

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

## **Meeting of IQAC Members and NAAC Criteria Conveners.**

A meeting of IQAC members and NAAC criteria conveners of the College was held at 2.30pm on Friday 1<sup>st</sup> November 2019 in the Principal's room.

### Attendance

Dr. Icy K John(Principal)  
Dr. Varughese Mathew, IQAC Coordinator  
Dr. Ajesh K Zacharia  
Dr. Neeta N Nair  
Prof. Anoop Koshy George  
Prof. K. M. Vishnu Namboothiri  
Agney G. K  
Dr. Koshy John  
Dr. Samuel Mathew  
Susan Thomas

### Minutes

The meeting began with a silent prayer. Dr. Varughese Mathew, IQAC Co-ordinator welcomed the gathering.

1. The main agenda of the meeting was the preparation and submissions of AQAR for the year 2018-2019, and also about the new format of AQAR.

2. It was decided to transform IQAC into a data collection hub.

3. Decided to appoint conveners to all the seven criteria.

The Following teachers will be the Criteria Conveners.

Criterion 1 AgneyG(Department of History)

Criterion 2 Anoop Koshy George(Department of Economics)

Criterion 3 Ajesh K Zacharia (Department of Chemistry)

Criterion 4 K. M Vishnu Namboodiri (Department of History)

Criterion 5 Dr. Varughese Mathew(Department of Mathematics)

Criterion 6 Lt. Raison Sam(Department of Commerce)

Criterion 7 Dr. Jacob Thomas(Department of Botany)

4. It was decided to submit the work by the 30<sup>th</sup> of November.

5. To maintain the copies-hard and soft with the IQAC.

6. To conduct an Academic audit in every March to evaluate the quality.

7.Prof. Susan Thomas of English Department was entrusted with the responsibility to prepare the Action Taken Report of the year 2018-2019.

8.Principal, Dr. Icy K, John suggested to encourage all faculty members to publish at least one paper in reputed UGC CARE listed Journal every year.

9.The Principal appreciated the efforts put by IQAC in organizing an invited task on “Corruption- A Crime agent Nation” on the 1<sup>st</sup> of November on the occasion of Vigilance Awareness week 2019, along with NCC and NSS.

10. It was decided by the IQAC to replace Domestic LPG Cylinders with Commercial LPG cylinders in all Science Labs and forward the decision to the Governing council for approval.

11. A Team to be constituted to monitor the recording of all the programs conducted by various clubs and department in the college.

12. It was decided to appoint Prof.Aravind Sankar(Department of Economics), Dr. Reni Geore(Department of Chemistry) , Prof.Susan Kuriakose(Department of Botany) and Prof. Giby Abraham(Department of Bioscience).

13.It was decided to call a meeting of the 7-point criterion conveners and the Data collection team.

14.To forward the letter of consent for a programme to the IQAC Co-Ordinator.

15. To maintain a register of events and programmes organised in departments.

16.To collect data about the programmes,events conducted by the department along with the publication details or participation details of faculty members in national/international events, on a quarterly basis.

17.The meeting also discussed the vision 2030 of IQAC.

18.To prepare a department level Alumni WhatsApp group to keep a track of Alumni Program and achievements.

19.To conduct a workshop to familiarize the faculty with the New Education Policy, on 5<sup>th</sup> of November at 1.30pm.

20.To make the placement cell active and conduct placement drives.

21.It was decided to prepare vision2030 of IQAC at the earliest wit the help of IQAC members and the conveners of 7point criteria.

22.It was decided to present the decisions in front of the Governing Council and College IQAC for approval.

The meeting come to an end by 4.00pm.

Sd/-  
Dr. Icy K John  
Principal

Sd/-  
Dr. Varughese Mathew  
Coordinator

