

INTERNAL QUALITY ASSURANCE CELL MAR THOMA COLLEGE, TIRVUALLA

IQAC Department level Coordinators meeting on 17/08/2019, 10.30AM at Principal Room

Department level Co-ordinators was held at the Principal's Room on 17/08/2019,10.30AM.

Following members were present.

Agenda

- 1.4th cycle of accreditation –Review
2. Any other relevant matter

Attendance

1. Dr. Icy K John Principal
2. Dr. Varughese Mathew, IQAC Co-ordinator
3. Dr. Neeta N Nair
4. Mrs. Happy Krishnan
5. Dr. Jacob Thomas
6. Mr. Anoop Koshy George
7. Lt. Raison Sam Raju
8. Mr. Vishnu Namboothiri K. M
9. Mr. Agney G.K
10. Mr. Santhosh Jacob

Minutes

The meeting began with a silent prayer. Dr. Icy K John Principal welcomed all the members to the meeting. He informed the action plan of the SSR and the Prequalification process. Now it is the stage of paying the second stage of pay matrix of fees and logistic fees and the suggestion of Dates for the Peer Team

visit. Departments are asked to be streamlined for the Peer Team Visit. The focus of the visit will be on PG Departments. There should be a coordinator of all the staff member right from the HOD to the last grade staff, NCC guard of honour should be given to the NAAC Peer Team followed by the meeting of manager and Principal's Presentation. There will be discussion with Alumni and P.T.A. A Cultural event should be covered of one hour's duration. There will be an exit meeting on the second day. Department should prepare a presentation (PPT) stating the functions, activities and merits of the department. Guidelines for individual departments will be given form the Principal's office on Monday 19/08/2019. Documents of the department level like Teaching Plan Teacher's Diary Mentoring Registers Academic Delivery Records all should be up to date and Have less. A Peer evaluation should be conducted in interdepartmental pass. Standardization and innovations should coexist. IQAC coordinator will give timely instructions to the Departments. A Secretariat Assistant and a Room should be given to the Peer Team Members. Meetings at the various levels shall be covered in the coming weeks. A expert will come to the College to equip the community for the PEER Team Visit. Certain Roll of Honour Boards, Alumni Achievements Display all need to be streamlined. The Departments should have a future plan. The Department level Coordinators meeting should be covered on, every working day of 4PM at Principal's room. The meeting come to a close at 12.25PM.

Sd/-
Dr. Icy K John
Principal

Sd/-
Dr. Varughese Mathew
Coordinator

