

MAR THOMA COLLEGE, TIRUVALLA

Meeting of IQAC members of the College and Department level coordinators held at 2.30 p.m. on
23.10.2019

Decisions

1. All the departments, clubs, associations and committees must keep the data and reports of the upcoming Programmes in proper order for the next accreditation.
2. Devise an effective mechanism for documentation of all activities.
3. Departments should provide the report of a concerned programme to the Principal before the Principal provides approval for the conduct of next programme.
4. All departments and clubs should keep a register of events and other activities.
5. All concerned must submit an application form to the Principal for getting approval for the conduct of programmes.
6. All concerned must keep the attendance of students who participate in the department, club and other programmes.
7. Faculty may apply for Major and minor projects of different agencies.
8. More programmes may be conducted in areas like IPR, Idea Incubation and ED Club
9. Conduct quality enhancement and capacity building programmes.
10. Adopt more innovative techniques in teaching learning process like problem solving methods, problem-based teaching, participative learning etc.
11. Formulate a vision plan 2030 for the institution after discussing in various platforms.
12. Faculty members may try to attend seminars and conferences outside India for paper presentations or invited talks.
13. Apply for NIRF ranking and SAAC accreditation.
14. Explore the possibility of conducting “MarThoma Multidisciplinary Congress” similar to Kerala Science Congress.
15. Explore the possibility of student and faculty exchange programme with National and International institutions.
16. Implement more supplementary enrichment programme with tie ups of Governmental or Non-Governmental institutions.
17. Start e-journals for science, social science and commerce separately.
18. Visit top 10 NIRF ranked Colleges to study their facilities and practices.

MAR THOMA COLLEGE, TIRUVALLA

Meeting of IQAC members of the College and NAAC Criteria Conveners held
at 2.30 pm on 1st November 2019

Decisions

1. Prepare AQAR in the new format, for the year 2018-19 before 30th November 2019
2. Transform the IQAC into a data collection hub.
3. The following teachers will be the criteria conveners for the preparation of the AQAR
 - Criteria 1 - Prof. Agney G. K
 - Criteria 2 - Prof. Anoop Koshy George
 - Criteria 3 - Dr. Ajesh K. Zachariah
 - Criteria 4 - Prof. Vishnu Namboothiri K.M
 - Criteria 5 - Dr. Varughese Mathew / Dr. P. J. Varghese
 - Criteria 6 - Lt. Prof. Raison Sam Raju
 - Criteria 7 - Dr. Jacob Thomas
4. Conduct an academic audit in the month of March, every year.
5. Prof. Susan Thomas will prepare plan of action and action taken report of IQAC.
6. Encourage all faculty members to publish at least one paper in reputed UGC CARE listed journal every year.
7. Replace domestic LPG cylinders in Labs with commercial LPG cylinders.
8. Nominated the following committee (Data Collection Team) to monitor the recording of all the programmes conducted by various clubs and departments in the College.
 - Prof. Aravind Sankar
 - Prof. Susan Kuriakose
 - Dr. Reni George
 - Prof. Giby Abraham (Bio-Sciences)
9. Convene a meeting of Criteria conveners and the Data collection team.
10. Forward the letter of consent for a programme to the IQAC
11. Maintain a register of events and programmes organized in departments
12. Collect details and data of the programmes and events etc. conducted by the departments or clubs along with the activities of faculty members including publications, participation in workshops, seminars etc. in a quarterly manner.
13. Form a department level alumni WhatsApp group to keep a track of alumni progress and achievements.
14. Conduct a meeting on NEP on 5th November, 2019.
15. Make the placement cell active and conduct placement drives.

Sd/-
Dr. Icy K John
Principal

Sd/-
Dr. Varughese Mathew
Coordinator