



MAR THOMA COLLEGE, TIRUVALLA IQAC (Internal Quality Assurance Cell)

MTC/IQAC-AT/2018-2019

Date: 09-05-2018

PLAN OF ACTION

The Plan of Action for the year 2018-19 was discussed in the IQAC meeting held on: 09-05-2018 in the Principal's Office.

The main thrust area in the Plan of Action was the preparation of the SSR for IV cycle accreditation process and necessary procedure to be adopted for the same.

PLAN OF ACTION – NAAC ACCREDITATION

Month	Action Taken
June 2018	Department Coordinators and Criterion Convenors Regular Meetings – to Coordinate Preparation.
August 2018	Criterion wise compilation Data Analysis
October 2018	NIRF submission, SSR submission to the NAAC
December 2018	Correct/Upload any explanation asked by the NAAC
February 2018	Schedule visit <ul style="list-style-type: none">• Committee to be coordinated for the visit.• Work arrangements to be scheduled• Arrange pick-up/stay etc if necessary• Final submission of all PPT's prepared by the HODs.

PLAN OF ACTION - ACADEMIC

June 2018	<ul style="list-style-type: none"> ❖ Classes for III, V semester UG and III Sem PG begin. ❖ All HODs to be asked to submit the department plan of action for the year in regard to completion of syllabus, conduct of PTA meetings and various students 'activities. ❖ HODs to be requested <ul style="list-style-type: none"> i. to organize seminars, conferences, workshops, exhibitions or other academically relevant programmes. Funds to be sought from various agencies for the same. ii. National Days of importance to be observed. iii. Career Guidance Programmes and Campus Recruitment drives to be planned. iv. Coaching for CSIR UGC- NET and other competitive examinations v. Plan Remedial and Mentoring Programmes vi. Sports Competitions to be planned vii. Inter-Departmental/ inter-collegiate events to be planned viii. Certificate programs to be planned ix. Faculty to be encouraged to take up research activities. ❖ Department NAAC coordinators to be briefed about the schedule for submission. ❖ IQAC to take initiative to organize capacity Building Programmes or Workshops
July 2018	<ul style="list-style-type: none"> ❖ Various clubs and associations to meet. ❖ To chalk out yearly plan of action and submit their list of programmes to the Principal
August 2018	<ul style="list-style-type: none"> ❖ Plan and conduct first internal examination for UG odd semesters. ❖ Cultural events pertaining to Onam festival. ❖ Complete the portion before First Term Break (Onam Vacation)
September 2018	<ul style="list-style-type: none"> ❖ Departments to organize seminars/workshops/conferences/association activities and plan for students' project/internship.
October 2018	<ul style="list-style-type: none"> ❖ Organise cultural events like kalolsavam, inter departmental competitions, student union activities ❖ Conduct second internal examination for odd

	<p>semester UG.</p> <ul style="list-style-type: none"> ❖ Collect students' feedback before semester break.
November 2018	<ul style="list-style-type: none"> ❖ Complete and submit AQAR ❖ Plan and organize Christmas celebration
December 2018	<ul style="list-style-type: none"> ❖ Organise PG Association activities. ❖ Request departments and clubs to publish students' manuscript magazine. ❖ Organise study tour for final year UG and PG students.
January 2018	<ul style="list-style-type: none"> ❖ Conduct first internal examination for even semester. ❖ Organise capacity building work shop for non-teaching staff. ❖ Start collecting material for annual college report. ❖ Preparation for Annual Intercollegiate Marthoma Trophy Football Tournament
February 2018	<ul style="list-style-type: none"> ❖ Collect annual reports of clubs/associations. ❖ Organize department wise academic audit
March 2018	<ul style="list-style-type: none"> ❖ Collect details of scholarships/endowment details/best outgoing students... ❖ Second internal examination for even semester UG. ❖ Collect yearly feedback from final year students.

IQAC Chairperson

Sd/-

Dr. Icy K John

IQAC Coordinator

Sd/-

Dr. Varughese Mathew