



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

MTC/IQAC-AT/2019-2020

Date: 10-05-2019

PLAN OF ACTION

The IQAC of the College met on 10th May 2019 in the Visitors' Room and after the regular deliberations, the Plan of Action for the year 2019-20 was discussed.

The main thrust area in the Plan of Action was the submission of SSR for IV cycle of accreditation, DVV process and the NAAC Peer Team Visit.

PLAN OF ACTION – NAAC ACCREDITATION

Month	Action Taken
June 2019	Various committees to be constituted for the Peer Team Visit.
August 2019	Training to be given to the students for interaction with the NAAC team. Alumni to be contacted and their cooperation to be sought. Cultural programme to be planned and students to be selected for the same
September/ October 2019	Schedule visit as per given dates <ul style="list-style-type: none">• Committee to be coordinated for the visit.• Visit arrangements to be scheduled• Arrange pick-up/stay etc if necessary Final submission of all PPT's prepared by the HODs.
December 2019	A review meeting to discuss the NAAC report.
February 2019	Preparation and submission of AQAR 2019-2020.
<u>PLAN OF ACTION - ACADEMIC</u>	

June 2019	<ul style="list-style-type: none"> ❖ Commencement of Classes for III, V semester UG and III Sem PG. ❖ 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 initiatives to organize capacity Building Programmes or Workshops
July 2019	<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 2019	<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 2019	<ul style="list-style-type: none"> ❖ Departments to organize seminars/workshops/conferences/association activities and plan for students' project/internship.
October 2019	<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 2019	<ul style="list-style-type: none"> ❖ Complete and submit AQAR ❖ Plan and organize Christmas celebration
December 2019	<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 2020	<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 2020	<ul style="list-style-type: none"> ❖ Collect annual reports of clubs/associations. ❖ Organize department wise academic audit
March 2020	<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