to be at the earliest.

- PhD – Letter – date of awarding /Submission.
- 2.4.4 – Awards recognition Received by Teachers.
- 2.4.5 Students from Other states list and Certificate of Proof.
- Results analysis, Detailed Results.
- Online Survey (A Mock online survey to be conducted to be lead by Mrs. Antu Annam Thomas, Dr. Noble P Abraham, Lt. Raison Sam Raju, Dr. Jacob Thomas.
- MOU (Departments should furnish the details of MOUs that the departments have with institutions and the faculty.
- 4.1.7 Room Number Identification
- Students Progressions List.
- Teachers (Data of attending Refresher/Orientation)

The meeting came to a close at 3.30pm.

Sd/-
Dr. Icy K John
Principal

Sd/-
Dr. Varughese Mathew
Coordinator