



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

MTC/IQAC-AT/2021-2022

Date: 30.03.2021

ACTION TAKEN REPORT

Sl No.	Date	Decisions	Action Taken
1	31-05-2021	It was decided to conduct training sessions for teachers to facilitate the online and hybrid learning.	Hands on training and workshop for faculty members was organized on the topic LMS: MOODLE on 30 th September 2021 by the IQAC.
2	June 2021	The plan of action chalked out the organising of Students Induction Programme and Bridge course for first year students	Students Induction Programme was organised for the freshers (online) by the IQAC. An entry level test (ELAT) was conducted at the end of the programme to identify slow and advanced learners. Feedback on the induction program was collected from the students. Bridge course was conducted for first year students by the different departments.
3	June 2021	Plan of Action –to file all the documents and reports in connection with online teaching.	The reports of the classes taken by teachers online was collected by the IQAC and filed for monitoring the effectiveness of online teaching.
4	June 2021	Plan of Action – the mentoring process to be restructured in the wake of the hybrid mode of learning.	Mentor-Mentee program for the current year was imitated with circulars. Mentoring sessions were conducted both online and offline.
5		Plan of Action – The IQAC to organize workshops and seminars for teachers on relevant issues in the field of Higher Education.	A seminar on Higher Education and Cyberspace was hosted by the IQAC. It was organized by the MTHEC for all the colleges within its purview. The seminar gave a sense of direction to the participants about the various possibilities of Cyber Space and its use in Higher Education.
6	09-08-2021	Quality improvement measures to be imitated by the IQAC.	The IQAC gave necessary leadership to the planning of internal examinations, conduct of workshops and seminars and skill development programme for faculty and non teaching staff. Departments asked to update and maintain stock register of files and infrastructure facilities.
7	09-08-2021	It was decided to formulate an IT Policy for the institution in collaboration with the ICT Committee.	A team of members from the IQAC and ICT committees visited the Digital University, Trivandrum, Kerala to study the various facilities and to draft on IT policy for the institution.
8	09-08-2021	The academic audit for the last two years was to be conducted.	The academic and administrative audit for the year 2020-2022(2 years) was carried out

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			by a team of experts on February 18 th , 2022.
9	06-01-2022	The IQAC to request the departments to conduct an analysis of the students results and formulate a plan for creative action to improve the results.	In the College Council meeting, the Heads of the Departments were asked to discuss the result analysis in the faculty meeting and take necessary steps to improve the results.
10	10-01-2022	It was decided to register for SAAC Accreditation and proceed with the data collection process.	The SAAC Accreditation process registration has been completed and the data compilation process is being coordinated by Dr. Nebu John.
11	19-01-2022	The Department were asked to collaborate with other institutions and sign MOUs with them.	IQAC facilitated the signing of different MOUs between the College departments and institutions.
12	07-02-2022	The IQAC to give a list of programmes to be conducted in each department annually.	An Email was sent to all the Heads of the Departments giving a detailed list of programmes to be conducted every year and files to be maintained.



John
Principal
Mar Thoma College, Tiruvalla